

# LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

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

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**Minutes of the Meeting of Loddon & Chedgrave Playing Field Committee held in the Hollies Rear Hall, Loddon on the 17 January 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):** Jessie Powell (**JP**)

**Loddon United Football Club Adults (LUFCA):** Rick Summons (**RS**)

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

**Tennis Club (TC):** Paul Solomon (**PS**). Rik Balfour, Tennis Club Subcommittee Chairman was also in attendance.

**In Attendance:** Emily Curtis, Clerk (**EC**), Georgina Hirst, Responsible Finance Officer, (**GH**), 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 Miles Wilson (**MW**).

## **3. Declarations of Interest and Requests for Dispensations:**

None.

## **4. Minutes of the meeting held on the 26 September 2023:**

The Minutes of the meeting held on 26 September 2023 were **approved** as a correct record.

## **5. Matters Arising:**

### **5.1 Tree and Hedge Work**

Target Trees (authorised tree contractor) has cut the Jubilee Hall hedge on the sides and the top, the conifer hedge sides and top, and the Horse Chestnut trees overhanging the tennis courts. This tree and hedge work will be scheduled for an annual autumn cut.

### **5.2 Ride on Lawnmower**

The issue is not a faulty battery, the battery is not recharging. **Action:** Parish Warden to remind Loddon Garden & DIY that the lawnmower will be required in the Spring.

### **5.3 LTC's decision regarding parking on the Loddon & Chedgrave Playing Field**

Following the discussion at the L & C PFC on the 26 September 2023, LTC discussed the proposal to allow up to 10 cars to park in front of the containers on the Loddon & Chedgrave Playing Field.

For the Council to consider the proposal, it was necessary to ascertain whether there was parking available in nearby car parks. The Council contacted both Hobart High School and

the Infant/Junior schools on Kitten's Lane. Unfortunately, Hobart High School have confirmed that their staff are not available to unlock/lock the Sports Hall Car Park on a Sunday.

However, the Infant School have kindly offered their car park, certainly for Sundays. They have also agreed that by request, their car park can also be used on a Saturday. The LUFC will need to organise these parking arrangements directly with the infant school. The layby adjacent to the school can also be used. **Action:** LUFC to organise additional car parking. As nearby additional parking has been located elsewhere, the Council have deferred the decision to allow vehicles to park on the L & C PF at this time, however the Council will continue to monitor the parking pressures.

#### **5.4 Nettles on the Perimeter of the Playing Field**

The Parish Warden and Grounds Contractor met to discuss the issue and the nettles have been sprayed and strimmed. **Action:** Parish Warden to continue to review and Grounds contractor to spray as required.

#### **5.5 Pavilion/pitch proposal for Hales and Loddon Cricket Club**

FMG Consulting have completed their feasibility study into the potential development of the Hales and Loddon Cricket Club site. SNC will be holding a stakeholder meeting in the near future.

#### **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**

Jessie Powell introduced herself as the new interim chair for the Jubilee Hall Management Committee (JHMC) and thanked the previous Chairman for all his hard work. Due to the resignation of the Centre Manager, the Trustees have had a lot of hands-on experience in running the hall which has helped to form their future plans. The hall booking and access system will be going digital and a feasibility study has been undertaken by Locality to see how the hall can better serve the community. The hall bookings are very healthy.

Cllr AW gave thanks to Trustees for all their dedication and hard work.

The JHMC will be holding their AGM in March, and plan to reduce the required number of Trustees from 8 to 3. RS offered to become a Trustee and a keyholder.

Thanks were also given to the JHMC Trustee Secretary for her assistance and professional approach.

##### **7.2 LUFC Adults**

RS reported that due to the wet weather, not much football has been played over the winter as they have been preserving the pitches. There was a fundraiser before Christmas for the new Hales Pavilion.

The parking issues remain but they have been encouraging people to park around the town.

##### **7.3 LUFC Juniors**

KW reported that everything is going well with the juniors. There are approximately 200 junior members, 3 girls teams and two new teams have recently formed.

##### **7.4 CPC**

None.

**7.5 LTC**  
None.

**7.6 Tennis Club Subcommittee**

PS reported that a new 12-week taster course has been funded by a grant from Parkinsons UK and proceeds from the charity day.

One of the juniors has become a Level 1 Junior Tennis Coach which has inspired other juniors to qualify as a junior coach.

The LTA has confirmed that PS can access a grant of £500 for girls aged 5-16 years to train at the courts. This initiative is backed by Amazon UK to reduce the number of girls dropping out from the sport between the ages of 11 - 15. This grant may also generate 24 new junior members.

