

# LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

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

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**Minutes of the Meeting of Loddon & Chedgrave Playing Field Committee (PFC) held in the Hollies Rear Hall, Loddon on the 17 July 2024 at 7.00pm**

## **Representatives Present:**

**Chedgrave Parish Council (CPC):** Andy Woodman (**AW**), Debs Downer (**DD**)

**Loddon Town Council (LTC):** Colin Binfield (**CB**), Jane Hale (**JH**)

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

**Loddon United Football Club Adults (LUFCA):** Rick Summons (**RS**), Miles Wilson (**MW**)

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

**Tennis Club (TC):** Carolyn Frosdick (**CF**)

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

**Absent:** None.

## **1. Welcome:**

Cllr CB welcomed everyone to the meeting. The Clerk confirmed that she did not wish to record the meeting. Cllr CB introduced the new RFO.

## **2. Apologies for absence:**

Apologies were received from Jo Sinfield (JS), and Rik Balfour (RB). Jane Hale (JH) informed the meeting she would be leaving at 7.45pm and return shortly after.

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

KW, JS, JH and JP and CB 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 17 April 2024:**

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

*The Chairman moved item 11.3 forward.*

## **11.3 Tennis Club Representative**

It was **resolved** to appoint Carolyn Frosdick as the Tennis Club representative.

*The agenda resumed in its normal order.*

## **5. Matters Arising:**

### **5.1 Ride on Lawnmower Puncture**

The puncture has been repaired.

### **5.2 Ball Stop Fencing**

The ball stop fencing was installed on the 16 May 2024.

### **5.3 Tennis Court Floodlights**

LTC has received Secretary of State approval for the Norfolk LTA loan for £2,500. Norfolk LTA have advised us that their meeting has been reorganised for the 17 July 2024. The contractor has been instructed, LTC are waiting on the loan agreement from Norfolk LTA.

### **5.4 Terms of Reference**

A meeting has been proposed for the 31 July 2024. The Council representatives will discuss proposed amendments to the Terms of Reference.

### **5.5 2024- 2025 Pitch Agreements**

The pitch agreements are ready to be signed by the LUFC Adult Chairman and LUFC Junior Chairman and the PFC Chairman.

### **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**

JP reported that the new hall manager has been appointed. A new Unity Trust bank account is in use. The Committee had a meeting with SNC about future proofing the hall. The second kitchen has been opened to reduce pressure on the kitchen adjacent to the JubHub.

#### **7.2 LUFC Adults**

RS reported that the preseason has started. The season starts 1<sup>st</sup> week of August. There are currently four adult teams. Having the ball stop fencing installed has reduced the issue of balls leaving the Playing Field. There is no update regarding the proposed Hales Pavilion. The weed and feed treatment has had a positive impact on the pitches. The AGM went well, and the club is no longer running at a loss.

#### **7.3 LUFC Juniors**

KW reported that there are 200 youth involved. A discussion was had regarding the grass cutting schedule and potentially providing a contingency for additional grass cutting. Collection of grass needs to be considered and it was suggested that an attachment is purchased for the ride on mower. The LUFC has carried out additional pitch maintenance. The Youth Tournament went well, and thanks were given to everyone who helped with the event. It was commented that it was a well-run tournament.

The replacement green container is arriving on the 9 August 2024.

Thanks were given to PFC for their support of the LUFC.

#### **7.4 CPC**

DD reported that there is there is a meeting on the 31 July to discuss the Terms of Reference.

#### **7.5 LTC**

None.

#### **7.6 Tennis Club Subcommittee**

CF reported that after meeting several coaches, the Subcommittee appointed Head Up Tennis Coaching, mainly as they were able to provide a pool of coaches. The junior sessions commenced on the 1 June 2024. Membership remains stable at 150. Sessions

have been really well attended. Huge thanks were given to the Subcommittee, particularly the Chairman Rik Balfour for his tireless work, particularly in finding a coaching solution. Phase 2 of the coaching will commence later in the year, and more sessions will be introduced, particularly for the juniors.

The courts were cleaned last weekend and it was noticed that some conifer tree roots appear to be causing some disruption to the surface of the courts. **Action:** Parish Warden to investigate.

The club will be holding an open day in August, and the LUFC requested that the TC coordinate with the LUFC and JHMC to ensure there isn't a date clash. The LUFC offered to circulate the open day information to their members. **Action:** Tennis Club Subcommittee. Multisport camps will be run over the summer holidays.

