

# Tangmere Village Centre User Group

## DRAFT Minutes of Meeting held Wednesday 11<sup>th</sup> July 2007

### Present:

S Oakley	(Chairman & Cricket Club)	I Turner	(WI)
L Middleton	(Flower Club)	J Simnett	(Players)
B Rudkin	(Tuesday Club & Keep Fit)	J Rudkin	(Youth Club)
D MacKinnon	(Tangmere Celebrations 07)		

**1. Apologies for Absence.** A Coote (Twinning); P Norman (Garden); H Nation (History).

**2. Minutes of Meeting held 9 May 2007.** Accepted.

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

**Village Celebrations Day (TC07).** D McKinnon of organising cttee gave a brief summary of the post event wash up meeting held to pick up on lessons learnt in preparation for next event (in 2010?). £4000 was raised. A copy of the minutes of that meeting was requested. It was felt that the size of event was the largest appropriate for the facilities. The suitability of the Spirit FM PA kit was questioned as announcements could not be heard across the stall area. The high winds experienced highlighted shortcomings in Gazebos' (potential hazard of flying poles!) and boundary tape (baler twine more robust). Overall a well organised and attended event.

**4. Report Village Centre Management Cttee (VCMC) mtg 12 June 2007.**

Chairman proceeded through draft minutes and update notes from Manager, with group discussing each item.

**Football Teams.** No contact with Sunday League achieved re environmental concerns. Subsequent to this Parish Council (PC) received a letter stating Sat teams manager would now also cover Sundays and again requested Sunday use of Changing Rooms. Apparently issues over football hire charges and pitch maintenance remain. UGp reps noted limited time available to VC cleaners due other commitments.

**Twinning Assn** has written to VCMC requesting some items be displayed in VC (in a cabinet). UGp reps expressed concerns over security, siting and insurance (echoed at following PC mtg) and suggested the school might be a suitable alternative location.

**Bookings.** Childrens party bookings up. Evening event organisers are requested to keep noise to minimum – remember the neighbours (see conditions on back of booking form). No main Camera club bookings over summer and Spot on Theatre not returning (one reason given was unable to access stage from both sides).

**Car park drainage.** PC has put this project out to tender. Works to include replacement of most paving slabs in front of Main Hall with tarmac and a trench leading from existing disabled parking down East side of Main Hall to a rec field soakaway. 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.**

**Tables/Chairs.** UGps requested to consider those who will follow when stowing. Some plastic chairs frames distorted - Cricket Club suggested they could be set aside for outside use only. **Chair Trolley** to repair. Wooden tables to remove (reappeared after Village day).

**Guttering.** Leaking joints - no progress. Gap between flat roof/gutter allowing water directly onto MH rear fire escape door sill and emergency light (UGp Chairman has briefed PC Chairman).

**Security.** **ALL USERS ARE REQUESTED TO CHECK ALL ACCESSES ARE SECURE, internal fire doors shut and lighting off (including Gents toilets), BEFORE LEAVING.**

**COMMUNICATIONS BOOK.** Placed by kitchen water boiler/First Aid kit, used to record any accidents/incidents/defects/use of 1<sup>st</sup> aid kit.

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**VC Management.** Manager/Cleaner salary increased by £0.50 and £1 ph respectively. Manager to procure cleaning materials. The VCMC is now the Alcohol licensee for the VC and is responsible for the issue of Temporary Event Notices.

**Finance report.** As of 12 Jun 07 VC accounts stood at £7060. Children's Dance Club arrears cleared. Purchase of new Hoover approved. Revised VC Budget for FY07/8 is £18238.

**Fire Risk Assessment.** VC Manager to complete compilation of documentation recommended by review and bring before next VCMC. Diagram to be posted. No smoking signs posted. CoSHH report to be posted in cleaning cupboard.

**Superchlorination** of shower heads carried out. This routine to be recorded for H &S purposes.

**Main Hall Hearing Loop.** Purchase was agreed using monies from FY06/7 VC account surplus. However it appears how it will be procured remains unclear to person designated by VCMC.

**Heating.** CORGI Cert received. Some old thermostats to be removed (tbc).

**External Notice board.** Fitted. Clerk holds key if UGp's want notice posted.

**Piano.** Players rep reported that keyboard can now be locked.

### **5. Village Centre Defects.**

**Exterior lamps and covers.** Work to replace damaged fittings carried out early July. However protective cages still awaited. One emergency light over MH rear fire escape not repaired due defect in overhead guttering. Lamp by Garage – cover.

