

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

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

Minutes of the Meeting of Loddon & Chedgrave Playing Field Committee (PFC) held in the Hollies Rear Hall, Loddon on the 15 January 2025 at 7.00pm

Representatives Present:

Chedgrave Parish Council (CPC): Jo Sinfield (JS), Debs Downer (DD)

Loddon Town Council (LTC): Andy Woodman (AW), Jane Hale (JH)

Jubilee Hall Management Committee (JHMC):

Loddon United Football Club Adults (LUFCA):

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

Loddon Tennis Club (TC): Carolyn Frosdick (CF), Rik Balfour (RB)

In Attendance: Emily Curtis (EC), Clerk, Kerry Sturman (KS), Responsible Finance Officer (RFO), Anne Barnes, Locum RFO, and one member of the public.

Absent: None.

1. **Welcome:**

The Chairman, Cllr JH welcomed everyone to the meeting. Nobody wished to record the meeting.

2. **Apologies for absence:**

Apologies were received and approved from Rick Summons (RS) as he was unable to attend due to work commitments, Miles Wilson (MW) as he was away from home and Jessie Powell (JP) sent apologies.

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

KW, JS, and JH are Trustees of the Jubilee Hall and declared an interest in any matters connected with the Jubilee Hall.

4. **Minutes of the meeting held on the 16 October 2024:**

The Minutes of the meeting held on 16 October 2024 were approved as a correct record. A typo was corrected prior to signing and will be rectified on the website. **Action:** Clerk.

5. **Matters Arising:**

5.1 **Tennis Court Floodlights**

Boggis electrical have informed us that the position of the lights was agreed with the Tennis Subcommittee at the point of installation, and any amendments would require lifting equipment at our cost. They also informed us that hoods are not available for the lanterns.

The interest free loan of £2,500.00 from Norfolk LTA was received on the 11 November 2024. The loan repayment monthly standing order of £52.00 was set up on the 25 November 2024 and the last repayment of £56.00 will be paid on the 29 October 2028.

5.2 **Terms of Reference**

PKF Littlejohn have confirmed the L & C PFC Committee currently does not operate as a Joint Committee. A remote meeting with Chedgrave Parish Council (CPC) Clerk, LTC

Clerk and Norfolk Parish Training and Support was held on the 15 November 2024. The governance issue was explored and three solutions proposed. It was agreed to obtain expert advice on the three solutions from PKF Littlejohn and Community Action Norfolk before adding to the respective Councils agendas.

5.3 Pedestrian Access for the Jubilee Hall

In order to proceed with the Parish Partnership Bid to install a pedestrian access to the Jubilee Hall, thirteen metres of hedging was removed in October 2024. This has improved the visibility splay issues for the Jubilee Hall Car Park and improved visibility of the hall. The Clerk and Parish Warden met with Norse and the NCC Highways Engineer and a plan has been devised to extend the footway. The Council received the Norse quote to extend the footway, and the completed Parish Partnership Bid was submitted by LTC in December 2024.

5.4 Proposed Overflow Car Park

LTC are in discussion with Saffron as they would like to purchase or lease the land adjacent to Crossways Terrace to be used as an overflow car park which would ease parking issues at the Jubilee Hall. Both Saffron and LTC have obtained valuations for the land. Negotiations are continuing.

5.5 Annual Hedge and Tree Maintenance

Target Trees will be carrying out their annual maintenance on the conifers, overhanging trees and car park hedge on the 21 January 2025.

6. Public Forum:

None.

7. Finance Report:

7.1 Financial Statement

As at 9 January 2025, the balance in the L & C PFC General Fund was £10,196.78 and the balance in the L & C PFC Earmarked Reserves was £11,722.75.

7.2 Final 2025/26 Budget

The final budget was circulated. A meeting was held with Chedgrave Parish Council (CPC) and LTC representatives on the 15 January 2025 at 6.15pm to run through the budget prior to the L & C PFC meeting. It was **resolved** to accept the L & C PFC 2025/26 budget.

7.3 Quotes for the Consumer Unit Cabinet in the Changing Rooms

The Parish Warden has strived for three quotes to cover the exposed consumer unit and electricity supply with a cabinet in the Jubilee Hall Changing Rooms. The quote was declined. KW will submit an urgent quote for consideration, and it was agreed that if the quote is reasonable, the Clerk will accept via delegated powers. **Action:** KW.

8. Loddon & Chedgrave Playing Field:

8.1 Requests to Hire the Field

None.

8.2 Memorial Bench for Cllr Colin Binfield

At the L & C PFC meeting on the 17 October 2024, it was **resolved** to install a bench on the Playing Field in memory of Cllr Colin Binfield.

