

Tangmere Village Centre User Group

DRAFT Minutes of Meeting held Tuesday 15th July 2009

Present:

S Oakley	(Chairman & Cricket Club - TCC)	J Simnett	(Players)
L Middleton	(Flower Club)	P Norman	(Garden Club)
B Rudkin	(Tuesday Club & Keep Fit)	F Jackman	(WI)
J Rudkin	(Youth Club (YC), Village Day & Litter Warden)		

1. Apologies for Absence. I Martin (Twining); S Brindley (Football Club).

2. Minutes of Meeting held 12 May 2009. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 9 Jun 2009.

Chairman proceeded through draft minutes and notes from Manager, with group discussing each item. For adjoining grounds maintenance items see section 6 of these minutes.

Flood Risk. Way ahead on soakaway continues to be discussed by Parish Council (PC), with renewing existing one being a (cheaper?) option. Vertidrainage of football pitch carried out late March and a proposal has been put to PC about extending this to the whole field (October?).

Stage Curtains/tracks. Tracks in place. Curtains to follow (Navy Blue colour selected) now exact dimensions known. Question raised over disposal intentions for existing curtains - could they be sold ?

Security. New front door mortice lock in use from 1 July. Question raised over use of front door latch.

Anti Climb Paint. Annual application done on VC roof , Cycle Stand & Cricket Net (warning signs required for latter).

ALL USERS ARE REQUESTED TO CHECK ALL ACCESSES ARE SECURE, internal fire doors shut (particularly SH lobby and Kitchen) **and lighting off** (including Gents and Disabled toilets), **BEFORE LEAVING.** Please leave facilities as you would like to find them - clean, tidy and tables/chairs cleaned and stacked as per signs!

COMMUNICATIONS BOOK. In kitchen by water boiler/First Aid kit, used to record any accidents/incidents/defects/use of 1st aid kit. Accident forms by incident book in kitchen.

Finance report. As of 9 Jun 09 VC accounts stood at £7328. Detailed accounts to be made available at next meeting. Additional cleaning bill post a children's party not yet paid and referred to PC for further action. Cleaners and Managers hourly rates increased by 25p to £7.75 and £8.00 respectively. UGp reps request copies of Terms of Reference for these posts and noted use of cleaners sons for some work. It was noted that the new Medical Centre will open in the Autumn with the consequence that Child Health Clinic bookings and car park contributions would cease, hence reducing revenues.

Heating. After the higher than expected gas usage in Spring, the Clerk will take weekly meter readings and the VC Chair and Manager are to review the heating system. Update requested at next VCMC mtg.

Cleaning. Concern continues to be expressed over cleanliness of tables and floors. Main problem appears to be users not sufficiently cleaning (Saturday Parties?) or removing labels (Auction?) after use. This point is a condition of hire on booking form and a reminder letter is being sent with next invoices. Of additional note is the buildup of dirt on kitchen furniture (handles/inside drawers). Deep clean of SH floor in August and only damp mop for routine floor cleaning requested.

Gable end grouting damaged on N side of Main Hall (MH) and gully on top Small Hall (SH) (Jan 06). Falling debris hazard. Quote obtained **and work to go ahead (approved at PC Finance cttee).**

Child Protection Policies. A number of groups have forwarded theirs. PC formulating its own policy.

Changingroom Lobby. Football Club requested to tidy up area where their gear stowed.

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Planned Maintenance. Clarification provided on periodicity of renewals and servicing of a number of items. Quotes for replacement of emergency lighting batteries to be sought.

Dishwasher. A request for this item was turned down as it was considered its maintenance burden would outweigh any benefits.

Bookings. Clarification over procedure for cricket bookings agreed so that any such bookings are referred to and, if agreed, made by TCC.

Damage rectified. Disabled toilet door repaired after damage incurred during incident at end of a YC session.

5. Village Centre Defects. Date indicates when defect first raised. UGp Minutes defect list to VC Manager prior to following VCMC mtg.

Extractor Fans. Disabled toilet fan occasionally sticks on. Kitchen fan noisy (to clean?).

Lamps u/s: Changing room foyer (Jul 08). Garage floodlight – cover, replace with metal grill? (2006);

Front & MH/SH Doors. New closers required (Nov 07). **Quote to be sought.**

Kitchen. Telephone - remove J Simnett as contact (Jan 09).

Small Hall. Internal door to main entrance lobby does not fully latch shut (Nov 08).

Ladies Toilets. One Ladies toilet bowl to secure (fissure bolts?).

Defects noted but not for short term action: SH Lobby - crack in wall (Nov 07); Cracked Cttee Room window (May 08); Guttering - leaking joints (Jan 07).

