

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Town 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 26 September 2023 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): Alex Bridge (**AB**)

Loddon United Football Club Adults (LUFCA): Rick Summons (**RS**) – arrived at 8.30pm

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

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 no members of the public.

Absent: None.

1. Welcome:

Cllr CB welcomed everyone to the meeting.

2. Apologies for absence:

No apologies were received. Both Rick Summons and Paul Solomon had advised that they would be arriving late.

3. Declarations of Interest and Requests for Dispensations:

None.

4. Minutes of the meeting held on the 21 June 2023:

The Minutes of the meeting held on 21 June 2023 were **approved** as a correct record.

5. Matters Arising:

5.1 Nettles on the Perimeter of the Playing Field

The grounds contractor has sprayed and stirmed the nettles. KW reported that there are still nettles around the perimeter, which cause an issue when players are retrieving their footballs. It was agreed that KW will meet with the Parish Warden/Grounds Contractor to discuss areas of concern. **Action:** Parish Warden.

5.2 Ride on lawnmower

The issue is not a faulty battery, the battery is not recharging. **Action:** PW to investigate.

5.3 Pavilion/pitch proposal for Hales and Loddon Cricket Club

South Norfolk Council have appointed FMG Consulting to carry out a feasibility study into the potential development of the Hales and Loddon Cricket Club site. Both LTC and the L & C PFC have had informal remote meetings to discuss the proposal.

5.4 Pole removal from the Playing Field

The Parish Warden has reported that the issue has been resolved.

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

Bookings satisfactory.

7.2 LUFC Adults

New season with good results.

7.3 LUFC Juniors

KW reported that the junior leagues often combine several games into one day which result in up to seven matches being played on a Sunday morning.

Thanks were given to everyone who supported the five a side event in June 2023.

7.4 CPC

None.

7.5 LTC

None.

7.6 Tennis Club Subcommittee

None.

7.7 Jubilee Hall Trustee representative from L & C PFC

It was **resolved** to appoint CB to the Jubilee Hall Representative role. **Action:** Clerk/Cllr CB.

8. Finance Report:

8.1 Financial Statement to 31 August 2023

The balance of the PFC accounts on the 31 August 2023 was £28,772.64, general fund £22,372.64, £6,400.00 being earmarked reserves.

8.2 Payment for Approval

Payments are usually approved by LTC due to the frequency of PFC meetings. It was **resolved** to spend up to £1,000 from the 2023-24 budget for pitch maintenance. **Action:** MW to obtain quotes, Clerk to circulate and RFO to proceed once three positive replies have been received from members.

8.3 2024/25 Budget

The RFO presented the draft 2024/25 budget.

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

The staffing budget has increased to reflect the quarterly meetings.

MW enquired about the pitch maintenance (weed and feed) budget. **Action:** RFO.

Cllr JS and CB will meet to discuss the budget and confirm costings.

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

The balance of the Tennis Club Subcommittee on the 31 May 2023 was £1,485.20, which includes their initial £800 annual payment from the L & C PFC Tennis Club income and monies raised via the Coronation Celebration and 1st Birthday coaching day.

8.5 **Updates on Grant Applications**

Deferred to agenda item 8.9 and 8.10.

8.6 **Transition to Online Banking**

The transition to the Unity Trust bank account is in progress. Once the new signatories are in place, the funds in the Barclays account will be transferred to the Unity Trust account and the PFC's Barclay's bank account will be closed. **Action:** RFO.

8.7 **Unity Trust Bank Account Signatories**

Cllr Liz Marsham and Cllr Jo Sinfield have completed the mandates for the Unity Trust bank account. Colin Gould and Margaret Wallace will remain as signatories until the new signatories are added. **Action:** RFO

8.8 **New Insurer**

The L & C PFC contributes 10% towards LTC's insurance costs. LTC's new insurer is 'Clear Council' (Aviva). The cost of the L & C PFC's contribution to LTC's insurance has decreased to £162.14 per annum for 2023/24.