PS has also received a grant for 14 weeks of walking tennis, and both the courts and the Jubilee Hall will be utilised.

The membership currently totals 140, consisting of 77 adults, and 63 juniors. 14 parents have joined as a direct result of their children joining.

PS reported that there is a new timetable which will become active in February.

**8. Finance Report:**

**8.1 Financial Statement to 31 December 2023**

The balance of the PFC accounts on the 31 December 2023 was £23,079, general fund £16,679, £6,400 being earmarked reserves. **Action:** RS requested that the RFO resends the LUFC invoice.

**8.2 Payments for Approval**

Payments are usually approved by LTC due to the frequency of the PFC meetings. A report of all PFC transactions was presented.

**8.3 Financial Statement for the Tennis Club Subcommittee**

Rik Balfour, Chairman of the Tennis Club introduced himself and delivered the Tennis Club annual update.

The Subcommittee is strong and has recently appointed a new Welfare Officer and Treasurer.

The club income (from membership) has surpassed £5,000 since the club formed in June 2022.

Successful club competitions have taken place such as the Summer League, Winter League and Davis Cup.

Successful fundraising has taken place via fetes and Bright Ideas.

Thanks were given to the Clerk and Finance Officer, and to the Playing Field Committee for having the vision to invest in the club. Thanks were also given to the LUFC for assisting the club with toilet facilities.

Thanks were given to Coach Paul Solomon for all his hard work; the club wouldn't be here without him.

The Subcommittee recently carried out a member survey and a summary of the feedback was circulated. The main issue was the lack of toilet facilities, as the public toilets at the Staithe are a 15-minute round trip.

The Tennis Club would like to make the JubHub their social home, so a quiz night will be organised there soon.

The courts are not well used at the weekend, so a volunteer club session needs to be coordinated by the subcommittee members.

A hydration point for the tennis courts was discussed; the JH will add it to a future agenda.

The balance of the Tennis Club Subcommittee on the 31 December 2023 was £1,194.

#### 8.4 **LTA Norfolk Loan for the Tennis Court Floodlights**

The contractor has not yet been instructed as the LTA 50% interest free loan is no longer available. The total cost of the replacement LED lights is £8,729.00.

Norfolk LTA has offered £2,500 interest free loan over a four-year period, so an additional £6,229 is required. The PFC has £3,200 in earmarked reserves for the LED replacement. It was **resolved** to use £3,029 of general reserves to fund the shortfall for the floodlights.

**Action:** RFO to instruct Boggis Electrical and accept LTA Norfolk Loan.

*PS abstained from the vote due to a pecuniary interest.*

#### 8.5 **2024/25 Budget**

The RFO presented the 2024/25 budget.

Further census info has been released and the population split between Chedgrave and Loddon has been recalculated - 24/76%.

Cllrs JS and CB met in November 2024 to discuss the budget. The PFC grant requests have been included in CPC's and LTC's 2024-25 budget.

The RFO ran through the budget and highlighted the differences.

It was noted that that any extra Tennis Club revenue from membership needs to go into the Tennis Club earmarked reserves, as the amount being reserved at present is not even 50% of the amount that the LTA recommends for floodlights and resurfacing for a 2-court club.

It was **resolved** to approve the 2024/25 budget and increase TC reserves with any additional TC membership income. **Action:** RFO.

#### 8.6 **Updates on PFC Grant Applications**

A report had been previously circulated.

#### 8.7 **Transition to Online Banking**

The Unity Trust bank account is now in use and the PFC's Barclay's bank account is now closed. **Action:** RFO to close the Barclay's Saving Account and remove Colin Gould and Margaret Wallace as signatories.

#### 8.8 **Unity Trust Bank Account Signatories**

It was **resolved** to give view only access given to Tennis Club Chairman and Treasurer.

It was **resolved** to invite Andy Woodman and Deb Downer (CPC representatives) to be PFC signatories. **Action:** RFO.

#### 8.9 **Ball Stop Fencing**

Revised quotes have been obtained for galvanised steel fencing that is 12 metres x 5m high. Thanks to MW for obtaining the original quotes. Planning permission is required for any additional fencing.

It was **resolved** to replace the fencing that was damaged in the storm at a cost of £2,987.54. The PFC has £2,200 allocated for fencing in the earmarked reserves, so the £787.54 shortfall will be taken from the PFC the General Reserves. **Action:** RFO to instruct Prestige Fencing.

#### 9. **Safeguarding:**

Nothing to report.

#### 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 LUFC requested volunteers to assist with the event.

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 Update on Memorial Bench**

The Parish Warden and Clerk met with the parishioner and agreed the design and location. The parishioner has informed us that installation is likely to take place in early March 2024.

