

# LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Town Council: The Old School,  
Church Plain, Loddon, Norfolk, NR14 6EX  
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**Minutes of the Loddon Tennis Club (TC) Subcommittee meeting, held in the Hollies Rear Hall, Loddon, on Wednesday 2 July 2025 at 7.00pm**

**Committee Members Present:**

Rik Balfour (RB) – Chairman  
Carolyn Frosdick (CF) - Vice chairman - Treasurer  
James Preston (JP) – Marketing  
Ross Wilson (RW) – Club Coach  
Elaine Spencer (ES) – Club Captain  
Jo Fisher (JF) – Membership Secretary

**In Attendance via remote means:** None.

**In Attendance:** Emily Curtis (Clerk), Kerry Sturman (RFO)

**Members of the Public in Attendance:** One.

**Absent:** None.

**Welcome and meeting etiquette:**

RB welcome everyone to meeting and it was confirmed that no one wished to record it.

**1. Election of Chairman**

It was **resolved** to reappoint Rik Balfour as the Chairman.

**2. Election of Vice Chairman**

It was **resolved** to reappoint Carolyn Frosdick as the Vice Chairman.

**3. To receive and consider apologies for absence and consider accepting them:**

Apologies were received and accepted from Robert Atkinson. Craig Broadley Naylor resigned from the Subcommittee as Welfare Officer on the 18 June 2025 and was thanked for his contribution.

**4. Declarations of Interest for items on the agenda and to consider any requests for dispensations:**

All members declared an interest as members of the Tennis Club (TC). RB declared an interest as a Jubilee Hall Trustee. RW declared an interest as a self-employed coach affiliated to Loddon Tennis Club.

**5. Minutes of the meeting held on the 2 April 2025:**

The minutes of the meeting held on the 2 April 2025 were approved as a correct record.

**6. To receive an update on matters arising from previous minutes (not on this agenda):**

**6.1: Floodlights**

The floodlights were originally installed at an angle of 45 degrees. Unfortunately, there was considerable light pollution. At no cost to the Council, the contractor returned on the 22 May 2025 to implement 'Rev E' of the lighting design and revised the angle of the lights to 0

degrees. The light spill reduced on George lane and Crossways Terrace, however there was still significant issues on Old Market Green and the LUX levels on the courts were not adequate. Ansell have offered to install a new array of floodlights at no cost to the Council, and the Council are waiting the revised projected LUX levels before they proceed.

**7. Public forum:**  
None.

**8. Finance:**

**8.1: Separate Entity**

The TC had discussed this with the L & C PFC representatives prior to the meeting commencing. Unfortunately, no decision can be made about a lease until the courts have been resurfaced.

**8.2: Finance Report**

The RFO presented the Tennis Club's financial accounts. **Action:** RFO to send out the nominal ledger which details the TC's general expenditure.

**8.3: Report on Grant Expenditure (Saracen's Grant)**

The current balance of the Saracens Grant is £2,995.10 and these funds are supporting the provision of inclusive tennis at Loddon. RB requested a breakdown on the grant expenditure such as hall hire, coach costs etc. **Action:** RFO to provide.

A discussion was had regarding the 2 weekly indoor sessions. There are currently between 6-10 participants at each session. Initially the participants have 10 sessions funded, thereafter, £7 a session will be paid by participants. The £7 session fee will be allocated to community coaching to ensure that the sessions continue in 2026. The coach will need to take payment and after discussion it was decided that that Sum Up machine would be the safest way for members to pay. **Action:** RW to collect card machine.

The Saracen's Grant needs to be spent by the 31 December 2025. **Action:** RB to check with Saracens provider to see if the indoor membership fee can be paid via the grant for the participants.

The participants will need to sign up as TC indoor members and therefore a form will need to be completed at their session to enable them to access their free 10 sessions and for their details to be uploaded to ClubSpark. **Action:** Clerk to compile form for review. The form needs to include a tick session for the 10 free sessions, payment details and membership information.

**9. Tennis Courts:**

**9.1: Club Signage including road sign**

JP has designed a new road sign for the tennis club. Quotes for printing the sign had been obtained and it was **resolved** to order it from Roberts and Son at a cost of £72 excl VAT. **Action:** JP.

