

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Parish Council: The Library Annexe,
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Minutes of the Meeting of Loddon & Chedgrave Playing Field Committee held in the Hollies Rear Hall, Loddon on the 21 February 2023 at 7.00pm

Representatives Present:

Chedgrave Parish Council (CPC): Bob Demain (**BD**), Colin Gould (**CG**) - Chairman

Loddon Parish Council (LPC): Colin Binfield (**CB**), Jane Hale (**JH**)

Jubilee Hall Management Committee (JHMC): Alex Bridge (**AB**)

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

Tennis Club (TC): Paul Solomon (**PS**) (*arrived at 7.15pm*)

In Attendance: Emily Curtis, Clerk (**EC**), Georgina Hirst, Responsible Finance Officer, (**GH**), Miles Wilson (**MW**) and two members of the public.

Absent: None.

1. Welcome

Cllr CG welcomed everyone to the meeting. The Chairman informed the Council that members of the public will be invited to contribute during the Public Forum. The Clerk confirmed that she wished to record the meeting.

2. Apologies for absence

Apologies were received and accepted from Kevin Williams. Paul Solomon had informed the Committee he would be running late due to work commitments. Cllr Margaret Wallace resigned from LPC on the 6 February 2023 and Cllr Colin Binfield attended the meeting as LPC's substitute committee member.

3. Declarations of Interest and Requests for Dispensations

None.

4. Minutes of the meeting held on the 4 October 2022

The Minutes of the meeting held on 4 October 2022 were **approved** as a correct record.

5. Matters Arising

5.1 Lawnmower service and repairs

The lawnmower has been serviced and the steering rack fault repaired. Depending on the usage, it may not need to be serviced annually.

5.2 Broadband Installation for Tennis Club Gate and Floodlights

Due to connection issues, and a complete loss of internet connection in November 2022, resulting in the tennis gate and floodlights failing to work, the PFC installed its own broadband connection in the changing rooms. Various quotes were obtained but the cheapest deal was BT broadband at a cost of £25.00 excl VAT per month and no set up costs.

5.3 Safeguarding and DBS

The Clerk and Tennis Coach attended the LTA Safeguarding training. The Welfare Officer for the club (EC) and the Tennis Coach (PS) have DBS checks in place.

5.4 Coronation Celebration 2023

The representatives were informed that LPC are organising an event on Church Plain on Sunday 7 May 2023 to celebrate the Coronation. Representatives present were encouraged to also run events concurrently at that time to encourage the offering in Loddon/Chedgrave.

5.5 Five-year fixed wiring test on the Tennis Court floodlights

The JHMC organised their five yearly fixed wiring test which included the tennis courts floodlights. The cost to the PFC for the floodlight testing was £200.00. Some necessary repairs were identified, however these would be resolved if replacement LED floodlights were installed.

5.6 Litter bin replacement

A litter bin on the Playing Field was vandalised. The PFC have purchased a replacement and the Parish Warden has installed it.

6. Public Forum

Two members of the public commented that they were in attendance to support the Tennis Club.

7. Resignation

Due to Cllr Wallace's resignation, the Committee will need to appoint a new Vice-Chairman at the next meeting. Cllr Wallace will no longer be a signatory, so a replacement will be sought. LPC will appoint a new Committee member at their meeting on the 8 March 2023. It may also be necessary to appoint a new substitute Committee member. **Action:** LPC.

8. Reports from Representatives

The Chairman invited the representatives to give a verbal report.

8.1 JHMC

AB reported that the JubHub (the new name for the JH Social Club) will reopen after refurbishment on the 18 March 2023, although the JubHub is opening at the weekends to support the football matches. AB reported that the JH requires more bookings.

8.2 LUFC

RS reported that the LUFC have been working with the JubHub.

8.3 CPC

No report other than the Terms of Reference for the L & C PFC have been agreed by CPC.

8.4 LPC

No report.

8.5 Tennis Club

PS was not yet in attendance, so the Clerk gave a brief update on the TC. The membership currently stands at over 100. The gate system and floodlight system are now working again. The LTA have offered financial support towards the Walking Tennis scheme and coaching available for young people that are entitled to free school meals.

9. Finance Report

9.1 Financial Statement to 31 January 2023

The balance of the PFC accounts on the 31 January 2023 was £23,813.51.

9.2 2023-24 Budget

The RFO presented the accounts up to 31 January 2023. There has been an overspend on tree work due to the damage caused in the storm in 2022. The PFC has £13,200.00 in earmarked funds, and approx. £10,000.00 in unallocated general funds.

MW enquired as to whether there is reserves for the Playing Field. The RFO reported that there is not at present as the LUFC is currently responsible for pitch maintenance. The RFO confirmed that the Play Area and Skate Park is managed by LPC.

The RFO circulated version 2 of the budget, which included alterations to the grant income, and a reserve for fencing has been added. The budget for energy costs had also been increased.

9.3 Grant Applications

The Lovewell Blake application was unsuccessful. However, the club has been successful in obtaining the South Norfolk Council 'Go For It' grant (£300.00) and a donation of £100.00 from District Cllr Jeremy Rowe for the material costs to construct the hitting wall. District Cllr Kay Mason Billig contributed £400.00 toward the new windbreaks. Norfolk LTA have offered £300.00 to help fund the Walking Tennis scheme.

