

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

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Minutes of the Meeting of Loddon & Chedgrave Playing Field Committee held in the Hollies Rear Hall, Loddon on the 04 October 2022 at 7.00pm

Representatives Present:

CPC: Bob Demain (**BD**), Jo Sinfield (**JS**)

LPC: Margaret Wallace (**MW**) Vice-Chairman, Jane Hale (**JH**)

Jubilee Hall: Alex Bridge (**AB**)

LUFC:

Tennis Courts: Paul Solomon (**PS**) (*arrived at 8.30pm*)

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

Absent: None.

1. Welcome and apologies for absence

Apologies were received from Colin Gould (**CG**), L & C PFC Chairman and Rick Summons (**RS**) Chairman of LUFC. The Vice-Chairman, MW chaired the meeting in CG's absence.

2. Representatives

Loddon Parish Council – Cllrs Margaret Wallace and Jane Hale, substitute Cllr Colin Binfield.

Chedgrave Parish Council – Cllrs Colin Gould and Bob Demain, substitute Cllr Jo Sinfield.

Tennis Courts – Paul Solomon (Tennis Coach), substitute Miles Wilson.

Jubilee Hall Management Committee – Alex Bridge (not yet discussed by the JHMC so may be subject to change).

LUFC Adult – Rick Summons, LUFC Chairman.

LUFC Youth – To be considered whether LUFC Youth is a separate organisation and has a representative/vote at PFC meetings. Deferred to next agenda. **Action:** Clerk.

3. Minutes of the meeting held on the 28 June 2022

The Minutes of the meeting held on 28 June 2022 were **approved** as a correct record with one amendment, remove 'and upkeep' from item 12 and were signed by the Chairman.

4. Matters Arising

- The Clerk and Tennis Coach attended the LTA Safeguarding training and the club is mostly compliant. Additional information has been added to the website and posters displayed. The PFC had to appoint a Club Welfare Officer as a requirement of becoming a LTA registered venue. The role has been carried out by the Clerk as the role should not be fulfilled by a committee member and ideally should be an employee.
- The lawn mower has been serviced and the steering rack fault repaired. Depending on the usage, it may not need to be serviced annually. **Action:** Establish usage with LUFC.
- The Parish Warden has continued to remove the wood planks and ivy from the tennis court fencing and will treat the ivy as required.
- One Tennis Coach is operating from the courts, not two as was originally proposed.
- The Clerk has applied for DBS checks for the Tennis Coach, Parish Warden and Club Welfare Officer/Clerk.

5. Public Forum: None.

The Chairman invited the representatives to give a verbal report.

The Jubilee Hall Chairman, AB reported that more bookings were required for the Jubilee Hall to replace the Community Gym sessions. Additional storage space has been obtained since the gym moved premises.

LUFC Youth – KW reported that he will contribute during the meeting on relevant matters. The location of goals when not in use by the club was mentioned but deferred as it is on the agenda.

It was reported that the area of hedge adjacent to George Lane/Car Park needs cutting to facilitate the CCTV that overlooks the Old Hockey Field. **Action:** PW.

6. Tennis Courts

Deferred as PS had not yet arrived.

7. Loddon & Chedgrave Playing Field

7.1 Hedge/Tree Work

Target Trees have completed the work to the pollarded trees on the Playing Field, and the trees have been left on the side of the Playing Field in line with conservation guidance.

The hedge adjacent to George Lane/Car Park was cut in early June and has been added to the Grounds Maintenance contract at a cost of £110 per side, £220.00 in total and will be cut each October.

The PFC received a letter from Norfolk County Council regarding the Tennis Court conifers, and they will be cut again in October by Target Trees.

7.2 Playing Field Events – no applications received.

7.3 Storage containers

The PFC had sent a letter to both the Jubilee Hall and LUFC enquiring as to whether the storage containers on the field were required, and when the redecoration/repairs would take place as the containers have not been maintained for some time and were a Health and Safety concern.