**Broken Windows.** East side Small Hall (repaired) – CCTV Camera adjusted to cover. Warning notices to post. Some others cracked (stone damage?).

**Gable end grouting** damaged on N side of Main Hall.

**Light switches.** Additional switches for small hall (by main hall connecting door) and small hall chair/table store (at small hall end) fitted. To reduce lighting bill, could some lights be motion activated (e.g. toilets/changing rooms)?

**Gents Toilets.** Persistent odour frequently exists, would fitting an extractor fan solve problem? Blocked hand basin drain to clear.

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

### **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.**

**Malcolm Rd Pavement.** Dip on west side of car park entrance. PC has confirmed with WSCC work will be included in street work later in year. New lamps erected, awaiting connection. Note this could improve lighting along front of VC.

**Overflow Car Park .** 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?. **Stanchions need to be dropped when overflow expected.**

**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). **Damage to brick plinth o/s VC entrance noted.**

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Potential exists for VC to flood during very heavy downpours by water running off field and being trapped on N side of building. Resulting mud on rear pathway possible slip hazard.

**Litter Clearance.** PC/LAT funding a part time litter warden. Is it feasible to place a bin by glass wheelies for holding bags/boxes left? Replacement bin for play area awaiting trial of new style bin at Spitfire Court (raised again at LAT and PC mtgs). Recycling bin for VC obtained.

**Football pitch.** Maintenance? League and Business teams using pitch all year round.

**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 – grass cut but fencing remains in unsatisfactory state. Maybe given some attention during a District Council clean up drive in autumn. Up for sale! Apparently it has planning consent for parking.

**Grass cutting.** frequency of margin cuts (presently monthly) to review (VUCG recommends it be done at same intervals as whole field cuts). Area around overflow Car Park particularly unsightly.

**Trees/Car Park Hawthorn hedge.** PC was committed to plant replacements this winter – update required. **Nettleton Ave resident requests “shaping” work on N side Oak tree by bench. Note damage to rec field trees by youths breaking off branches,** could encourage vandalism of any new planting and if immature trees “shaped” could expose them to total destruction.

Youth Club to complete black painting their container.

**Tennis Courts.** Perimeter paving slabs loose/breaking up. If slabs removed, could expose loose concrete base (problem presently being camouflaged by grass cuttings). Undergrowth - PC Chairman has cut back but complete killing off of to be done. Weeds & potholes (main one repaired) appearing on playing surface. Some damage to fencing.

**7. Update of Regular User Contacts List.** Auction – J K Quality, J Thomas, 108 Oakcroft Gardens Littlehampton, BN17 6LU. Twinning – Ian Martin, 2 Nelson Close, Tangmere, PO20 2FW.

**8. A. O. B.**

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.**

**Friday Church Youth Club.** LM requested noise/nuisance be minimised when children leave CYC half way through Flower Club meetings (could they leave via front door only?).

**9. Group Events and Activities.** Consult weekly bookings diary on internal VC noticeboard and club notices. Football in Community Aug 9/10 (Clerk to warn grass cutting contractor?). WI Quiz Fri 7<sup>th</sup> Sept; Cricket Club at home July 29, Aug , Sept 2, 8. St Andrews Fayre 24 Nov (Agenda item next mtg). Players next production “Alladin” 30 Nov/1 Dec.

**Village Website: [www.tangmere-online.co.uk](http://www.tangmere-online.co.uk)** UG articles, updates and e-mail addresses to the Parish Clerk (e-mail: [postmaster@tangmere-wsx-pc.gov.uk](mailto:postmaster@tangmere-wsx-pc.gov.uk) or by disk). UG reps noted PC Cttee reports are now being regularly posted (VUCG meeting minutes are found under Village Centre). **Question raised over if/where PC Environment Cttee minutes are posted**

**10. Representatives for next VCMC Meeting, Tues 7 Aug 07.**

S Oakley (tbc), J Rudkin, J Simnett, P Norman (tbc). VCMC mtg dates: 9 Oct; 11 Dec; 12 Feb; 8 Apr.

**11. Next meeting:** 7:30pm Wednesday 12 Sept 2007 in Village Centre.

S J Oakley