## 8. Finance Report:

### 8.1 Financial Statement

The balance in the PFC accounts as at 16<sup>th</sup> July 2024 were: £24,020.99

<b>General Fund</b>	<b>£17,620.99</b>
<b>Earmarked Funds</b>	<b><u>£6,400.00</u></b>
<b>TOTAL</b>	<b>£24,020.99</b>

#### Earmarked Reserves as at 1 April 2024:

EMR	ADD	FUND	EMR BALANCE
Tennis Court Resurfacing	£500	£1,200	£1,700
Tennis Court Fencing	£200	£2,000	£2,200
Tennis Court Floodlights	£200	£3,000	£3,200
Tennis Court Key Code Gate	£100	£100	£200
Tennis Court CCTV	£100	£100	£200
Playing Field Fencing	£200	£0	£200
Playing Field Maintenance	£500	£0	£500
<b>TOTALS</b>	<b>£1,800</b>	<b>£6,400</b>	<b>£8,200</b>

*Cllr JH left and returned whilst item 8.2 was discussed.*

### 8.2 2025- 2026 Pitch Hire Contributions

The pitch hire contributions from the LUFC for the Loddon & Chedgrave Playing Field have been held at £800 per annum for the last two years. The PFC has spent the pitch fees on weed and feed on the Playing Field and therefore it was suggested that in order to have a contingency for additional grass cutting (£100 a cut), the yearly pitch hire contributions are increased to £1,000.

The LUFC felt that as a community group the PFC should be subsidising the club to ensure that it remains financially viable. After a prolonged discussion, it was **resolved** that the pitch hire contributions remain at £800 per annum. Should the LUFC obtain grants, further discussion can be had about increasing fees.

### 8.3 PFC Bank Accounts

In accordance with the Joint Panel on Accountability & Governance, Joint Committees and Arrangements Rule No. 5.139 the Playing Field accounts should be in the name of Loddon Town Council.

Rule 5.139 'Joint arrangements are not bodies corporate and may not own assets, hold bank accounts in their own name, have employees or enter into any form of contract.'

LTC **resolved** to close the four PFC bank accounts at their meeting on the 10 April 2024 (item 9.9). and all balances (apart from the balance from the Barclays account) have been transferred to Loddon Town Council's bank accounts. **Action:** RFO.

#### **8.4 Grant Applications**

Deferred.

#### **9. Safeguarding:**

There were no welfare issues to report.

#### **10. Loddon & Chedgrave Playing Field:**

##### **10.1 Requests to Hire the Field**

None.

##### **10.2 Overflow car Park**

LTC are in discussion with Saffron as they would like to purchase or lease the land adjacent to Crossways Terrace so that an overflow car park can be installed to ease the parking issues at the Jubilee Hall. LTC have met with Saffron on two occasions and both Saffron and LTC have obtained valuations for the land. LTC are waiting to hear back from Saffron.

#### **11. Loddon Tennis Club Subcommittee:**

##### **11.1 Tennis Club Subcommittee Meeting Minutes**

The minutes had been circulated via Dropbox prior to the meeting.

##### **11.2 Tennis Court Fencing**

The Subcommittee have considered the quote but do not feel the expenditure is a priority at this time.

##### **11.3 Tennis Club Representative**

*Item had been discussed earlier in the meeting.*

#### **12. Loddon United Football Club - Adults:**

##### **12.1 LUFC Adults AGM and Accounts**

The PFC has been invited to attend. RS will circulate the minutes and accounts as soon as they are prepared. **Action:** RS.

#### **13. Loddon United Football Club – Juniors:**

##### **13.1 LUFC Juniors AGM and Accounts**

No date has been set yet for the AGM.

##### **13.2 LUFC Juniors Storage Container**

KW reported earlier in the meeting that the storage container will be replaced with a green container on the 9 August 2024. **Action:** LUFC.

#### **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. 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.

**14.2 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 clubs that operate on the PFC land. **Action: JHMC.**

**14.3 JHMC 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 it in the summer.

The LUFC and JHMC agreed to swop the location of their containers. **Action: JHMC/LUFC.**

**14.4 Pedestrian Access for the Jubilee Hall**

A meeting was held (Jubilee Hall Management Committee Chairman and L & C PFC Chairman in attendance) to discuss the proposal to create a pedestrian access off George Lane for the Jubilee Hall. It is necessary for thirteen metres of the Jubilee Hall hedge adjacent to the car park to be removed in order to receive quotes for the pedestrian access. The hedging does reduce the visibility splay and it would be advisable to remove it on Health and Safety grounds. The JHMC have confirmed that they wish to proceed with the scheme, The PFC will obtain quotes for the work. **Action: Parish Warden.**

Once the hedge has been removed, Norse will quote for the pedestrian access. LTC will then submit a NCC Parish Partnership Bid. Deadline December 2024.

**15. Correspondence:**

None.

**16. Items for Future Agendas:**

None.

**17. Next Meeting Date:**

The next meeting will be on the 16 October 2024, 7.00pm in the Rear Hall of Hollies unless advised otherwise.

The meeting closed at 20.18pm