AB reported that the yellow storage container was still required by the JHMC. They are prepared to paint the top with anti-vandal paint to deter young people climbing on it.

The red LUFC container is still required, and they will repair and paint it.

EC suggested that perhaps the same paint could be used by both organisations to improve the aesthetics of the area.

GH reported that there had been reports of young people climbing on the roof of the Jubilee Hall.

7.4 Perimeter Fencing on the L & C Playing Field

The Parish Warden had obtained three quotes to improve the perimeter fencing adjacent to Old Market Green.

Fitness Sport	Supply and install 4m high Ball Stop Netting 4m high x 11m long and 4m high x 22m long Ball Stop aluminium posts (8) and HD 2.5mm black heavy duty weight football nets with galvanised steel wire (2) <i>Comments – area to be cleared is not included in the quote, but must be done prior to work, 80% deposit required.</i>	£10,784.64 exc VAT
Hucktek	To supply and install x 4m high x 22m long & 4m high x 11m long Ball stop fence. Steel RHS galvanised posts and braces. Concrete foundations for Steel posts. 4mm GSR Mast rigging cables. Net to be 45/45/2.3mm high tenacity polypropylene net Net attached to rigging cables with nylon ties.	£12,685.00 ex VAT.
Hucktec	To supply and install x 4m high x 22m long & 4m high x 11m long Ball stop fence. Steel RHS galvanised posts and braces. Concrete foundations for Steel posts. 4mm GSR Mast rigging cables. Net to be 0/50/2.5mm galvanised weldmesh. Net attached to rigging cables with metal hog rings. <i>No allowance has been made for the pruning and trimming of trees or bushes. This to be done by others FOC.</i> <i>Health, safety, and welfare facilities to be provided by others FOC.</i>	£13,995.00 ex VAT.

Concerns were raised about the whether the proposed height of 4m is adequate.

MWi suggested increasing the height on the tennis courts on the container side as there is the H & S issue with the footballs going into the tennis courts.

MWi reported that he has to use a ladder to obtain the footballs that become entangled in the pollarded trees.

The RFO mentioned that if the PFC was to purchase the fencing/netting, additional funds would need to be sought. The PFC reserves are earmarked so that the cost would need to be sourced from the general reserves and the Parish Council grants would need to be increased in the 2023-2024 budget if the purchase was to happen in the next financial year.

Action: MWi & KW to meet with the Parish Warden to discuss raising the height of the existing quotes and obtain a quote for the container side of the tennis courts. Also, to investigate ball stop netting. **Action:** PW, KW and MWi. The Clerk will also check to see if planning permission is required to install or raise the height of the fencing. **Action:** Clerk.

The RFO was asked to investigate whether an insurance claim could be submitted for the damaged netting. **Action:** RFO.

8. Governance

8.1 Terms of Reference

Revision 9 of the L & C Playing Field Committee Terms of Reference was adopted by the PFC.

Action: Clerk to send to CPC and LPC for agreement.

8.2 Substitute PFC Members

It was noted that CPC have nominated Cllr Jo Sinfield to be their representative and LPC have nominated Cllr Colin Binfield to be their substitute.

9. Finance Report

9.1 Finance Statement to 31 August 2022

The financial statement to the 31 August 2022 reports that the balance of the Barclays account is: £15,938.73, and the balance of the savers account is: £10,475.36, total funds; £26,414.09.

Paul Solomon arrived.

9.2 Budget 2023-2024

The RFO presented the draft budget which included an increase to the salaries budget due to a change in the employees' salary spinal points. JH suggested that the RFO could send one invoice to CPC to include both 6 monthly payments of the grant.

The annual £50 contribution to the Jubilee Hall's internet connection was discussed and AB suggested that putting an additional line in would be better than installing another cable into the JH office router.

LPC has been taking the meter reading just for the floodlights and will work out energy supply usage and ask the JHMC to invoice accordingly. **Action:** RFO. It has still not been established with the Jubilee Hall when the building and lights last had their 5-year fixed wiring check. **Action:** AB to enquire.

