

**Tangmere Village Centre User Group**  
**DRAFT Minutes of Meeting held Wednesday 12<sup>th</sup> May 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)
I Martin	(Twinning)		

**1. Apologies for Absence.** K Odell (Ballroom); F Jackman (WI); A Farrell (Camera Club).

**2. Minutes of Meeting held 10 March 2010.** Accepted.

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

**4. Report Village Centre Management Cttee (VCMC) meeting 13 Apr 2010.**

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

**Flood Risk.** 3<sup>rd</sup> quote rec'd, to be discussed at Parish Council (PC) Finance mtg (27 Apr). Impact of works vehicles on football pitch (ruts) to consider. Relative cost/benefit discussed with respect to potential damage to Village Centre (VC) and loss of revenue during repairs. Rest of recreation field's drainage needs addressing to minimise water run off overwhelming VC and adjacent roads drainage.

**ALL USERS ARE REQUESTED TO CHECK ALL EXTERNAL ACCESSES SECURE, internal fire doors shut** (particularly Small Hall (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 and tidy! **Don't forget to turn off the hot water urn!**

**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 13 Apr 10 VC accounts stood at £9377 with toilet refurbishment and crockery invoices outstanding (@ £3k), effectively producing a small deficit for FY 09/10 on an income of £20228. VCMC agreed that the VC would contribute 50% (about £1500 pa) of its insurance premium. UGp reps emphasised need to reassess any transfers of costs should substantial changes occur in the VC's finances. The PC remains ultimately responsible for the maintenance of the VC.

**Heating.** Temperature sensor for Main Hall (MH) may need to be repositioned. Changing room heating found unnecessarily on. New 12 month gas contract with British Gas.

**Cleaning.** Manager/Cleaner has completed a number of spring cleaning jobs. MH to repaint?

**Bookings.** Football club intends to run second Saturday team next season (additional wear on pitch and summer removal of goal posts discussed). More Wedding/Birthday party bookings taken.

**Anti-Social Behaviour.** Car Park cameras serviced, recording system upgraded and new camera installed at main entrance. Theft of extinguisher case dropped due lack of evidence.

**Risk Assessments.** Seven responses received, action list to be produced.

**Hot Drinks trolley.** Cost to be investigated by PN. Storage to be determined (SH chair/table store?).

**Children's Toilets.** Refurbishment work done over Easter. New hand dryer to fit, overflow pipe from one toilet to fit and lack of drip trap overhang in way of small sinks noted.

**Portable Appliance Testing.** Completed. Condition of YC fridges noted.

**Nursery Equipment Storage.** Committee Room and SH chair/table store being used, with some plastic chairs being stored in changing rooms.

**Tables & Chairs.** Tables colour coded, Red SH, Blue MH. Only to be hired out if not req'd by VC.

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**Anti-Climb Paint.** Annual application due April on guttering/cricket net. New signs posted.

**New Crockery.** New 100 place set of crockery for large catered events purchased. Despite original intention, Managers disposed of old assorted plates/bowls (though some subsequently salvaged) so new set only type available. New 100 place setting of cutlery proposed. Post hire check procedure (cleanliness/numbers), including penalties, to confirm.

**Kitchen Recycling Bin.** Some means required to make obvious that one bin in kitchen is for recyclable items (signage and/or new bin).

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

**Guttering - leaking joints** (Jan 07). Attended to by Mr Simnett in April.

**Defects noted but not for short term action:** SH Lobby - crack in wall (Nov 07); SH & YC/Lobby roof gullies - grouting (which supports tiling) damaged (Sep 09).

### **6. Adjoining Grounds.**

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. Highlighted items for action/further discussion. Lack of recent PC Cttee minutes posted on village website noted.

**Flood Risk/Soakaways.** See first item of Section 4 above. **Ditch on W boundary.** Not cleared since 2002? Noticeable build up of debris has occurred, with mouth of Malcolm Rd culvert pipe now buried. W.Sx County Council Highways (at last County Local Cttee meeting) have stated that PC is aware of its responsibilities.

