

Tangmere Village Centre User Group
DRAFT Minutes of Meeting held Wednesday 12th March 2008

Present:

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

1. Apologies for Absence. Odell (Ballroom), F Jackman (WI), M Nation (Scouts) H Nation (Village Fete, History Group), D Shawcross (St Andrews Fayre), F Hill (Karate)

2. Minutes of Meeting held 9 Jan 2008. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 12 February 2008.

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

Bookings. New **Karate club** (Sun 2-5pm, Fri 7-9pm) to confirm second adult attendance for youth sessions. Players, Garden Club and WI raised concerns over clashes between Karate club and some of their longstanding, already booked, events, with implications on karate club continuity. **Religious group** proposed sleep over clashed with existing booking but this type of event requires risk assessment and hirer to have own insurance. **Puppy training group** application rejected due clashes with Children's Party bookings and hygiene risk. Lions club race evening 12 April. **Health clinic** has cancelled Wednesday booking (with pro-rata reduction in hire charge). **Discounted rate** (£75) approved for 18th birthday party. **Charity talent show** in aid of St Wilfreds (10 Jan 09) – no charge. **Keep Fit.** A three week cancellation occurred where no notice was apparently given to bookings clerk. The VCMC agreed that the charge should stand, though BR believed that notification had been given. Organiser to submit evidence to Clerk for discussion at next VCMC.

Premises Licence. If a hiring group uses the Village Centre (VC) for a licensable activity (see attached extracts), that group must nominate, in writing to the clerk, a "responsible person", who must be present at the premises for the duration of the event.

Car park surface. Continuing damage by cars "doughnutting" and general wear has exposed hardcore base to elements. Potholes will expand if gravel cover not restored (2006). **Update requested next Parish Council (PC) Environment/VCMC meetings about progress with quotes.**

Small Works Contractor. Mr T Cline appointed. Manager to prioritise defects for rectification.

Stage Curtains. Players unable to progress grant application due lack of "constitution". They have obtained quotes, but wish to handover progress to VCMC.

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. New accident form being sourced.

Finance report. As of 12 Feb 08 VC accounts stood at £8670 with a further £600 to deposit. A surplus of £800 was predicted for FY07/8. In view of the Scout Groups expansion plans, a proposal was discussed as to whether the PC could subsidise that groups' hire of Village School facilities.

FY 08/9 Hire Charges. Nil increases agreed by PC 13 Mar 08. Dentist and Doctors car park contribution increased by £25 pa.

Emergency Lighting. Quotes for new batteries received for 4 (possibly obsolete) emergency lights.

Main Hall Hearing Loop. New equipment fitted. Instructions for users and access to controls tbd.

DRAFT

Tangmere Village Centre User Group

DRAFT Minutes of Meeting held Wednesday 12th March 2008

Cycle Stands. Original planning permission site is S of Youth Club (YC) hall. User Group (UGp) preferred site is in place of existing slots to right of main entrance. Design of stands and cover tbc.

Kitchen Flooring. Quotes received and contractor appointed.

Auction Cooking. Chip smell reduced since fan cleaned, Clerk to obtain copies of PAT certs for auction owned appliances and investigate insurance implications of hot food being sold on premises.

Cigarette Butt Bins. Manager to arrange procurement and installation. **Urgent need agreed.** (Sep 07)

Wi Fi. Village Website designer has quoted for installation in VC, PC Finance cttee to consider.

5. Village Centre Defects. * earmarked for “small works contractor”. Date indicates when defect first raised.

Exterior lamps and covers. Lamp by Garage – cover (2006). Quotes requested for protective grills (Jan 06) and new unit over YC East entrance (Jan 08). Lamp in changing room foyer u/s.

Guttering*. Leaking joints (Jan 07). Down pipe disconnected by Main Hall (MH) fire escape (Mar 08). Annual anti climb paint application planned for late March (also cricket net).

Gable end grouting*. damaged on N side of MH (Jan 06). Awaiting installation of “football wall” as diversion. Also grouting under tiles in way of roof channel W side SH (Mar 08).

Broken Windows. Cracked: Small Hall lobby and Youth Club (latter boarded up) (Sep 07).