JP noted that the Subcommittee poster/website needs to be updated. **Action:** JP.

**9.2: To receive an update on the Jubilee Hall changing room/toilet access**

The proposed agreement from the Jubilee Hall was unsuitable as it was addressed to both the Tennis Club and the LUFC and therefore the invoices for the hire of changing rooms remain outstanding. However, TC members do have access to the changing rooms and toilets, and a key has been stored in the clubhouse. **Action:** Jubilee Hall to provide revised agreement.

### **9.3: Court Maintenance**

The Clubhouse roof has been repaired by the Parish Warden.

JP has offered to repair the fencing.

A discussion regarding the resurfacing was held during the pre-meeting and this project has been prioritised for 2026. **Action:** RFO to seek funding.

## **10. Coaching and Club Sessions:**

### **10.1: Heads Up Coaching Update on Junior coaching, Indoor Sessions, Walking Tennis, Club sessions (Heads Up), Cardio tennis, Pickleball**

The Club Coach, RW reported that all sessions are going well. The upcoming Open Day should increase session participation, particularly for Saturday morning sessions.

Junior sessions are very well attended. Cardio sessions are going well but numbers could increase.

Male/female club sessions may need to become mixed and be reorganised by ability.

### **10.2: Club Communications (Spond and WhatsApp)**

An updated flyer is required for the summer holiday club. This can then be sent to the schools to be included in the newsletter. **Action:** Heads Up.

JP has added new photos to the website.

A revised timetable may be required to accommodate the mixed sessions.

The Softball Indoor session info needs to be added to the website. **Action:** JP.

The clerk has added the new club phone number to ClubSpark and Facebook.

### **10.3: 'Striptees' Club Shop**

It was **resolved** to ratify the decision to spend £190 on a 10-item club kit shop. **Action:** RB.

## **11. Club Membership and Committee Roles:**

### **11.1: Update on Membership**

The membership remains stable at 78 adult members. Total membership is 128.

### **11.2: Subcommittee Roles**

It was **resolved** to give RW access to ClubSpark as coach so that membership information can be reviewed for session participants. **Action:** RB to add Ross.

It was **resolved** to give RW honorary membership to recognise his contribution to the club and allow him to play in the matches and club sessions. **Action:** RB.

A membership secretary is required. **Action:** RB to circulate the role via the newsletter and WhatsApp.

## **12. Club Competitions and Leagues:**

### **12.1: Club competitions and leagues**

ES reported that they are 2<sup>nd</sup> in the league. They would prefer a mixed league in the future.

### **12.2: Future club competitions and leagues**

A junior friendly competition will hopefully be held in Loddon in the future.

The Club Championship Final will be held on 21 September 2025.

## **13. Safeguarding/welfare:**

### **13.1: Welfare Officer**

It was **resolved** to appoint Jo Fisher as the Welfare Officer. **Action:** JF to be added to the website, posters and given access to the [loddontenniswelfare@loddontowncouncil.gov.uk](mailto:loddontenniswelfare@loddontowncouncil.gov.uk)

email address. Clerk to Inform LTA Safeguarding Officer and pass on the details of the next LTA Safeguarding to Jo.

### **13.2: DBS applications for Committee Members**

The DBS application for ES and JS has been completed and LTC has copies of their DBS certificates.

## **14. Fundraising / Social Events:**

### **14.1: Club social events**

The social quiz was very successful.

It was **resolved** to hold an Open Day on the 5 July 2025, which will include tennis, rounders, ping pong and pizza. Due to excess heat, drinking water may also be required. Clerk advised that a Risk Assessment will need to be carried out before the event.

The annual Christmas social may need to be held at an alternative venue.

### **14.2: To consider any fundraising proposals**

Concerns were raised that previous fundraising funds had not been allocated correctly.

**Action:** RFO to investigate.

## **15. Correspondence:**

All correspondence has been forwarded to RB. Mainly membership and coaching enquiries.

## **16. Items for a future agenda:**

- Resurfacing
- Floodlights

## **17. 2025 Meeting Dates:**

1 October 2025, 7.00pm in the Hollies Rear Hall.

**The meeting closed at 21.21pm**