

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 16 October 2024 at 7.00pm

Representatives Present:

Chedgrave Parish Council (CPC): Jo Sinfield (JS), CPC to appoint a new representative

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

Jubilee Hall Management Committee (JHMC): Jessie Powell (JP)

Loddon United Football Club Adults (LUFCA):

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

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

In Attendance: Emily Curtis, Clerk (**EC**), Louise Hobbs, Responsible Finance Officer, (**LH**), and one member of the public.

Before the meeting commenced, a minute's silence was held in memory of Cllr Colin Binfield, the Chairman of the L & C PFC, who sadly passed away on the 24 July 2024.

Absent: None.

1. Welcome:

As Vice Chairman, Cllr JS welcomed everyone to the meeting. The Clerk confirmed that she did not wish to record the meeting.

2. Election of Chairman:

There were two proposals for the role, Cllr AW and Cllr JH. It was **resolved** to elect Cllr JH.

Action: AAO to update records.

3. Election of Vice Chairman:

No vote took place as the Vice Chairman remained the same (JS).

4. Apologies for absence:

Apologies were received and accepted from Rick Summons (RS) as he was unable to attend due to work commitments and Miles Wilson (MW) as he was away from home.

5. Declarations of Interest and Requests for Dispensations:

KW, JS, JH and JP and Trustees of the Jubilee Hall and declared an interest in any matters connected with the Jubilee Hall. RB and CF declared an interest in any matters relating to the Tennis Club. KW declared an interest in matters regarding the LUFCA.

6. Minutes of the meeting held on the 17 July 2024:

The Minutes of the meeting held on 17 July 2024 were approved as a correct record.

7. Matters Arising:

7.1 Tennis Court Floodlights and override

The replacement floodlight lanterns were installed on the 16 September 2024. The lanterns need adjusting and hoods may be required. The funds from the Norfolk LTA loan have not yet been received. **Action:** Clerk to contact Boggis Electrical.

7.2 Terms of Reference

PKF Littlejohn have confirmed the Committee is not a joint Committee. LTC has sought advice from NPTS, and they have suggested a remote meeting to be organised between CPC and LTC Clerks. **Action:** Clerk.

7.3 Pedestrian Access for the Jubilee Hall

It is necessary for thirteen metres of the Jubilee Hall hedge adjacent to the car park entrance to be removed for the proposed pedestrian access. The hedging will be grubbed out on the 21 October 2024. Norse will then quote for the pedestrian access and TC will then submit a NCC Parish Partnership Bid before the deadline in December 2024. **Action:** Clerk to ask Norse if they will quote for the overflow car park should it proceed.

7.4 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. LTC are waiting to hear back from Saffron/Watsons.

8. Public Forum:

The Chairman agreed that the Tennis Club Chairman could contribute during the Tennis Club agenda item.

9. Finance Report:

9.1 Financial Statement

The balance in the PFC accounts as at the 15 October 2024 was: £15,671.77.

Earmarked Reserves as at 15 October 2024

Tennis Club General Funds	£7,794.30
Tennis Court Resurfacing	£1,700
Tennis Court Fencing	£2,200
Tennis Court Floodlights	-£3,200
Tennis Court Key Code Gate	£200
Tennis Court CCTV	£200
Tennis Club Active Norfolk Grant	£70
Playing Field Fencing	£200
Playing Field Maintenance	£500

9.2 Draft 2025/26 Budget

The draft budget was circulated. The RFO had separated the Tennis Club and PFC budgets, to give a clearer picture of the Tennis Club accounts. It was **resolved** to have a meeting to discuss the final budget. **Action:** The RFO to circulate final figures by the 23 October 2024 and budget comments to be sent back by the PFC by the 25 October 2024.

9.3 Insurance

The Committee noted that LTC's insurance policy has been renewed at a cost of £1,794.06. The L & C PFC Committee contribute 10% towards the cost of the policy. The 2025/26 budget shares the cost equally between the Tennis Club and the PFC.

9.4 Grant Applications

Escalated to LTC.

10. Loddon & Chedgrave Playing Field:

10.1 Requests to Hire the Field

None.

10.2 Memorial Bench for Cllr Colin Binfield

It was **resolved** to install a bench on the Playing Field in memory of Cllr Colin Binfield. Recycled benches would be investigated. The LUFC and JHMC Trustees also offered to contribute subject to confirmation from their committees. **Action:** JHMC/LUFC.

KW offered to install the bench free of charge. **Action:** Cllr JH to discuss the proposal and design with Colin's family.

11. Jubilee Hall Management Committee:

11.1 5-year Fixed Wiring Test

The JHMC received the results of their 5-year fixed wiring test in November 2022. The Clerk has sent the new Trustees the report. There were outstanding issues with the floodlights that may need resolving. **Action:** Clerk to resend the report.

11.2 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.

11.3 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.

12. Loddon United Football Club – Adults:

12.1 LUFC Adults Update

KW gave an update on behalf of RS. The LUFC Adults are struggling for player attendance which has led to games being cancelled.

KW requested the dates for the fertiliser treatment. **Action:** RFO.

MW has offered to reseed the MUGA for Loddon Town Council. The area will need to be fenced for up to eight weeks. **Action:** Parish Warden to liaise with MW.

12.2 LUFC Adults AGM Minutes and Accounts

Action: KW to forward.

13. Loddon United Football Club – Juniors:

13.1 LUFC Juniors Update

All going well.

The storage container was replaced during the summer.

13.2 L UFC Juniors AGM Minutes and Finances

Action: KW to forward.

14. Loddon Tennis Club Subcommittee:

14.1 Loddon Tennis Club Update

The 2nd phase of the coaching provision from Heads Up Tennis is coming into effect soon. Additional sessions including pickleball will be added to the timetable.

New members are joining, and the club has retained existing members.

It was **resolved** that the Coaches could use the grass area outside the containers for the upcoming holiday camp.

The Subcommittee handed out the Colin Binfield Memorial Cup at the recent Club Championships.

Unfortunately, the surface was damaged during the recent clean. The contractor informed the Subcommittee that the courts had not been in a good condition when they were painted and a full resurface will be required in the next 4/5 years. The Subcommittee have offered to paint the surface each year to extend its lifespan. Pressure washes will not be carried out in the future. The courts are also now extremely well used which could have contributed to the decline of the surface.

A quote has been received for the removal of the conifer roots. RB to investigate further quotes. **Action:** RB.

Action: Parish Warden to obtain quotes for the annual cut of the conifers.

14.2 Tennis Club Independence

The Tennis Club is now considering becoming independent of the PFC. The finance reports illustrate that the club is coming close to breaking even. The club is investigating the pros and cons of setting up an Unincorporated Association and leasing the courts for approx. 25. Years. The PFC could use the rent to build up reserves for floodlights/resurfacing.

Action: Clerk to investigate lease agreement.

Cllr JH reinforced that the PFC is not putting any pressure on the club to go independent as the PFC are happy to continue to support the club.

Action: Clerk to consider whether the Tennis Club Subcommittee could become a working party and feed resolutions into monthly Council meetings.

15. Correspondence:

None.

16. Items for Future Agendas:

- Update from the JHMC

17. Next Meeting Date:

The next meeting will be on the 15 January 2025, 7.00pm in the Rear Hall of Hollies unless advised otherwise.

The meeting closed at 20.44pm.