6. Adjoining Grounds Maintenance.

It was agreed at Feb 07 VCMC that items raised in this section of the VCUg meeting would be referred to the PC Environment Cttee. # indicates item discussed at last mtgs of PC and its cttees.

VC Shrub Beds and Car Park Hedging. A contractor has now been engaged to maintain these and additionally has edged entrance paving. Bag containing hedge cuttings to be removed. Fencing of land to E of car park vandalised/breaking up (Jan 06). Almost all hedging whips planted in March have failed – additional planting req'd next winter. Old fencing to be removed idc?

Car Parking. As a result of complaints over late night anti social behaviour in overflow CP, PC decided to keep posts locked up when its not required. It is apparent that no system is in place to ensure posts are dropped at appropriate times hence parking issues remain. Main aims are to avoid inconvenience to surgery attendees; prevent parking on Malcolm Rd; full and efficient use of VC Car Park (VCCP). **UGp reps recommend posts are kept down as present system unsustainable.** “No parking in front of Recycling Bins” sign recommended to post on container.

#Car Park - Tarmac. After receiving a number of letters from UGps, PC Finance cttee on 23 Jun decided that this project was not a priority. This is despite being listed as a suitable project for Community Facility Section 106 monies arising from the Fire Depot site (PC/CDC Officer submission to CDC Planning Cttee Autumn 07). It was noted that the money spent annually on maintaining the Memorial Woodland would have serviced a loan covering a significant part of this projects' cost and been of greater community benefit. **Further UGps to consider sending letters to PC.** **Work still required in regrading gravel cover, especially rut by entrance.**

Litter Clearance. Replacement Bin to W of Tennis Courts procured in May and awaiting fitting. Glass on Tennis Court and skate park – problem recently reduced, however buildup under skate park ramps noted. Fly tipping by recycle bins continues with Community Wardens removing when notified.

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Paved Paths. Front entrance and path (Mar 07) - noticeable movement of and damage to some slabs.

Play Pen. Splitting of wooden posts noted. Old concrete base of bin in play pen still to be removed.

Recycle Bin Fence. Repair/replace work to be addressed (Nov 07).

Front path bollard cracked (2007).

Container. YC to arrange for contractor to paint their container dark green (2006).

Football Pitch. Maintenance (2005). Posts to replace early Aug, however Eastern one put in place Wed 15 Jul. TFC has requested permission to permanently mark pitch corners, however advice awaited from CDC re method.

Rec Field Maintenance. Parish Councillor Mr Birkett has been designated as the PC point of contact for this area. Items of note for this area at present include:

Weedkilling on grass (incl margins) and total kill along CP edges, pathways and tennis courts – contractor carried out in June, however three small grass areas missed (@ 30m S of Nettleton Ave bench, o/s Changingrooms and N of Container).

Removal of tree stumps and pruning trees completed mid Jul. Planting additional and replacement trees requested to be considered.

Consider shrubbery on N side of VC to protect building from footballs (including noise), areas in front of seating (particularly Nettleton Ave) turning to mud – renovate or hard surface.

#Tennis Courts. Proposal for dual use of court area (Winter – mini football, Summer – Tennis) – PC looking to develop into conversion to a full multi use games area, complete with lighting, in part due to the lack of currently available alternative sites in village. Possible funding from Section 106 monies and grants (note former arising from Fire Depot site needs to be spent within ? years). Current surface (approx 10 significant holes/weed breaks), perimeter undergrowth and slab maintenance to address (Sep 06).

#Dog Fouling. Continues to be a significant feature of Rec. Field. CWs have been asked for more warning signs. PC and CDC looking into Dog Control Order for Rec field. PC apparently reluctant to take on enforcement responsibilities, though CDC personnel could.

7. Update of Regular User Contacts List. Camera Club secretary - Andrea Farrell.
History Group – Richard Roberts.

8. A. O. B. Village Day 18 July. Arrangements discussed, incl impact of Eastern football post.

9. Group Events and Activities. Consult weekly bookings diary and club notices on VC noticeboards. Football in Community 28 Aug. Players 5/6 Dec Cinderella; TCC last w/e match 4 Oct.

Village Website: www.tangmere-online.co.uk UGp articles and updates, by 20th of each month, to: maltings@bcjwood.fsnet.co.uk. Bookings Clerk e-mail: clerk@tangmere-online.co.uk. VCUG meeting minutes are found under Village Centre.

10. Representatives for next VCMC Meeting, Tues 11 Aug 09.
J Rudkin, S Oakley, B Rudkin, J Simnett. VCMC mtg dates: 13 Oct; 8 Dec 2009; 9 Feb; 13 Apr 2010.

11. Next meeting: 7:30pm Wednesday 9 Sept 2009 in Cttee Room, Village Centre.

S J Oakley

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