

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

Present:

S Oakley	(Chairman & Cricket Club)	P Norman	(Garden Club)
L Middleton	(Flower Club)	J Simnett	(Players)
B Rudkin	(Tuesday Club, Youth Club, WI & Keep Fit)		

1. Apologies for Absence. A Coote (Twining); J Rudkin (Youth Club);
K Odell (Ballroom Dancing).

2. Minutes of Meeting held 10 Jan 2007. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) mtg 13 Feb 2007.

Chairman proceeded through draft minutes and update notes from Manager, with group discussing each item. Note Mr Grice, VCMC vice chairman, chaired this meeting.

Village Celebrations Day (VCD), Saturday 16th June 2007. D McKinnon of organising cttee gave an update on progress. Event will be as significant as possible with funds raised going to St Richards Cancer Day Unit appeal. Spirit FM, Carte Blanche & Fire Brigade to be involved. Village Centre may provide electrical power for on field events, all toilet facilities and all halls for events/wet weather.

Football Teams. Sunday football team had requested VCMC reconsider its decision to terminate its use of Changing Facilities. VCMC stood by its decision. UGp reps noted Sunday team still used pitch for matches, using the Bader Arms for changing.

Soundproofing between small/main halls. Rail adjusted.

Bookings. UGp reps advised of desirability of written confirmation of additional bookings and individual groups programme of events be posted for all to see, so conflicts can be avoided.

Car park drainage. PC has decided to progress this project, which will include replacement of most paving slabs in front of Main Hall with tarmac. UGp Chairman has submitted a specimen spec for surfacing whole of Car Park.

Anti-climb paint. Some touching up will be done in Spring.

Tables/Chairs. Manager advises UGps to consider those who will follow when stowing tables and chairs. She does not have the time to restack them after every use.

Guttering. Leaking joints. New franchise owner to be contacted by VCMC vice chairman to effect repairs under guarantee.

Cutlery/Crockery. Additional Mugs acquired from Virgin Vie. See para 8 below.

Security. ALL USERS ARE REQUESTED TO CHECK ALL ACCESSES ARE SECURE, internal fire doors shut and lighting off, BEFORE LEAVING. A key census chit was sent to all regular UGps with last UGp minutes, could all those who have not yet returned it please do so asap.

VC Manager/Bookings Clerk. Anne Poulter remains as Chair of Management Cttee, until at least May. Parish Clerk (Moya Monahan) covers bookings and invoices. Mr and Mrs Grice have been putting in additional hours in the Managers role in an attempt to catch up on the backlog of work. Terms of reference for manager over what level of spending authorised without need to refer to VCMC/PC to be defined etc (UGp reps queried what implications for cheque signatories if more than one from same family involved in VC management?). The VCMC Chair is the Alcohol licensee for the VC and is responsible for the issue of Temporary Event Notices.

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Youth Club. Some redecorating done and new furniture obtained with help of WSCC grants. YC inventory to update for VC annual insurance review. Some youths have been banned due behaviour problems and it has been noted that Community Wardens/PCSO's do not attend every Monday.

Finance report. As of 13 Feb 07 VC accounts stood at £6526. Childrens Dance Clubs' arrears being cleared by weekly direct debit. Electricity DD will be reduced by £60 per month from March. A surplus of @ £1475 is in prospect for this FY. This is mainly due to increased revenue from Camera Club & Lewams Auction and reduction in fuel bills. More money is therefore available for repairs and the PC has been asked to provide details of its expenditure on the VC.

Letting Charges. The VCMC approved a 3% (rounded down to nearest 10p) increase on all rates, except Health Clinic and Children's Party rates which were slightly rounded up. Changes include new regular user rate for a combined booking of Main/Small Hall c/w kitchen of £15 and all Players rehearsals are to be charged at the same (previously junior) rate. **Cricket Club requests that Weekend Sporting Fixture (Changing rooms and Small Hall) description be amended to include kitchen.**

Fire Risk Assessment. PC Chairman has conducted initial audit and UGp Chairman has submitted a review to him for further discussion. Significance for UGps are the requirement for 6 monthly fire drills, considering raising alarm, marshalling, disabled persons & checking all accounted for. **Note also new no smoking law coming into effect on 1 July 07.**

Main Hall Hearing Loop. PC delayed decision as possibility of second hand system being available arose. However, this maybe being confused with Players microphone system.

Heating. Boilers serviced and CORGI Cert to be received idc. Some old thermostats to be removed.

Stage. Rear walls and floor repainted. Fall hazard from front of stage was discussed. Users should take this into account when using stage. Note stage front and rear step edges are clearly marked in white.

Main Hall Ceiling Vents. Cleaning of two vents and fan trunking to complete (contractors?).