8.9 **Tennis Court Floodlights**

The contractor has not yet been instructed as the LTA 50% interest free loan is no longer available (the minimum loan amount has increased to £25,000). The LTA has offered alternative suggestions such as Sports England Small Grants Program which will fund up to £15,000, or match fund. The PFC has £3,000 in earmarked reserves for LED replacement, so an additional amount £5,729 is required. As the LED floodlights were previously agreed by the PFC, once a loan is approved, the contractor can be instructed. **Action:** PS to speak to the LTA and RFO to proceed with loan/grant application asap.

8.10 **Ball Stop Fencing**

The RFO had obtained refreshed quotes, totalling between £12,000 - £15,000. The Football Foundation can be approached for a grant. It was noted that they will only accept the lowest quote. It was requested that revised quotes are obtained for galvanised steel fencing that is 12 metres x 5m high. **Action:** PW, CB and MW to meet contractors.

8.11 **Tree and Hedge Work**

Target Trees (authorised tree contractor) has quoted for the Jubilee Hall hedge to be cut on sides and top, conifers to be cut sides and top, and trees overhanging the tennis courts to be cut back. It was **resolved** to proceed with the Target Trees quote at £1,167.67. **Action:** RFO to instruct.

It was also requested that a quote is obtained for the removal of the pollarded trees on the Playing Field. **Action:** RFO.

MW reported that two of the trees on Saffron land adjacent to Crossways Terrace need reporting. **Action:** CB, MW and PW to investigate.

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 requested to hire the field for the LUFC 5 a-side event on the 15/16 and 22/23 June 2024. **Action:** AAO to send booking form.

JS requested that the Playing Field be hired on the 6 July 2024 for LTC's Fete. **Action:** AAO to complete booking form.

10.2 Request to Install Memorial Bench

It was **resolved** to approve the parishioner's request to install a Memorial Bench on the Playing Field. **Action:** Clerk to inform parishioner.

10.3 Formalise Entrance to Playing Field from Old Market Green

The Clerk had suggested that due to H & S concerns regarding visibility when exiting the path on to Old Market Green, and trip hazards caused by the tree roots, the informal path adjacent to the tennis courts is formalised.

Cllr JH declared a non-pecuniary interest as a landowner of the pathway and informed the Committee that she and other residents of Old Market Green owned the land that the path is on, and that the tree roots were used as steps.

It was **resolved** as it was not PFC land, the PFC will not be liable for incidents relating to use of the pathway and it would not be necessary to formalise the pathway.

10.4 Repair hedging on George Lane/Jubilee Hall Car Park

The two gaps in the Jubilee Hall hedge cause concern as it is not a safe cut through as the informal path has hazards and does not utilise the George Lane designated crossing point.

It was **resolved** to install temporary fencing on each side, with hedging in between. **Action:** RFO to obtain quotes and incorporate into the 2024/25 budget. **Action:** RFO.

10.5 Coffee Bean Machine Request to operate on the Playing Field

The business has been given permission by LTC to operate on the Old Hockey Field.

It was **resolved** to defer the request to operate on the Playing Field until a meeting had taken place with JubHub owner. **Action:** Clerk.

11. Loddon Tennis Club Subcommittee:

11.1 Tennis Club Subcommittee Meetings

The Clerk gave a verbal report of the meeting held on the 19 September 2023.

11.2 New members appointed to the Subcommittee

It was **resolved** to appoint Craig Broadley-Naylor and Carolyn Frosdick to the Tennis Club Subcommittee. **Action:** TC Subcommittee.

11.3 Quotes for Bench Storage Seats

Three quotes were considered, and it was **resolved** to purchase two storage benches for the Tennis Court Clubhouse at a cost of 129.99 per bench. **Action:** Clerk.

11.4 Winter League Entrance Fee

It was **resolved** to approve the £125 cost of the Winter League. This fee will be reimbursed via match fees.