Window Frames/Fire Doors*. To paint when weather improves (Jan 08).

Gents Toilets*. Odour. Would fitting an extractor fan and fixing urinal auto flush solve problem?

Main Hall Door Curtains. Damage to draw cord system (Jul 07). Replace with normal draw back type?

Small Hall Lobby. Crack in wall (Nov 07).

Main Door. Closer to adjust to prevent slamming (Nov 07).

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 Environment Cttee for action/discussion. Response is via that committee’s minutes.

Malcolm Road surface/pavement/drainage. (Nov 06) PC to chase up WSCC as work was promised to be done by end current FY. Note this was linked to siting street lamps on Parish rec. field.

Overflow Car Park (CP). Large events not marshalling/dropping both bollards to ensure attending vehicles avoid parking on Malcolm Road. Yellow no go painting to reinforce with additional application and “No parking in front of Recycling Bins” sign recommended.

Football Wall. Last PC Env cttee on 18 Mar decided to site wall E of the courts. Impact on adjacent grass surface (incl football pitch) to be monitored.

Litter Clearance. New rubbish bin by glass wheelies requested (secure to adjacent concrete fence post? Replacement bin for play area awaited. Continued intermittent fly tipping by recycling bins, significant items removed by Wardens. Glass on Tennis Court

Front paving slab path*. (Mar 07) Risk assessment awaited. Noticeable movement of slabs. Overgrowing grass on. N side paths cleared by cricket groundsman, arising material used to start levelling ground over new CP soakaway.

DRAFT

Tangmere Village Centre User Group
DRAFT Minutes of Meeting held Wednesday 12th March 2008

Recycle Bin Screening Fence. Repair/replace (Nov 07).

Football Pitch. Maintenance (2005). No discussions have taken place. Rationing of use by FC's and current line marking practice has minimised impact. Long term aeration and goal mouth issues remain.

Saint Brothers Land. Fencing vandalised/breaking up. Unsightly and unsecure (Jan 06).

Damage to brick plinth o/s VC entrance; front path bollard (2007).
Youth Club to complete black painting their container (2006).

Rec Field Grass Maintenance . FY 08/9 budget increased for this item, therefore additional cuts of margins/playpen possible. **Weedkilling.** Recommend June application. PC needs prompting to ensure standards maintained/application takes place.

Trees/Shrubbery. End of planting season reached with no PC action on field trees or reinforcing CP E border hedge (Aug 06). CP S border hedge to trim. On W border of rec. field three tree stumps pose trip hazard and maintenance problem for grass cutting contractor (to remove). Also one stump in overflow car park (Mar 08). Diversion of PC effort to Memorial Woodland noted. Proposal put to VCMC for planting shrubbery on N side of VC to protect walls from footballs.

Moles. One area recently active. "Hills" broken up by cricket groundsman. Monitor.

Tennis Courts. UGp Chair has submitted proposal for dual use of court area (Winter – mini football, Summer – Tennis, with mini football posts relocated onto field). Fence, surface, undergrowth and perimeter slab maintenance still to address (Sep 06). Broken glass needs regular removal.

Cricket Pitch. Proposal put into PC for post and chain protection for square and request for permission to chain harrow outfield. Grass cuttings by garage needed to cover loose building debris.

7. Update of Regular User Contacts List. Add: Bill Kelly - RAF Halton Assn. (haltonianeditor@tesco.net); F Hill – Karate Club (mrfrankhill@yahoo.com)

8. A. O. B.

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

Museum weekend event. 26-27 July. Any UGps interested in participating contact Alan Bowers.

Section 106 ("Planning Gain") monies - Fire Depot Site. £163.5k will be forthcoming for use on community/play facilities. Could have been £307.9k if updated calculations had been used.

9. Group Events and Activities. Consult weekly bookings diary and club notices on VC noticeboards. Players - Two into One 6/7 June. Twinning – Hermanville visit Tangmere 8 – 11 May. WI – Quiz 27 June.

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 Ctte minutes.**

10. Representatives for next VCMC Meeting, Tues 8 Apr 08.

S Oakley, T Stubbington (YC rep), J Simnett, P Norman. VCMC mtg dates: 2008/9 tbc

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

S J Oakley

DRAFT