9.4 Online Banking

Due to the ongoing difficulties with Barclays, it was **resolved** to switch from Barclays Bank to Unity Trust. **Action:** RFO.

9.5 Banking Signatories

It was **resolved** to appoint Colin Gould and Colin Binfield as banking signatories with Unity Trust. **Action:** RFO.

10. Governance

10.1 The signed Terms of Reference for the L & C PFC had been previously circulated to the Committee.

10.2 L & C PFC Representatives

LPC will appoint a new Committee member at their meeting on the 8 March 2023. A Vice-Chairman will need to be appointed at the next L & C PFC meeting. **Action:** Clerk.

10.3 LUFC Youth Representative

The Committee considered whether the LUFC junior and LUFC adult are run as separate clubs and whether both clubs should have a voting representative on the PFC. It was **resolved** to recognise LUFC Junior as separate club and invite them to appoint a voting representative to the PFC. **Action:** Clerk to add to the next agenda.

11. Loddon & Chedgrave Playing Field

11.1 Tree Work on the Loddon & Chedgrave Playing Field

The pollarded trees have all been cut down and in line with guidance left at the side of the field. The hedge adjacent to George Lane/Car Park has been cut. The conifers adjacent to the tennis courts received their annual cut.

11.2 Hire Requests for the Playing Field

- 10 June 2023 – LPC's proposed fete on the Playing Field is unlikely to go ahead due to the Coronation Celebration now taking place on 7 May 2023.
- 15 July 2023 – the request from South Yare Wildlife Group has been approved.

- The LUFC 5 aside event is due to take place on the 18/21/22 June 2023. The RFO has received the booking form, although the risk assessments and public liability documents are still outstanding. **Action:** LUFC.

11.3 Business Operating on the Playing Field

A coffee business 'Green Bean Machine' has been operating on the Playing Field and the Old Hockey Field. Consent has not been gained from the landowners (L & C PFC & LPC respectively). The food licence and insurance documents have been provided by the business. The JubHub will be reopening soon, and concerns were raised about the competition as the JH social club was originally created to support the sports clubs that operate from the Playing Field. After a lengthy discussion it was **resolved** that a compromise needs to be agreed and the 'Green Bean Machine' cannot operate on the Playing Field after the JubHub formally reopens on the 18 March 2023. However, it was hoped that LPC as landowners will agree that the business can continue to operate on the Old Hockey Field. **Action:** Clerk.

11.4 Perimeter Fencing of the Loddon & Chedgrave Playing Field

The Clerk requested that this item was deferred. The quotes circulated to the committee at the October 2022 were approx. £10,000.00 and the PFC does not currently have the budget. MW recommended that the PFC investigate a ball stop system for approx. £2,000. **Action:** MW/PW.

12. Tennis Club

A report had been previously circulated to the Committee detailing the TC income, expenditure, current earmarked reserves and quotes for consideration. PS announced that the TC has won Norfolk LTA Club of the year!

12.1 Tennis Club Subcommittee

It was **resolved** to form a subcommittee with an annual delegated budget of £800 per annum, and a limit of £100 on single transactions. This will allow the TC members to join the subcommittee and have ownership over the day-to-day management of the tennis club. This will also allow the work involved with running the club to be shared. The membership currently stands at 106 members since the club formed in June 2022. It was **resolved** to form the subcommittee, with PFC representatives PS and RS attending the meetings on behalf of the PFC. **Action:** Clerk.

12.2 Subcommittee Terms of Reference

It was **resolved** to adopt the draft subcommittee Terms of Reference (amendment to annual budget to £800). **Action:** Clerk.

12.3 Resurfacing the Tennis Courts

The PFC currently has £8,000.00 reserved for the resurfacing of the tennis courts. Three quotes were strived for, two had been obtained. It was **resolved** to instruct Gary Crook at a cost of £4,900.00 to deep clean, bond and paint the tennis courts. The courts will be closed for ten days, and the work must be completed in dry weather. It is likely that the work will take place in March/April 2023. The contractor will need a 50% deposit. **Action:** RFO/PS.

12.4 Installing a Clubhouse

The proposed clubhouse measures 4.8m x 2.4m and would fit inside the goal recess adjacent to the garage. The clubhouse would provide shelter from inclement weather and would give parents somewhere to shelter whilst the young people are on court. The Clubhouse would also provide storage and an information point for members. PS reassured the PFC that the TC members would maintain the clubhouse and it would remain as a PFC asset.

Three quotes had been obtained and it was **resolved** to purchase the clubhouse from Discount Sheds and Stables at a cost of £1,583.33 excl VAT. **Action:** RFO/PS.

