

Tangmere Village Centre User Group

DRAFT Minutes of Meeting held Wednesday 9th May 2007

Present:

S Oakley	(Chairman & Cricket Club)	P Norman	(Garden Club)
L Middleton	(Flower Club)	J Simnett	(Players)
B Rudkin	(Tuesday Club, WI & Keep Fit)	J Rudkin	(Youth Club)
D MacKinnon	(Tangmere Celebrations 07)	H Nation	(History Group)

1. Apologies for Absence. Nil.
2. Minutes of Meeting held 7 March 2007. Accepted.
3. Matters Arising. See para 4. below.

Village Celebrations Day (TC07), Saturday 16th June 2007. D McKinnon of organising cttee gave an update on progress. Funds raised going to St Richards Cancer Day Unit appeal. Spirit FM, Carte Blanche (program) & Fire Brigade involved. Also included: raffle (UGps requested to help sell tickets); bouncy castle; karting; stalls and parade. Additional parking to West of Tennis court. Village Centre may provide electrical power for on field events & all toilet facilities and all halls for events/wet weather. Stall holder meeting planned late May. Concerns raised over impact on grass surface by vehicle activities and post event litter clearance (possibly to be done by Junior Wardens). **Post event wash up meeting recommended to pick up on lessons learnt in preparation for next years event.**

4. Report Village Centre Management Cttee (VCMC) mtg 10 Apr 2007.

Chairman proceeded through draft minutes and update notes from Manager, with group discussing each item. Note Mr Irwin, PC Chairman, chaired this meeting.

Football Teams. Sunday football team had **again** requested VCMC reconsider its decision to terminate its use of Changing Facilities. VCMC stood by its decision. Various teams use pitch without booking Changing Rooms, throughout year, so no maintenance can be carried out. Litter and bad language issues also noted. Saturday team request for 6-a-side tournament, referred to PC Env. cttee.

Soundproofing between small/main halls. Rail adjusted, **but some hooks to repair.**

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). Retired vicar organising event on 23 June for Hackney parishioners offered regular user rate. Yoga day in July.

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.

Anti-climb paint. Re-application completed early May. VC ladder cleaned off by Players after use.

Tables/Chairs. Manager advises UGps to consider those who will follow when stowing tables and chairs. A charge of £1 per item was agreed for off site hire, requirement to book in/out re-affirmed and VC bookings to have priority of use. **One padded chair has been damaged by white paint.**

Guttering. Leaking joints. New franchise owner to be contacted to effect repairs under guarantee. **Gap between flat roof/gutter allowing water directly onto fire escape door sill, North side, Main Hall.**

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, used to record any accidents/incidents/defects/use of 1st aid kit. Book to be brought before VCMC to ensure entries actioned.

VC Manager/Bookings Clerk. Roger Birket is now Chairman of Management Cttee. UGp Chairman to send letter of thanks to Anne Poulter (copy attached). Parish Clerk (Moya Monahan) covers

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bookings and invoices. Manager to identify maintenance work and bring before VCMC for approval, though can still get on with effecting repairs. The VCMC Chair is the Alcohol licensee for the VC and is responsible for the issue of Temporary Event Notices.

Finance report. As of 10 Apr 07 VC accounts stood at £6023. Childrens Dance Clubs' arrears nearing clearance. A surplus of £2323 was achieved in FY06/7. This is mainly due to increased revenue from Camera Club & Lewams Auction and reduction in fuel bills. The PC's expenditure on the VC was £3273 (largest item being replacement of Small Hall Fire Doors). In view of surplus and on understanding that PC will ultimately underwrite cost if VC income falls significantly (e.g. if a significant UGp were to leave without replacement), it was agreed that the Bookings Clerk and Manager's salaries would be paid out of VC income.

Fire Risk Assessment. VC Manager to compile documentation recommended by review and bring before next VCMC (**note this should form part of the Planned Maintenance schedule for VC**, which includes superchlorination of shower heads as an anti legionella measure). Note also new no smoking law coming into effect on 1 July 07 and potential flammable material source of debris on Saint Brothers land and branches broken off from rec field trees.

Main Hall Hearing Loop. Purchase was agreed using monies from FY06/7 VC account surplus.

Heating. CORGI Cert to be chased up. Some old thermostats to be removed.

Stage. Fall hazard from front of stage. Users should take this into account when using stage.

Main Hall Ceiling Vents. Cleaning of fan trunking could be difficult to achieve without contractors.

5. Village Centre Defects.

Exterior lamps and covers. Work to replace damaged/redundant fittings (with protective cages) still awaited. Lamp by Garage – cover.

External Notice board. Two metal framed, perspex fronted, noticeboards to be ordered to cater for both PC & VC notices (cost @ £330).

Broken Windows. East side Small Hall (repaired 16 Mar, broken again w/c 14 May); Committee Room. Ability to catch culprits/prevention limited by capabilities of CCTV equipment.

Gable end grouting damaged on N side of Main Hall.

Small Changing Room external door – brace to refix.

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)?

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.

Door Handle on left hand Main Hall/Corridor door.

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

Door Coach Hooks. Main Hall External Doors, one to refit. Also hook for SH/MH door requested.

Chair Trolley. To repair.

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.**

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Malcolm Rd Pavement. Dip on west side of car park entrance. PC to confirm with WSCC work will be included in street lamp work due to start early July. 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 . Aluminium sign erected on CCTV mast. 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). Rear pathway subject to mud inundation from water run off from rec field and boot cleaning, resulting in potential slip hazard. **Damage to brick plinth o/s VC entrance noted.**
Litter Clearance. PC intends to fund a part time litter warden.

Football pitch. Maintenance? Quality of surface required for Village day (note 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 – remains in unsatisfactory state. Maybe given some attention during a District Council clean up drive in summer.

Grass cutting. frequency of margin cuts (presently monthly) to review (VCUG recommends it be done at same intervals as whole field cuts) . 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.
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.

Youth Club to complete black painting their container.

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

7. Update of Regular User Contacts List. Delete Activeo. Child Health Clinic: S Cousens, Westgate Surgery, Chichester PO19 3ET, 01243 774239. PCC/St Andrews Fayre: Deborah Shawcross, 533864. Tangmere Celebrations: Dominic MacKinnon, 01243 536744.

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.**

Mop/Broom/Dust Pan not always available in Kitchen to aid cleaning up after bookings.

Twinning Assn. has some items for display to donate to VC. Next VCMC mtg to discuss.

9. Group Events and Activities. Consult weekly bookings diary on internal VC noticeboard and club notices. Garden Club 23 June to Chartwell. Cricket Club at home June 10, 24 , July 1, 15 & 29 July. 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 PC Cttee reports are now being regularly posted (**VCUG meeting minutes are found under Village Centre**).

10. Representatives for next VCMC Meeting, Tues 12 June 07.

S Oakley, J Rudkin, J Simnett. 2007 VCMC mtg dates: 7 Aug; 9 Oct; 11 Dec; 12 Feb; 8 Apr.

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

S J Oakley

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