5 Village Centre Defects.

Exterior lamps and covers. Work to replace damaged/redundant fittings (two with protective cages) possibly to be done around Easter. Lamp by Garage – cover.

Parish Council Notice boards. Clerk to investigate options for replacement – metal frames and perspex front preferred. One board for both VC and PC use possible.

Broken Windows. Youth Hall and Gents toilets repaired. Small Hall window broken (again - repaired 16 Mar).

Gable end grouting damaged on N side of Main Hall. VCMC Vice Chairman to repair idc.

Small Hall Fire Escape doors and frame. External painting completed. UGp reps recommend that lighter colour used on this door be used on any other replacement woodwork.

Changing Room doors repaired. New mortice lock fitted on small changing room external door. Bolts on inside of external doors fitted.

Light switches. A number of reps request additional switches for small hall (by main hall connecting door) and small hall chair/table store (at small hall end) to avoid "walk across in dark" hazard (resolved in kitchen). To reduce lighting bill, could some lights be motion activated (e.g. toilets/changing rooms)? Also coach hook for SH/MH door requested.

Gents Toilets. Persistent odour frequently exists, would fitting an extractor fan solve problem? Does urinal auto flush work?

Piano. Players rep reported that a replacement lock was being investigated.

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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. **UGp reps queried method of response to VCUg?**

Malcolm Rd Pavement. Dip on west side of car park entrance causes pedestrians/wheelchairs out on to road in wet conditions. PC has asked WSCC to include in street lamp work. New lamps will be on VC side of road with cable run under pavement. Note this could improve lighting along front of VC.

Overflow Car Park Sign. Clerk to source new plastic sign. Poor parking often obscures access (e.g Wednesday auction event and concurrent Activeo/Mumbaba/Surgery days) – “No parking in front of recycling bins” sign on Container or on concrete plinth?. Wear and tear on stanchions noted.

Paths Adjacent to VC. Front paving slab path – some work to be re-visited, especially ivo trip accident 12 Jan. Main Hall patio slabs repair linked to eventual Car Park soakaway work (see 4 above). Rear pathway subject to mud inundation due water run off from rec field, boot cleaning and divots from golfers, resulting in potential slip hazard. Currently being cleared by Cricket Groundsman.

Litter Clearence. PC has appointed George Barlow (788023) to lead efforts towards improving situation. A preliminary letter from PC was distributed to UGp reps present.

Previously raised issues awaiting resolution/developments:

Football pitch. End of season maintenance? Note: quality of surface required for Village day (note Sunday Football team expects to continue playing well into April)?

Weedkilling Whole field and Car Park edges need another application this year, then alternate years.

Saint Brothers strip of land between car park and Bader Arms – remains in unsatisfactory state.

Grass cutting. frequency of margin cuts (presently monthly) to review. Contractor needs to be informed of on field events (e.g. Football in Community and Village Day).

Trees/ Hawthorn hedge. PC was committed to plant replacements this winter – update required.

Youth Club to complete black painting their container.

Tennis Courts. Perimeter paving slabs loose/breaking up. Undergrowth - PC Chairman states he will complete killing off of . Weeds & potholes appearing on playing surface. Some damage to fencing.

Car park drainage. See para 4 above.

7. Update of Regular User Contacts List. Activeo: Mrs S Gibbons, 9 Saint Johns Rd, Bedhampton, Hants PO9 3TR, 02392 452709. Camera Club: Mrs A McDonald, Lysander, Church Lane, Oving, PO20 2BT, 779770.

8. A. O. B.

After a recent incident where VC Chairs were “borrowed” without permission for a business meeting, UGp reps felt that the additional potential wear/tear/loss/unavailability of VC equipment arising from off site use was unacceptable and that such use (with possible exception of Museum) should be curtailed.

Those attending evening events and using overflow car park are requested to bear in mind occupants of adjacent properties. **This includes avoiding attendees parking on Malcolm Rd.**

9. Group Events and Activities. Consult weekly bookings diary on internal VC noticeboard and club notices. WI Jumble Sale 17 March. Cricket Club Home matches start 15 April. Twinning Assn. visit Hermanville 20-22 April. Players next production “Ghost Train” 18/19 May.

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 or by disk). UG reps noted continued lack of recent PC Cttee website reports. The Clerk has completed update training. **Request that VCUg meeting minutes be scanned & posted on website.**

10. Representatives for next VCMC Meeting, Tues 10 Apr 07.

S Oakley, J Rudkin, J Simnett, P Norman, M Jones tbc. 2007 VCMC mtg dates: 10 Apr.

11. Next meeting: 7:30pm Wednesday 9 May 2007 in Village Centre.

S J Oakley

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