Quotes for recycled benches would be added to the next finance report. **Action:** RFO.
The LUFC and JHMC have also offered to contribute subject to confirmation from their committees. **Action:** JHMC/LUFC.

KW has offered to install the bench free of charge. **Action:** KW.

Cllr JH to discuss the proposal and design with Colin's family. **Action:** Cllr JH.

8.3 Grounds Maintenance/Fencing Issues

Due to health and safety concerns, the key for the ride on lawn mower is now stored in the Council Office. In future, it could be stored in the locked cabinet in the changing room.

KW reported that the pitches require drainage reinstatement work to be carried out in the next 2-3 months. The LUFC has obtained a quote for the two pitches on the Playing Field and three pitches on The Old Hockey Field, total cost; £1,500. KW suggested that the LUFC Adults could pay £500, LUFC Juniors could pay £500, and the remaining contribution could come from the local Councils.

It was **resolved** that the L & C PFC would pay £300 towards the costs over the reinstatement drainage works on the Playing Field. **Action:** LUFC to liaise with RFO.

For the works to the Old Hockey Field, LUFC could apply to LTC and CPC for the remaining £200 via the Councils small grant schemes. **Action:** LUFC.

9. Jubilee Hall - Loddon:

9.1 Jubilee Hall – Loddon Update

9.2 5-year Fixed Wiring Test

The JHMC received the results of their 5-year fixed wiring test in November 2022 and have confirmed that the remedial works have yet to be completed which may impact on the tennis court floodlights. **Action:** JHMC.

9.3 Shared use of the Jubilee Hall Changing Rooms

The original purpose of the Jubilee Hall changing rooms was to provide changing facilities to the sports clubs that operate on the Loddon & Chedgrave Playing Field. The LUFC have an exclusive agreement with the JHMC which expired in May 2024. The JHMC will reconsider this arrangement as soon as possible so the changing rooms/toilets are accessible by all sports clubs that operate on the PFC land. **Action:** JHMC.

9.4 JHMC Painting of the Storage Container

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

10. Loddon United Football Club – Adults:

10.1 LUFC Adults Update

KW reported that all is well with the four adult teams.

10.2 LUFC Adults AGM Minutes and Accounts

Still outstanding. **Action:** LUFC treasurer would forward the documents in next two weeks.

11. Loddon United Football Club – Juniors:

11.1 LUFC Juniors Update

Nothing to report as everything is going well. MW has kindly offered to reseed the MUGA in April 2025 when other work is completed on the pitches. LUFC will give advance notice.
Action: LUFC.

11.2 **LUFC Juniors AGM Minutes and Finances**

Still outstanding. **Action:** KW to forward.

Cllr AW left the meeting as he had another engagement.

12. **Loddon Tennis Club Subcommittee:**

12.1 **Loddon Tennis Club Update**

The application for a Saracen's Grant was successful and £5,000 was received on the 19 November 2024 to support three tennis programmes: isolation, Parkinson's and Dementia. This information has been forwarded to Loddon's Chet Valley Medical Practice. Forty coaching sessions will be split between the three programmes. There will be ten free sessions for each participant, thereafter each session will cost £5 to ensure future sustainability. The sessions will start in March/April 2025 and the funds need to be spent by the end of 2025. The coaches will invoice monthly to be reimbursed for the coaching sessions.

Walking Tennis sessions are going well, and additional sessions might need to be added to the timetable. Pickleball sessions are well attended in the Jubilee Hall. Junior coaching has decreased slightly due to the inclement weather.

The club has 80 adult members, and with juniors, 150 in total.

12.2 **Tennis Club Becoming a Separate Entity**

The Tennis Club is now considering becoming a separate entity. The accounts illustrate that the income that the club generates would cover the expenditure and necessary reserves. The club is investigating the pros and cons of setting up a Charitable Incorporated Association (CIO) and leasing the courts from the L & C PFC. It was **resolved** that LTC's RFO would draft some ideas about the how a lease could operate and organise a meeting to discuss these ideas with CPC. An informal meeting with the Tennis Club would follow. **Action:** RFO.

12.3 **Tennis Court Cleaning and Resurfacing**

The courts will need to be resurfaced in the next 5 years. The courts were last surfaced circa 2009. The cost would be approximately £25,000 for both courts. The L & C PFC currently has £1,700 in the resurfacing reserves. A discussion was had regarding how the resurfacing could be financed.

13. **Correspondence:**

An email regarding the tennis court floodlights was discussed.

14. **Items for Future Agendas:**

15. **2025 Meeting Dates** (All meetings are held in the Rear Hall of Hollies at 7.00pm unless advised otherwise):

16 April 2025

16 July 2025

15 October 2025 (2026/27 Budget).

The meeting closed at 20.50pm.