11.5 Internal Clubhouse Door

It was **resolved** to approve the payment of £120 for the additional internal clubhouse door. This will provide a secure storage area for the club and coach.

- 11.6 LUFC Hoarding to advertise Loddon Tennis Club**
It was **resolved** to purchase LUFC advertising hoarding at a cost of £200 (£150.00 per annum plus one-off cost of £50.00 for the board). In return, the LUFC will give access to the changing room toilets on tennis match days. The Coach has an existing arrangement with the LUFC, for the young people to use the toilets during holiday camps and coaching. The Access code for the changing rooms will only go to Loddon TC match organisers and will not be shared externally.
- 12 Loddon United Football Club - Adults:**
- 12.1 2023/2024 Pitch agreement**
The pitch agreement has been signed and circulated and LUFCA invoiced.
- 12.2 Financial Accounts and Minutes of AGM**
The 2022/23 accounts and AGM minutes have been circulated.
- 12.3 Defibrillator Inspection and Maintenance Schedule**
KW informed the Committee that the LUFC Secretary will provide this information. **Action:** LUFC.
- 13. Loddon United Football Club – Juniors:**
- 13.1 2023/2024 Pitch agreement**
The pitch agreement has been signed and circulated and LUFCAJ invoiced.
- 13.2 Financial Accounts and Minutes of AGM**
KW offered to circulate these documents. **Action:** KW.
- 13.3 Update on Storage Container**
The LUFCAJ are applying for a grant in order to purchase a replacement green storage container. The Clerk confirmed that the storage container had been included in the signed pitch hire agreement. **Action:** LUFCAJ.
- 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. AB reported that all the issues identified on the report have been rectified. There were outstanding issues with the floodlights that may need resolving. **Action:** Clerk to liaise with Jubilee Hall.
- 14.2 Storage Container**
AB reported that the JHMC will paint the container with dark green anti-vandal paint as soon as possible.
- 14.3 Parking Arrangements at the Jubilee Hall Car Park on Match and Training Days**
The LUFC proposed that the area in front of the containers on the Playing Field is used as an overflow car park for 10-12 parked cars. There are often eight or nine matches at the weekends and the pressure on car parking has become challenging for both the Jubilee Hall and local residents. The LUFC would ensure that the area adjacent to the recycling area is kept clear for emergency vehicles. The Clerk advised that the Town Council would be liable for any claims if there were any accidents or claims arising from parking vehicles on the Playing Field. A discussion was had regarding the need for stewards, cones and

signage, and the Clerk suggested that the LUFC draft a proposal for LTC to consider regarding the safety arrangements: **Action:** LUFC.

The Clerk suggested that as the Town Council would be liable for the risks, the decision should rest with LTC. **Action:** Add to LTC agenda.

RS reported that the Chet Valley Medical Centre will not give consent for people to park on their car park. RS will enquire with Hobart High School for use of their Sports Hall Car Park. **Action:** LUFC - RS

Cllr CB requested that the LUFC attempt to deter members via communication from parking directly across the junction across Filbert Road. **Action:** LUFC.

The Clerk has enquired with Norfolk County Council Highways to see if the LUFC could restrict parking with cones on the area adjacent to the Filbert Road junction, to reduce the risk of young people crossing between parked vehicles, and they confirmed that if anyone wished to do that, it was at their risk, and they would be liable for claims.

District Cllr KMB had previously investigated the possibility of utilising the Saffron land adjacent to the recycling area as an overflow car park. AB confirmed that the JHMC could investigate the overflow car park. **Action:** JHMC.

The JHMC will amend the signs to say that the car park is for hall users only. The JHMC booking forms will request how many spaces are required for the bookings

15. Correspondence:

None.

16. Items for Future Agendas:

- Green Bean Machine Coffee Business
- Ball Stop fencing
- LUFC request for Miles Wilson to be substitute representative
- Amendment to the constitution re meeting dates

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 20.50pm