

Tangmere Village Centre User Group
DRAFT Minutes of Meeting held Wednesday 9th January 2008

Present:

S Oakley	(Chairman & Cricket Club)	F Jackman	(WI)
J Rudkin	(Youth Club & Litter Warden)	J Simnett	(Players)
B Rudkin	(Tuesday Club & Keep Fit)	I Martin	(Twinning)
P Norman	(Garden Club & Flower Club)	M Nation	(Scouts)
H Nation	(Village Fete, St Andrews Fayre, History Group)		

1. Apologies for Absence. Odell (Ballroom).

2. Minutes of Meeting held 7 Nov 2007. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 11 December 2007.

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

Bookings. Proposed new Karate club (poss Sun am) granted youth group hire rate (any surplus monies will be transferred to Youth Club (YC). Auction looking to start up one Sat per month Tabletop sales (Oct – May, 9am – 1pm). User Group (UGp) reps again raised concern that Village groups should have priority over “out of Village” bookings, but noted the financial necessity of large contributors. More info was requested over a religious group’s proposed sleep over 21 Aug. Enquiry received by VCMC Chair about a puppy training group using centre, concerns over effect on flooring, messing, precedence re other dog owners use of VC.

Car park drainage. Continuing damage by cars “doughnutting” and general wear has exposed hardcore base to elements. Potholes will expand if gravel cover not restored. **Update requested next PC Environment/VCMC meetings about progress with quotes.**

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.

Display Cabinet. Twinning Assn. attempting to compile list of items for display.

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.

Garbage. Users requested to take away any rubbish they produce that cannot fit in green bins to avoid sacks being split open and attracting vermin.

Finance report. As of 11 Dec 07 VC accounts stood at £7224 with a further £961 to deposit. Auction will now be invoiced quarterly, though the risk of a large sum in arrears could arise if payments missed (note previous experience with playgroup and children’s dancing class). Garden Club rep noted poss conflict between their financial year and the VC desire to adjust invoicing. Phonographic Performance Licence invoice proving difficult to resolve.

Fire Extinguishers and Emergency Lighting. New CO₂ extinguisher in kitchen. New batteries apparently required for 4 (possibly obsolete) emergency lights, quotes being pursued.

Main Hall Hearing Loop. PC has approved monies and obtained grant from WSCC. Total cost, including installation, £2252, £1625 coming from VC funds. Will involve fitting new loop in MH.

Cycle Stands. Two sites considered for WSCC provided stands by Willow tree or in place of existing slots to left of main entrance. UGp reps present preferred latter.

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Portable Appliance Testing. £1.50 per UGp item. Clerk to issue copies of invoice to ID owners.

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

Main Hall Floor. Cleaners routine adjusted to Thu am before Ballroom Dancing booking.

Cigarette Butt Holders. Manager to arrange procurement and installation.

Wi Fi. Village Website designer asked to quote for installation in VC.

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.

Guttering*. Leaking joints. Annual anti climb paint application due in spring (also cricket net).

Gable end grouting*. damaged on N side of MH. Awaiting installation of “football wall” as diversion. Suggestion of planting shrubs on N side of VC to protect walls/windows.

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

Window Frames/Fire Doors*. To paint when weather improves.

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. Replacement on order.

Small Hall Cupboard. Garden Club would repair door if they had use of cupboard.

Small Hall Lobby. Crack in wall.

Kitchen. Extractor fan to clean. Maintain paper roll in holder.

Main Door. Closer to adjust to prevent slamming. Licence contact name to change above door.

6. Adjoining Grounds Maintenance.

It was agreed at Feb 07 VCMC that items raised in this section of the VCUG meeting would be referred to the PC Env. Cttee for action/discussion. **Response is via that committee’s minutes.**

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.

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 Mumbaba/Surgery days). **Stanchions need to be dropped when overflow expected.**

Football Wall. Funding for project in place. PC Env. Cttee (22 Jan) set up sub group to determine site. Consensus of UGp reps was that the NW part of rec field was the best compromise location.

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 still awaiting trial of new style bin at Spitfire Court 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. Occasional fly tipping at Recycle bins.

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

Recycle Bin Screening Fence. To repair/replace.

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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.

Trees/Shrubbery. 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 plus Willow tree trimmed. CP border hedge to trim, sapling to remove E side YC plus o/s Surgery (who maintains shrubs to left of Sugery entrance?). **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.
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. UGp Chair proposed dual use of Courts, Summer - Tennis, Winter - mini football (with posts relocated onto grass in summer).

Cricket Net. Damage to batting end surface. Contractor to rectify in Spring.

Moles. PC Contractor has dealt with them. Cricket Groundsman has removed/reduced hills.

7. Update of Regular User Contacts List. Delete Activeo.

8. A. O. B.

FY 08/9 Hire Charges. All present agreed to VCMC proposal for no increase next year. Increased revenues are covering costs and healthy bank balances are being maintained.

Village Fete and Garden Show. To be held Sat 19 July 08. Co-ordinated with Garden Club annual show.

St Andrews Fayre 24 Nov. Reported as well attended and run with approx £1200 raised. Youth Hall heating not initially on due “not on booking sheet”. Improved liason with manager required.

Section 106 (“Planning Gain”) monies - Fire Depot Site. Approx £160k could be forthcoming for use on village facilities. SO has raised with CDC issue of uprating contributions with inflation.

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 - Wind in the Willows 4/5 Apr; Two into One 6/7 June. 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. **Some concern raised over delay in posting of most recent PC Cttee minutes.**

10. Representatives for next VCMC Meeting, Tues 12 Feb 08.

S Oakley, J Rudkin, J Simnett, Football Club rep. VCMC mtg dates: 8 Apr.

11. Next meeting: 7:30pm Wednesday 12 Mar 2008 in Village Centre.

S J Oakley

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