Tangmere Village Centre User Group
DRAFT Minutes of Meeting held Wednesday 7th November 2007

Present:

S Oakley	(Chairman & Cricket Club)	P Norman	(Garden Club)
J Rudkin	(Youth Club & Litter Warden)	J Simnett	(Players)
B Rudkin	(Tuesday Club & Keep Fit)	L Middleton	(Flower Club)
I Martin	(Twinning)	F Jackman	(WI)
M Nation	(Tangmere Celebrations, Scouts & History Group)		

1. Apologies for Absence. Odell (Ballroom); D Shawcross (St Andrews Fayre).

2. Minutes of Meeting held 12 Sept 2007. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 9 October 2007.
Chairman proceeded through draft minutes and notes from Manager, with group discussing each item.

Display cabinet. It was considered that the school was the best place for this and that it could be used for Village Groups other than the Twinning Assn. The school has been approached. Twinning rep is to compile a list of items presented to his group in order to assess size of cabinet required.

Bookings. Amendments to Auction hours and hire charge approved, as was their stowing auctioneers' chair and a glass cabinet in Main Hall (MH) store. One off discounted rates to be determined by Bookings Officer and Cttee chair and subsequently reported to VCMC.

Car park drainage. Main works completed. Paving, instead of tarmac, put in front of Main Hall on contractors initiative needs grouting completed. Parish Council (PC) has approved installation of fixed bollards across new paving to prevent damage by offloading vehicles. Recent damage by cars "doughnutting" has exposed hardcore base to elements. Potholes could rapidly appear if gravel cover not restored. **Update requested next PC Environment/VCMC meetings.**

Small Works Contractor. Mr T Cline appointed. Manager to prioritise defects for rectification.

Stage Curtains. Players permitted to identify funding for new tracks to enable curtains to be stowed to side of stage. Report at next VCMC mtg.

Cub Scout Group. New group holding meetings in Small Hall, Mon evenings. Similar hire rate to Tangmere Players rehearsals. 2 Small Hall cupboards and share of Youth Club container for storage.

Security. ALL USERS ARE REQUESTED TO CHECK ALL ACCESSES ARE SECURE, internal fire doors shut and lighting off (including Gents toilets), BEFORE LEAVING. Please also leave kitchen as you found it – clean and tidied away and tables/chairs 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. 4 items raised, incl serviceability of small fridge.

VC Management. VC Manager and Booking Officer salaries to be paid by Standing Order. Phonographic Performance Licence matter handed to PC Chairman for review.

Finance report. As of 9 Oct 07 VC accounts stood at £7299. British Gas selected as both electricity and gas supplier for 1 year starting 18 Oct . Note turnover is expected to be up by a quarter on 2005/6.

Fire Extinguishers and Emergency Lighting to be tested by end Oct. Note Kitchen CO_2 extinguisher – no 2006 service date record.

Main Hall Hearing Loop. PC has approved monies and order. Latest trial showed defect in loop.

Kitchen Flooring. Manager to seek quotes for renewal due state of cleanliness/non slip quality.

Portable Appliance Testing. Done on 25 Oct. £1.50 per UGp item.

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5. Village Centre Defects. * earmarked for "small works contractor". Dates when defect first raised to be added to minutes?

Exterior lamps and covers. Protective cages still awaited. Lamp by Garage – cover. Wall lights breaker to reset?

Guttering*. Leaking joints.

Gable end grouting* damaged on N side of MH.

Broken Windows. Cracked: Small Hall lobby and Youth Club. No immediate action envisaged.

Gents Toilets*. Odour. Would fitting an extractor fan and fixing urinal auto flush solve problem?

Main Hall Door Curtains. Damage to draw cord system. Replace with normal draw back type?

Chair Trolley to repair/replace. VC Manager still to source replacement.

Cigarette Butt Holders. Litter Warden requested external wall mounted units be procured.

Small Hall Cupboard. Right hand cupboard (Health Clinic?) door hinge damaged.

Small Hall Lobby. Crack in wall.

Kitchen. Maintain paper roll in holder. Shortage of Teaspoons.

6. Adjoining Grounds Maintenance.

It was agreed at Feb VCMC that items raised in this section of the VCUG meeting would be referred to the PC Environment Cttee for action/discussion. **Response is via that committee's minutes.**

Car Park Fence. Two sections leading to overflow CP vandalised (early Sept).

Malcolm Rd Pavement/Lighting. Dip on west side of car park entrance. PC has confirmed with WSCC work will be included in street work later in financial year. New lighting in place.

