

# Tangmere Village Centre User Group

## DRAFT Minutes of Meeting held Wednesday 13<sup>th</sup> January 2010

### User Group (UGp) Reps Present:

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

**1. Apologies for Absence.**; K Odell (Ballroom); F Jackman (WI); I Martin (Twinning); S Brindley (Football Club – TFC).

**2. Minutes of Meeting held 9 November 2009.** Accepted.

**3. Matters Arising.** See para 4. below.

### **4. Report Village Centre Management Cttee (VCMC) meeting 8 Dec 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.** Architect recommended drilling 300mm wide, 5m deep shaft in each of 4 existing soak-aways and backfill with aggregate. If work goes ahead, impact of works vehicles on football pitch (ruts) to be considered. Project to vertidrain rest of recreation field delayed due to postponing grant application until after Multi Use Games Area (MUGA) project resolved.

**ALL USERS ARE REQUESTED TO CHECK ALL EXTERNAL ACCESSES 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 1<sup>st</sup> aid kit. Accident forms by incident book in kitchen. All queries concerning Managers/Cleaners responsibilities to be initially addressed to her.

**Finance report.** As of 9 Dec 09 Village Centre (VC) accounts stood at £8619. FY2009/10 income forecast to be @ £19.1k, @£290 in excess of expenditure (effect of Nursery hire not included).

**Heating.** Further repair work done. Closer alignment to bookings hopefully to be achieved. UGp reps noted Main Hall (MH) heating on outside of bookings – is this because of time it takes to heat up MH? YC not heated 11 Jan.

**Cleaning.** Some issues continue to arise.

**Kitchen Extractor Fan.** Mr Simnett assessed venting into loft not a significant problem if kitchen only used occasionally and fan cover regularly cleaned. No further info on Disabled toilet fan.

**Bookings.** Boxgrove Village Hall based Nursery has (from early Jan) commenced using Small Hall (SH) (term time Mon-Fri 9am-1pm, until Summer?). SH cupboards and Children's toilet allocated for storage. CDC booked MH for 6 May (Polling Station). Wedding in July. Loan and hire of table and chairs continues. Fire alarm set off during Halloween party, repair cost met from deposit.

**Anti-Social Behaviour.** Repeated incidences of Youths gaining unauthorised entry into building and intimidating users reported. A CO<sub>2</sub> fire extinguisher had been stolen, external noticeboards damaged and a MH window broken. Neighbourhood Management Panel has made this a priority for Police action. This meeting (13 Jan) also interrupted by Youths and PCSO's attended to disperse them. Hirers should immediately contact Police if trouble experienced. Request update at next VCMC.

**Risk Assessments.** Review findings to be reported at next meeting.

**New Crockery.** The purchase of a new set of crockery for large catered events was approved. Samples to be sighted at next VCMC.

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

**Lamps u/s:** Garage floodlight – lamp (Sep 09) Cover, replace with metal grill? (2006);

**Car Park lighting** – timer apparently interfered with during a MH booking. Mr Simnett has reset.

**Small Hall.** A number of defects in the Children's Toilet noted, ideally to be rectified before Nursery booking goes ahead. (Nov 08).

**Main Hall.** Internal corridor door handle defective.

**Roof Gully grouting** on top SH (Jan 06) remains to be done.

**Guttering - leaking joints** (Jan 07). Approved for repair Dec 09 (plus ivy clearance off YC wall).

**Defects noted but not for short term action:** SH Lobby - crack in wall (Nov 07); Cracked Cttee Room window (May 08); YC/Lobby roof gully - some grouting damaged (Sep 09).

### **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 Parish Council (PC) Environment Cttee. # indicates item discussed at mtgs of PC and its cttees.

**Car Park Hedging.** Fencing of land to E of car park vandalised/breaking up (Jan 06). - # additional planting planned and removal of old fencing proposed (note loose section deposited by garage has protruding nails). PN volunteered to contact VCMC Chairman about supplying new whips.

**Litter Clearance.** Fly tipping by recycle bins continues (despite signs posted) with Community Wardens removing large items when notified.

**Paved Paths.** Front entrance - #stability of some slabs to be addressed.

**Recycle Bin Fence.** #Repair/replace work to be addressed (Nov 07). Removal not recommended as it serves as partial protection from vehicles for adjacent lamp stand.

**Weedkilling** Previously mentioned missed areas to be addressed next year. Strip along East side of overflow Car Park (CP) now being maintained by contractor.