Census figures not received yet, so the budget it is still calculated on 27/73% split.

The grants from CPC/LPC will remain the same in the draft budget.

The RFO will earmark and reserve £2,000 from general fund for fencing. It was suggested that the LUFC could apply for grants (FA?) for the fencing. **Action:** RFO/LUFC.

The cost of resurfacing of the Tennis Courts would be approx. £4,500.00, and at present there are no concerns apart from a slight lift in the corner due to the conifer tree roots.

9.3 Grants

The PFC ratified the decision for the Clerk to apply for a grant from the Lovewell Blake Fund. The PFC were happy for the Officers to apply for grants outside of meetings.

The deferred Tennis Courts item was considered next.

10. Tennis Courts

10.1 Membership Scheme

The membership scheme now has 80 members and a total income of £2,010.00 from the membership has been ringfenced for Tennis Court improvements.

Tennis Coach PS gave an update on the club and courts. PS has booked the Jubilee Hall for coaching and cardio tennis to ensure that his sessions can continue over the winter. Safeguarding was discussed and a noticeboard is required. **Action:** Clerk.

10.2 Improvements to the Courts

PS mentioned several improvements that he would like the PFC to consider;

- Increasing the height of one of the goal walls to become a hitting wall – quotes to be obtained.
- Clubhouse - £1,900
- Windbreaks - £500

BD shared concerns about the ongoing maintenance required for the clubhouse.

PS reassured the Committee that any purchases would be assets of the L & C PFC and used by the Club members, which would increase the membership going forward. MW reminded the PFC that the members need to see that their fees are being used to improve the club's facilities. It was **resolved** to go ahead with the purchase of the clubhouse if the Lovewell Blake grant application is approved. **Action:** Clerk.

It was **resolved** to purchase £500 of windbreaks for two sides of the courts and a noticeboard for the safeguarding information. **Action:** Clerk.

10.3 Access to facilities such as Jubilee Hall toilets/changing rooms and access to the social club

PS thanked the Jubilee Hall and LUFC for granting access to the changing rooms and toilets. They are used occasionally. No access is currently required to the Social Club.

11. Loddon United Football Club

11.1 Storage location of goals

The Heras fencing has been installed, although the compound adjacent to the Tennis Courts will only be used out of season. The LUFC proposed that the Heras fencing could be bolted around the four junior nets that are currently positioned near Crossways Terrace. The adult goals near the tennis courts will be put to back on to Old Market Green. **Action:** LUFC.

11.2 Pitch hire Contributions

This item was deferred however a copy of the LUFC Youth accounts was requested as a copy of the LUFC Adult accounts had already been sent. MW requested that the LUFC write a report on the history of pitch hire contributions and pitch costs so that it can be considered at the next meeting. **Action:** LUFC (MWi).

MWi mentioned that due to the drought, the grass was growing quickly, and could the RFO check to see if the normal number of cuts by the grounds contractor had been carried out this year. **Action:** GH will check the contract/invoices for pitch grass cuts.

11.3 Garage

Deferred as this would need to be included in the pitch agreement.

11.4 LUFC Update

There was a discussion regarding the codes on the padlocked gates and access for emergency services. LUFC will discuss and report back should the codes for the fields be altered. **Action:** LUFC.

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

13. Items For a Future Agenda

- The deferred LUFC agreement
- Perimeter fencing quotes
- Signatories
- Safeguarding
- Internet connection
- Grant applications for fencing
- 5-year fixed wiring for floodlights

- LUFC Youth Representative
- Online banking

14. Date of Next Meeting

Proposed meeting dates for 2023:

- 21 February 2023
- 20 June 2023 (Annual General Meeting)
- 26 September 2023 (Budget)

The next meeting date is the 21 February 2023, 7.00pm in the Hollies Rear Hall.

The meeting ended at 21:50 hours.