## **10.3 Jubilee Hall/George Lane Informal Crossing Points**

A quote has been received from Hales Fencing to erect and supply two chain link fences to block the two larger gaps in the hedge (3ft high) and to block off a smaller gap using post and rail. It was **resolved** to proceed with closing up the hedging but not until a formal pedestrian access has been created for the Jubilee Hall.

To obtain a quote for the formal pedestrian access, the PFC will need to grub out eleven metres of hedge around the Jubilee Hall driveway. The Highways Engineer had recommended removal of this hedging to improve visibility. It was **resolved** to obtain quotes for the removal of the hedging and to liaise with the JHMC. **Action:** RFO/Clerk/PW.

JP commented that the Jubilee Hall will be installing a new sign and PS asked if the Tennis Club could be included on the sign. **Action:** JHMC.

A discussion was had regarding land adjacent to Crossways Terrace. LTC are liaising with the landowner to see if the land could be used as an overflow car parking area.

## **10.4 Coffee Bean Machine Request to operate on the Playing Field**

The Coffee Bean Machine business has been given permission by LTC to operate on the Old Hockey Field. **Action:** RFO to chase LTC invoice.

Cllr CB confirmed that the JubHub does not wish any other business to operate regularly on the Playing Field.

## **10.5 Pitch Maintenance**

The weed and feed will be carried out in March/April by LTC's Grounds contractor.

## **11. Loddon Tennis Club Subcommittee:**

### **11.1 Tennis Club Subcommittee Meeting Minutes**

Item deferred.

### **11.2 Tennis Court Fencing**

It was **resolved** to obtain quotes for the tennis court fencing. **Action:** RFO.

## **12. Loddon United Football Club - Adults:**

### **12.1 2024/2025 Pitch agreement**

The 2024-25 draft pitch agreement has been circulated. **Action:** LUFC Adults to review and return the draft for agreement at the PFC's April meeting.

### **12.2 Substitute Representative**

It was **resolved** to add Miles Wilson as the substitute representative for the LUFC Adults. KW requested to add Tom Baylis as the LUFC Junior Substitute. **Action:** Clerk to add the next agenda.

### **12.3 Defibrillator Inspection and Maintenance Schedule**

The LUFC Club Secretary has provided the above information and it had been circulated to the Committee. LTC has given the LUFC some stickers to place on the defib to ensure it returns promptly to Tom Baylis (the Custodian) after use.

A discussion was had on defibrillators and their use, and it was **resolved** to put a post on Facebook highlighting the local locations of defibs and that they can only be used via the Emergency Services. **Action:** AAO.

### **13. Loddon United Football Club – Juniors:**

#### **13.1 2024/2025 Pitch agreement**

The 2024-25 draft pitch agreement has been circulated. **Action:** LUFC Juniors to review and return the agreement at the PFC's April meeting.

#### **13.2 Financial Accounts and Minutes of AGM**

KW had sent the 2022/23 accounts. The AGM minutes will follow. **Action:** KW.

#### **13.3 Storage Container**

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. **Action:** JHMC.

#### **14.2 Shared use of the Jubilee Hall Changing Rooms**

The original purpose of the Jubilee Hall changing rooms was to support all of the sports clubs that operate from the Loddon & Chedgrave Playing Field. The LUFC currently have exclusive hire of the toilets and changing rooms, which has meant that the Tennis Club has had to negotiate with the LUFC to use them (£150 for advertising, £50 hoarding) for 12 months use. The LUFC agreement for the changing rooms expires in May 2024. PS commented that it would be helpful if the tennis players were offered the use of one of the three sets of toilets in the Jubilee Hall.

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 Storage Container**

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

#### **14.4 Car Park Payment**

The Clerk advised that the PFC make an annual contribution of £500 to the JHMC for their costs of maintaining the Jubilee Hall Car Park. The first payment was made on the 11 October 2023. **Action:** JHMC to invoice on the 01 April 2024 for the financial year 2024-25.

**15. Terms of Reference:**

The revised Terms of Reference has been circulated to the Committee to reflect Loddon Town Council's new name and the revised meeting dates. It was **resolved** to accept the changes and pass to the Loddon and Chedgrave Councils for ratification. **Action:** Clerk.

**16. Correspondence:**

None.

**16. Items for Future Agendas:**

- Ball Stop fencing
- LUFC Juniors request for Tom Baylis to be substitute representative
- To consider pitch hire fees for budget 2025-26

**17. 2024 Meeting Dates:**

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

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

The meeting closed at 20.53pm