Overflow Car Park . "No parking in front of recycling bins" sign on Container viewed as way ahead on minimising parking across access (e.g Wednesday auction/football and concurrent Activeo/Mumbaba/Surgery days). **Stanchions need to be dropped when overflow expected.**

Football Wall. LAT and PC committed to this project. Question over siting, with effect on grass (note last winters bare areas by tennis courts and at Boxgrove's facility) and impact on other facilities/users, remain. Concensus of UGp reps was that the NW part of rec field was the best compromise location.

Front paving slab path. Risk assessment awaited. Movement of slabs becoming noticeable.

Litter Clearence. A bin by glass wheelies, for holding bags/boxes left, is requested (secure to adjacent concrete fence post?). Replacement bin for play area awaiting trial of new style bin at Spitfire Court (raised again at LAT and PC mtgs). Beer bottles being left by skate park and garage by drinking groups continues, needing to be cleared a.s.a.p. before smashed on playing surfaces.

Football pitch. Maintenance. To be discussed at Feb VCMC mtg. Aeration, goal mouth and line marking issues detailed in last UGp minutes.

Saint Brothers strip of land between car park and Bader Arms – grass cut by WSCC contractors but fencing remains in unsatisfactory state (plus recent vandalism of N boundary).

Grass cutting. frequency of margin cuts (Spring - Autumn) to review. VCUG recommends it be done at same intervals as whole field cuts. Car Park borders unsightly and "Play pen" use restricted.

Weedkilling Whole field and Car Park edges need another application in **June** next year.

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Trees/Car Park Hawthorn hedge. PC was committed to plant replacements this winter – **update required.** Damage to rec field trees by youths/dog walkers breaking off branches continues. Shaping of existing trees and removal of dead branches required. Ivy and shrubs on S side Youth Club/Cttee room, Willow tree and CP border hedge yet to be trimmed. **Concern raised over diversion of attention to Memorial Woodland and PC ability to maintain existing and additions to its estate.**

Damage to brick plinth o/s VC entrance; front path bollard and fence by recycle bins noted.
Youth Club to complete black painting their container.

Tennis Courts. Perimeter paving and edging slabs loose/breaking up. Problem presently being camouflaged by grass cuttings. Undergrowth - complete killing off of to be done. Weeds & potholes proliferating on playing surface. Some damage to fencing. Nets to replace.

Utility Works. Concern raised over Water and Electricity contractors dumping material on Rec field without permission. Latest example was redundant lamp posts and barriers being left for eventual pickup by WSCC on SW part of field. Other fly tipped material taken away by Community Warden van (see photos sent to Clerk).

Moles. Comments on infestation of W part of field received from dog walkers (uneven/muddy ground) and grass cutting contractors (effect of unearthed stones on machinery). May effect adjacent facilities, therefore removal of moles is recommended.

7. Update of Regular User Contacts List. WI – Miss Fiona Jackman, 527314; Scouts – Mr Mike Nation, 775512.

8. A. O. B.

Village Celebrations Day (TC08?). To be held on Sat 19 July 08. Co-ordinated with Garden Club annual show. Envisaged to be a more Village orientated event than TC07.

St Andrews Fayre 24 Nov. Participant group fees will be 20% of takings after expenses. All arrangements made by PCC/Fayre Cttee. No significant matters arising.

Parish Council's Section 106 ("Planning Gain") monies wish list. This was produced by PC for consideration by CDC when negotiating with developers. Up to £76K possibly available from development of Fire Depot site. The PC had mooted the "H block" be earmarked as a "Large Community Facility", but WSCC has subsequently stated its desire to convert it into apartments.

Cycle provision. Free WSCC provided cycle stands for VC were applied for. Sited by Willow tree?

Youth Groups. Concerns over mutual interference and adult access. Youth Club has a new worker.

Main Hall Floor. Mrs Odell (Ballroom Dancing) has commented on adverse effect on her activities of sticky flooring resulting from spilt drink residues.

Additional Glasses. Owned by Twinning Assn. available on request. Stowed in Cttee Room.

9. Group Events and Activities. Consult weekly bookings diary on internal VC noticeboard and club notices. History Group Dinner/Dance, c/w band 23 Nov. Players - "Alladin" 30 Nov/1 Dec; Wind in the Willows (tbc) Apr. Twinning – Skittles evening 2 Feb.

Village Website: www.tangmere-online.co.uk UG articles, updates **and e-mail addresses** to the Parish Clerk (e-mail: postmaster@tangmere-wsx-pc.gov.uk. VCUG meeting minutes are found under Village Centre.

10. Representatives for next VCMC Meeting, Tues 11 Dec 07.
S Oakley, J Rudkin, J Simnett. VCMC mtg dates: 12 Feb; 8 Apr.

11. Next meeting: 7:30pm Wednesday 9 Jan 2008 in Village Centre.

S J Oakley

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