

Tangmere Village Centre User Group
DRAFT Minutes of Meeting held Wednesday 12th September 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 & WI)
H Nation	(Tangmere Celebrations, Scouts & History Group)		

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

2. Minutes of Meeting held 11 July 2007. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 7 August 2007.

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

Football Teams. It was agreed that the Sunday Team would be allowed to use the Changing Rooms. Outstanding invoice has been paid. Issues over maintenance remain, FC's Chair noting control of use problem. FC's Chair to attend Feb VCMC to discuss season end maintenance (see also para 6 below).

Twinning Assn continues to request some items be displayed in Village Centre (VC) (in a cabinet). UGp reps again expressed concerns over security, siting and insurance (echoed at following Parish Council (PC) mtg) and suggested the school might be a suitable alternative location.

Bookings. Amendments to Auction and St Andrews Youth Club hours. Concerns raised over Auction not clearing VC by 11pm. Yoga day – compliments received on high level of VC cleanliness.

Car park drainage. Start date now 24 Sep (duration @ 10 working days). 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. Wooden tables to remove (reappeared after Village day). New Cttee Room chairs donated by ex Parish Councillor.

Small Works Contractor. T.o.R.s and defect list (for pricing) to be drawn up by manager.

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!

COMMUNICATIONS BOOK. Placed by kitchen water boiler/First Aid kit, used to record any accidents/incidents/defects/use of 1st aid kit. To be viewed at each VCMC.

VC Management. The VCMC is the Premises licensee for the VC. Applications for issue of Alcohol related Temporary Event Notices should be directed to Chichester District Council's Environmental Health Dept. Manager covered bookings while clerk on holiday.

Finance report. As of 7 Aug 07 VC accounts stood at £7708. Children's Dance Club arrears cleared. British Gas selected as both electricity and gas supplier for 1 year starting 1 Oct 07.

Fire Risk Assessment. VC Manager completed compilation of documentation which, with CoSHH report, is stored in cleaning cupboard. **JR recommended heating boilers be serviced in Autumn.**

Main Hall Hearing Loop. Order to be placed. J Simnett has been advised by suppliers of possible problem with height of loop being a source of interference.

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Youth Club. Concerns over behaviour raised. Search for Leader funding continues (LAT?).

Small Hall Cupboards. To be cleared out (of Church gear?). Bids to use from Players, Scouts and Garden Club.

5. Village Centre Defects.

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

Guttering. Leaking joints - no progress. Flashing over Main Hall (MH) rear fire escape adjusted.

Broken Windows. Cracked: Small Hall lobby and Youth Club.

Gable end grouting damaged on N side of M H.

Light switches. Could some lights be motion activated (e.g. toilets/changing rooms) to reduce bills?

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.

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

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.

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 street 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/football and concurrent Activeo/Mumbaba/Surgery days) – “No parking in front of recycling bins” sign on Container?. **Stanchions need to be dropped when overflow expected** and during drainage works.

Football Wall. LAT and PC committed to this project. Question over siting, with effect on surrounding grass (note last winters bare areas by tennis courts and at Boxgrove's facility), remains.

Paths Adjacent to VC. Front paving slab path to be risk assessed.

Litter Clearance. 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. Significant numbers beer bottles being left by skate park and garage by evening drinking groups, needing to be cleared a.s.a.p. before smashed on playing surfaces.

Football pitch. Maintenance. Increased intensity of use will lead to compaction of ground, hence reducing its water absorption rate. The risk for VC is that in exceptional rain fall events, surface run off will overwhelm soakaways on N side of building, leading to flooding. Aeration of pitch a necessity. Other issues will be moving/removal of goal posts for grass seeding and a more permanent method of line marking (note environmental restrictions on what can be used).

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). Still up for sale.

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

Grass cutting. frequency of margin cuts (presently monthly) to review (VCUG recommends it be done at same intervals as whole field cuts). Area around overflow Car Park particularly unsightly and "Play pen" use restricted.

Trees/Car Park Hawthorn hedge. PC was committed to plant replacements this winter – **update required.** Damage to rec field trees by youths 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 all need trimming.

Damage to brick plinth o/s VC entrance 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 (main one repaired) appearing on playing surface. Some damage to fencing.

Water Main Works. Reinstatement of grass damaged by dump areas on N side rec field required o/c.

7. Update of Regular User Contacts List. Nil changes notified.

8. A. O. B.

Village Celebrations Day (TC08?). HN requested views on whether a similar event should be held in 2008. UGp reps supported idea that it be a more village orientated fayre/fete, possibly co-ordinated with Garden Club annual show (though that normally held in July). TC08? cttee meeting 19 Sep.

Cub Scout Group. HN advised of proposal to set up new group, to hold meetings in Small Hall on Mon evenings. Similar hire rate to Tangmere Players rehearsals supported. Discussion on storage options raised questions over Small Hall cupboards and Youth Club container. Set up meeting 17 Sep.

St Andrews Fayre 24 Nov. Apparently organisers would like to make it more than a stall holders event. Participant group fees will be 20% of takings after expenses. Invites to attend already circulated.

Parish Council's Section 106 ("Planning Gain") monies wish list. Published in Finance Cttee minutes of 26 Jun 07, included: VC signage for disabled; improvements to Changing Rooms/Showers (retiling to solve drainage problems?); Tarmac car park; improved recycle centre (how?); improved cycle provision (note at 13 Sep PC mtg free WSCC provided cycle stands for VC to be applied for); a "Large Community Facility". The latter raised concerns over: diverting groups away from existing VC; the filling in of the open space off Churchwood Drive (possible site); maintenance and security.

Stage Curtains. Players rep asked that VCMC be requested to approve plan to renew runners/draw system so that curtains can be retracted clear of stage front. Price quotes supplied and grant aid sources discussed (e.g. CDC Small Discretionary Grant scheme). Supported by UGp reps and Camera Club.

9. Group Events and Activities. Consult weekly bookings diary on internal VC noticeboard and club notices. History Group poss 1940's Dinner/Dance, c/w band 23 Nov.

St Andrews Fayre 24 Nov (Agenda item next mtg). Players next production "Alladin" 30 Nov/1 Dec.

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). VCUG meeting minutes are found under Village Centre.

10. Representatives for next VCMC Meeting, Tues 9 Oct 07.

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

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

S J Oakley

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