

Tangmere Village Centre User Group

DRAFT Minutes of Meeting held Wednesday 7th July 2010

User Group (UGp) Reps Present:

S Oakley	(Chairman & Cricket Club - TCC)	J Simnett	(Players)
J Rudkin	(Youth Club (YC) & Litter Warden)	F Jackman	(WI)
B Rudkin	(Tuesday Club)	P Norman	(Garden Club)
I Martin	(Twinning)	M Davison	(Camera Club)

1. Apologies for Absence. L Middleton (Flower Club).

2. Minutes of Meeting held 12 May 2010. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 8 June 2010.

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

Flood Risk. Latest plan as discussed at Parish Council mtg 8 Jul involves linking by pipe existing N. side soakaways and adding a new one. Surplus soil to Community Gdn. Relative cost/benefit discussed with respect to potential damage to Village Centre (VC) and loss of revenue during repairs.

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 1st 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 8 Jun 10 VC accounts stood at £7469. Management Accounts would be presented at alternate meetings (next Aug).

Heating. Temperature sensor for Main Hall (MH) repositioned. **Effect to be monitored over winter.**

Cleaning. During normal cleaner's absence a marked increase in complaints re floor cleanliness and availability of brushes/paper rolls was noted. It appears that though work was being paid for, standards had markedly decreased. **Alternative stand in cleaner to be sourced.**

Bookings. Football club intention to run second Saturday team tbc (additional wear on pitch and summer removal of goal posts discussed). More Wedding/Birthday party bookings taken (discussion over noise arising from these, acceptable if infrequent and end at 2300). Some bookings for 2011 taken, **UGp reps concerned over reoccurrence of past problems between one off and regular village group bookings.** List of local caterers to be sourced. District Council has booked Mon pm for sports activities during summer holidays. Table tennis club booking a problem as no room remains in stores for table(s)

Booking Form. Amendments to include correct storage of tables and chairs and washing and storage of kitchen kit; no parking on Malcolm Road and no smoke machines. **Clarification of deleting item 7?**

Risk Assessments. **Action list to be produced at next meeting.**

Hot Drinks trolley. PN has identified a 3 tier metal trolley. Storage tbc (SH chair/table store?).

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

Tables & Chairs. Tables colour coded, Red SH, Blue MH. Still being put in wrong places. If new to be purchased, preference to be given to small tables as easier to handle by older users.

Kitchen Recycling Bin. New sign ordered and bin moved away from general waste bin.

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New Crockery. Despite original intention, Managers disposed of old assorted plates/bowls (though some subsequently salvaged) so, initially, new set only type available. Post hire check procedure (cleanliness/numbers), including penalties, to confirm. Additional storage Cupboard req'd (progress?).

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

Tea Urn. Dispensing tap dripping. Urn moved onto draining board until replacement tap fitted.

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. It was noted that at recent Env Cttee meetings, for the relevant items on the agenda, the Allotment Steward is called on to address the meeting but not the User Group Chair.

Flood Risk/Soakaways. See first item of Section 4 above. Impact of works vehicles on football pitch (ruts) to consider. **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 (in Apr County Local Cttee mtg minutes) have stated that PC is aware of its responsibilities. Rest of rec field's drainage needs addressing to minimise water run off overwhelming VC and roads drainage.

Car Park Hedging. Infill planting req'd on E side (remaining whips by garage removed by grass cutting contractor mid May). Fence debris deposited by garage has protruding nails(May 10) and impedes access to clear guttering. Frequency of cutting hedge and clearance height under Willow tree discussed.

Litter Clearance. Fly tipping by recycle bins continues (despite signs posted) with Community Wardens removing large items when notified. Increasing amounts of littering around rest of field, particularly by skate park and after football training sessions.

Paved Paths. Front entrance – on Fri 25 (?) Jun a contractors van apparently collapsed soakaway cover. Repairs rapidly completed in time for Village Day fete. However vehicles can continue to park in this area risking further damage to slabs. Concerns raised over level of some slabs around repair.

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

Replacement Trees. Planting additional and replacement trees requested to be considered. Significant damage being done to some trees by dog walkers ripping off branches for use as throwing sticks.

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 and ideally a clear way through to the overflow CP should be maintained to encourage its use. Fixed overflow car park post to re-secure in ground or be removed in view of decision to leave hinged posts permanently down (Jan 10).

Tennis Courts. Maintenance (Sep 06). Most significant present risk is trip hazard posed by potholes. Change of use to MUGA - PC continuing 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 applications for replacement facility (square, metal fenced, area) submitted.

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Football Training. It was noted that Chichester FC (?) used the rec field on Tues 6 Jul (and again on Thu 8 Jul). PC to be asked as to whether it is appropriate that non Tangmere based clubs can use field without permission in view of increased wear on grass and hence effect on sports pitches used by village clubs (particularly in view of potential second Saturday football team).

Cricket Practice Net. Subsequent to the use of this facility being raised at last Env cttee mtg (leading to an exchange of letters between TCC and PC), a section of fencing has been removed. This has allowed youths to gain unauthorised access into it to kick footballs around causing attritional damage to netting, matting and fencing. PC requested to repair as temporary Cricket Club repair destroyed.

Dog Fouling. Despite more signage being posted, continues to be a significant feature of Rec. Field (continued reports noted from TFC Manager, TCC Groundsman and Youths complaining to TCC Groundsman). More effective enforcement action required.

Golf on Rec. Field. 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, note new bed put in adjacent to Priory in Chichester Priory Park to minimise this problem) (2008); **Areas in front of seating** (particularly Nettleton Ave) turning to mud – renovate or hard surface (2008); **Front path bollard** - cracked (2007). **Nettleton Ave Road Sign** – missing.

7. Village Day (26 June). Approx £4k raised overall to be split between Help for Heroes and Tangmere youth groups. UGp reps recommend 1630 would be better end time. Any feedback to be directed to H Nation (Hilary.Nation@btinternet.com). UGp Rep for next mtg dtbc: 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. It was noted that the PC had cited the existing arrangement (outlined in last VCUG minutes) in support of its management plan for the MUGA and that PC had transferred VC Car Park and garage to Env cttee remit (though VCUG would raise issues at VCMC mtgs if Env did not discuss issues raised). Discussion covered potential terms of reference for the VCUG covering annual election of Chair and Secretary, membership eligibility/definition, coverage of VC/adjoining grounds/rec field matters and nominating reps to relevant meetings (e.g. PC VCMC/Env cttees, Village Fete and Neighbourhood Management Panel). VCUG Chairman to draft a document for discussion at Sept VCUG meeting.

9. Update of Regular User Contacts List. New Camera Club contacts tbc.

10. A. O. B.

Piano. JS raised need to retune piano and who to pay. This issue had been discussed a few years ago and previous minutes to be researched for what was agreed concerning maintenance.

Public Liability Insurance. Letter from PC handed out requesting information as to whether users have own PL insurance due to change in the PC's insurance cover. User Groups not present will be contacted directly by PC Clerk.

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 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.

12. UGp Representatives to Meetings: VCMC Meeting, Tues 10 Aug: S Oakley, J Rudkin, B Rudkin, J Simnett, P Norman. Neighbourhood Management Panel dtbc: S Oakley/J Rudkin.

13. Next meeting: 7:30pm Wednesday 8 Sept 2010 in Cttee Room, Village Centre.

S J Oakley

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