Planting additional and replacement trees requested to be considered to replace those lost.

**#Ditch on W boundary.** Not cleared since 2002? Noticeable build up of debris has occurred, with mouth of Malcolm Rd culvert pipe now buried. Some debris arising from Medical Centre construction cleared by TCC groundsman.

**Car Park - Tarmac.** Further UGps considering sending letters to PC and latter requested to seek quotes to update estimated costings. #Work still required in re-grading gravel cover, especially rut by entrance and fixed overflow car park post to re-secure in ground. Reports of wheelchair users having difficulty moving over gravel noted.

**Car Parking.** Groups need to ensure overflow CP posts are dropped during their events. Main aims are to avoid inconvenience to Dentist attendees; prevent parking on Malcolm Rd; full and efficient use of VC Car Park (not aided by absence of marked bays) and avoid inappropriate use of disabled spaces. No parking in front of recycling bins allowed.

**#Tennis Courts.** Current surface (approx 10 significant holes/weed breaks), perimeter undergrowth and slab maintenance to address (Sep 06). See para 8 below for PC proposal.

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**#Dog Fouling.** Continues to be a significant feature of Rec. Field (reports noted from TFC Manager and TCC Groundsman). More effective enforcement action required and **more signs req'd or to renew.**

**Play Pen** - Splitting of wooden posts noted (2009) – # **potential replacement items being discussed.**

**Items noted but not for short term action: Shrubbery on N side of VC** to protect building from footballs (damage/noise) (2008); **Areas in front of seating** (particularly Nettleton Ave) turning to mud – renovate or hard surface (2008); **Front path bollard** - cracked (2007).

**7. Hire Charges for FY2010/11.**

In view of the financial information provided at the Dec VCMC, which showed increasing income covering costs and allowing repairs/renewals to go ahead, UGp Reps present agreed to recommend no increase in hire charges for next financial year.

**8. Multi Use Games Area.**

Proposed change of use of Tennis Courts to MUGA (Planning Application No. 09/03559/FUL) was deferred by CDC for a noise report and will possibly return to the CDC Planning Cttee in March. Concerns discussed included car parking, safety, management, noise and disturbance issues. The PC appears, in its Management Plan, to confirm the inclusion of Recreation Field matters in the User Group's remit.

A question was also raised about what hire charge rates (per hour, including use of floodlights) were used to generate the PC's anticipated income/expenditure forecast for this project. Another question arose over the sequence of the on site noise survey (10 Dec 09) being followed by the PC's decision to commission a noise assessment (on 14 Dec 09). Info awaited on MUGA Sports Club contacts.

UGp reps present, view original proposal for dual use of court area (Winter – mini football, Summer – Tennis) as more practicable and cost effective so continue to oppose this project.

**9. Update of Regular User Contacts List.** Nil notified.

**10. A. O. B.**

**Village Day 26 June 2010.** Village Day organising cttee is progressing plans with the main charity to benefit being "Help for Heroes" in addition to village youth groups.

**Spring Fayre.** As the Parish Church run St Andrews Fayre did not include a number of regularly invited groups, the latter missed out on one of their main annual fund raising events. BR proposed a "Spring Fayre", for Sat 10 Apr on a similar format as the St Andrews event. **To be raised at next VCMC.**

**11. Group Events and Activities.** Consult weekly bookings diary and club notices on VC noticeboards. Junior Players - March 26/27 "The Life of Young Arthur", Players May 21/22 a comedy farce. Garden Club Summer Show 24 July. WI quiz dtbc. Twinning – Hermanville visit 2 May 2010.

**Village Website: [www.tangmere-online.co.uk](http://www.tangmere-online.co.uk)** UGp articles and updates, by 20<sup>th</sup> of each month, to: [maltings@bcjwood.fsnet.co.uk](mailto:maltings@bcjwood.fsnet.co.uk) . Bookings Clerk e-mail: [clerk@tangmere-online.co.uk](mailto:clerk@tangmere-online.co.uk) . VCUg meeting minutes are found under Village Centre.

**12. Representatives for next VCMC Meeting, Tues 9 Feb 2010.**

S Oakley (tbc), J Rudkin, B Rudkin, J Simnett, P Norman, F Jackman (tbc). VCMC mtg dates: 13 Apr 2010.

**13. Next meeting:** 7:30pm Wednesday 10 Mar 2010 in Cttee Room, Village Centre.

S J Oakley

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