12.5 Replacing the sodium floodlights with LED floodlights

The PFC has £3,000 earmarked for replacement floodlights. In addition, the LTA have offered a 50% interest free loan on floodlight replacement (limited funds available). The fixed wire test identified that one of the lighting columns was faulty, which could explain the floodlight issues that have been experienced when linking the lights to the ClubSpark system. The existing floodlights were installed in 1989. The original planning permission has been checked, and other than hours of usage, no limitation on the lux levels was imposed. The minimum luminance levels that the LTA suggest are 300 lux. LTA Competition levels are 500 lux. LED lights reduce the energy consumption and direct light to where it is required, reducing light pollution.

It was **resolved** to accept the quote from King's Electrical £7,400.00 and apply for the LTA's interest free loan. **Action:** RFO/PS.

AB advised the PFC should undertake a structural survey on the lighting columns. **Action:** Clerk/PS.

12.6 Installation of a Hitting Wall

The TC has proposed that a hitting wall should be placed within the goal recess adjacent to George Lane. Ideally construction would take place before the painting of the courts, as the hitting wall painting has been included within the painting of the courts quote. A tennis club member has kindly agreed to design/construct the wall, if approx. £600 can be found to supply the materials. Existing funds available are £400.00 (£100.00 from J Rowe, £300.00 from SNC Go For It Grant) leaving £200.00 for PFC to fund. It was **resolved** to construct the hitting wall as the remaining funds can be found within the Tennis Club Subcommittee's budget. **Action:** RFO/PS. **Action:** Once drawings have been received, the Clerk will email South Norfolk Council to ensure planning permission is not required.

13. Loddon United Football Club

13.1 LUFC Junior and Adult Accounts

LUFCA and LUFCJ accounts have been circulated to the PFC prior to the meeting.

13.2 Storage Container on the Playing Field

Repairs to the container have not yet been completed and the container had not yet been painted. RS offered to come up with a proposal for the repairs and redecoration and will liaise with the JHMC to ensure that they are painted the same colour. **Action:** LUFC.

13.3 Defibrillator

The PFC requested that the LUFC confirm that they are custodians of the defibrillator and confirmation the inspection/maintenance schedule of the defibrillator. **Action:** LUFC.

13.4 LUFC's Insurance Documentation

RS confirmed that the LUFC will email the insurance documents imminently. **Action:** LUFC.

13.5 LUFC's Safeguarding Information

RS confirmed that the LUFC and LUFCJ committees and coaches will have DBS checks by 2024, if they don't already have them. LUFC and LUFCJ will email their Safeguarding Policies and procedures to the PFC. **Action:** LUFC and LUFCJ.

13.6 LUFC's Pitch Hire Contributions

MW had circulated a report on the history of the pitch hire contributions. The Clerk added that the PFC agreed to give the LUFC a payment holiday at their meeting on the 3 October 2017, and that the charges for the 2017/18 season were waived, and this payment holiday would be reviewed annually. Therefore, LUFC have not paid pitch hire from 2017 to 2023 –

6 seasons. A discussion was had, and LUFC offered to make pitch hire contributions. It was **resolved** to hold a separate meeting with the PFC/LUFC/LPC to discuss this matter. The LUFC offered to compile a list of pitch maintenance costs. **Action:** Clerk to organise the meeting before the new season starts in August 2023.

14. Jubilee Hall Management Committee

14.1 Storage Container

Repairs to the container have not yet been completed and the container had not yet been painted. CB requested that the container needs painting, ideally before the next meeting of the PFC in June 2023 (to liaise with LUFC to use the same paint). **Action:** JHMC.

14.2 Car Park Meeting Held on the 8 January 2023

The JHMC organised a meeting on the 8 January 2023 as it was concerned that it was losing bookings as the JH Car Park does not have the capacity for the LUFC's parking requirements. The JHMC has asked that the LUFC organise alternative parking when the JH has events.

Alternative parking was suggested at the Hobart High School, Chet Valley Medical Centre, Junior School and the two public car parks in Loddon. MW reported that the LUFC are in discussions with Hobart High School.

The football parking is impacting on the residential roads around the Playing Field such as George Lane, Old Market Green and Filbert Road.

CG had safety concerns about people being allowed to park on the Playing Field in front of the containers, and BD mentioned that utilising the area would not satisfy the LUFC parking requirements.

It was suggested the JHMC could approach Saffron to see if an overflow car park could be installed on the adjacent Saffron land. JHMC could also install a barrier to prevent people using the JHMC car park on match days.

It was **resolved** that the parking was not within the remit of the PFC and that a meeting should be organised between the JHMC and LUFC and that the LUFC should approach District/County Cllr for support with requesting the use of the Hobart High School Sports Hall Car Park on match days. **Action:** LUFC/JHMC.

AB reported that there was alcohol consumed in the changing rooms at the most recent football match. Glass bottles were found and left for the JHMC to remove, and broken glass was found outside.

15. Correspondence

All correspondence had been circulated prior to the meeting.

16. Items for future agenda

- LUFC Junior and LUFC Adult pitch hire agreement
- Appointment of a LUFC Youth representative
- Ball stop fencing
- Appointment of Vice-Chairman

17. 2023 Meeting Dates

- 13 June 2023 (Annual General Meeting)
- 26 September 2023 (2024-25 Budget)

The next meeting date is the 13 June 2023, 7.00pm in the Hollies Rear Hall

Meeting closed at 21.21