**Car Park Hedging.** Some broken fencing to E of car park removed (Jan 06). Note loose section deposited by garage has protruding nails. Infill planting req'd (remaining whips by garage removed by grass cutting contractor mid May).

**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 not considered by PC a risk. However vehicles can continue to park in this area risking damage to slabs.

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

**Replacement Trees.** Planting additional and replacement trees requested to be considered.

**Car Park – Surface.** Rut by entrance temporarily repaired. Fixed overflow car park post to re-secure in ground or be removed in view of decision to leave hinged posts permanently down.

**Car Parking.** All significant event organisers are requested to make the most efficient use of space available (including overflow area) . Main aims are to avoid inconvenience to Dentist attendees; prevent parking on Malcolm Rd; and avoid inappropriate use of disabled spaces. No parking in front of recycling bins allowed.

**Tennis Courts.** Maintenance (Sep 06). Most significant present risk is trip hazard posed by potholes. Change of use to MUGA - PC proceeding with grant application(s). UGp remains concerned over car parking, safety, management, noise and disturbance issues **Questions remain about hire charge rates, who will open/close facility in accordance with planning conditions and handle posts/nets between bookings. Info awaited on MUGA Sports Club contacts.**

**Play Pen** - Splitting of wooden posts noted (2009) – Grant application for replacement facility (square, metal fenced, area) submitted to Chichester District Council (CDC).

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**Dog Fouling.** Continues to be a significant feature of Rec. Field (reports noted from TFC Manager, TCC Groundsman and Youths complaining to TCC Groundsman). More effective enforcement action required and more prominent and robust signs required.

**Golf on Rec. Field.** Continues. Dangers posed by this activity are balls (whether mishit or not) hitting people, windows (VC and adjacent properties) and cars. Insurance issues arise as informal golfers will not have public liability cover (could PC be liable?). What legislation applies and signs to post?

**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. Spring Fayre.** Mr and Mrs Rudkin were thanked for organising this successful opportunity for Village Groups to raise money. Discussions on holding event next year to be held idc.

**Village Day (26 June).** The main charity to benefit will be “Help for Heroes” in addition to village youth groups. Regular meetings taking place and progress being maintained. UGps requirements/requests to be directed to H Nation ( [Hilary.Nation@btinternet.com](mailto:Hilary.Nation@btinternet.com) ). UGp Rep for next mtg 7 June: S Oakley.

**8. User Group Structure.** The PC has asked the User Group to review its structure as it forms part of the management of the VC, which itself is a responsibility of the Council.

At present the group meets bi-monthly and supplies up to 5 reps (incl 1 from Youth Club) to the VCMC. It also raises issues concerning the adjoining grounds (i.e. car park and recreation field) which are submitted to the PC’s Environment Cttee in a similar arrangement to Allotment matters. Organisations eligible to form part of this group are those who use the VC 6 or more times a year and bone fide Tangmere Village based clubs/associations. The group has no funds of its own and only two officers, namely Chairman and Secretary.

Discussion covered motive/need for this review; origins and development of the group; group’s ability to influence management of the VC and adjoining grounds. It was noted that the PC had cited the existing arrangement in support of its management plan for the MUGA. The PC had forwarded an excerpt of its Feb 1989 minutes referring to fundraising which the Spring Fayre would appear to fulfil. Reps present were asked to consider this issue for further discussion at the next meeting and a covering note will be attached to these minutes when distributed.

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

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

**11. Group Events and Activities.** Consult weekly bookings diary and club notices on VC noticeboards. Players 30/31 July “Blyth Spirit”. Garden Club Summer Show 24 July.

**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. UGp Representatives to Meetings:** VCMC Meeting, Tues 8 June: S Oakley, J Rudkin, B Rudkin, J Simnett, P Norman/F Jackman (tbc). Neighbourhood Management Panel 27 May: J Rudkin.

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

S J Oakley

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