

Tangmere Village Centre User Group
DRAFT Minutes of Meeting held Wednesday 7th May 2008

Present:

S Oakley	(Chairman & Cricket Club)	J Simnett	(Players)
J Rudkin	(Youth Club & Litter Warden)	L Middleton	(Flower Club)
B Rudkin	(Tuesday Club & Keep Fit)	I Martin	(Twinning)
M Nation	(Cubs, Village Fete)	P Norman	(Garden Club)
K Odell	(Ballroom)	F Jackman	(WI)

1. Apologies for Absence. H Nation (History Group)

2. Minutes of Meeting held 12 Mar 2008. Accepted. WI rep LM ipo BR.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 8 April 2008.

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

Bookings. Karate club (Sun 2-5pm, Fri 7-9pm) confirmed second adult in attendance for youth sessions. Full list of unavailable dates has been sent to that group. **Keep Fit.** Charge for cancellation had been waived as notice had been given. **Lions Club** race night postponed to Sept.

Car park surface. Parish Council (PC) has decided on a temporary remedy agreeing to obtain 10 tonne of gravel to spread over main CP. Expect need to be redone within 2 years.

Stage Curtains/tracks. Players have progressed quotes and have handed them to PC for use in grant application.

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 forms by incident book in kitchen.

Finance report. As of 8 Apr 08 VC accounts stood at £9548. Hearing Loop still to be paid for.

Emergency Lighting. Have new batteries been fitted to emergency lights?

Main Hall Hearing Loop. New equipment fitted. Instructions for users and access to controls tbd. Only one key at present, more to be sourced.

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. Kitchen also to be painted idc.

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. 2 fitted, but 1 removed and 1 damaged shortly after installation. More robust items required (May 08).

Wi Fi. Village Website designer has quoted for installation, PC agreed in principle, applying for grant.

Textile Recycling Bank. VCMC agreed to site this CDC item between YC container and fence.

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

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).

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Anti climb paint Annual application planned for late May (originally late March) (also cricket net).

Guttering*. Leaking joints (Jan 07). Down pipe disconnected by Main Hall (MH) fire escape (Mar 08).

Exterior lamps and covers. CP Lights frequently not on in evenings, which with poor surface increases trip hazard. 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.

Broken Windows. Cracked: SH lobby and YC (latter boarded up) (Sep 07). Cttee Room (May 08). Note ivy to remove and key to open for latter.

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

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).

Kitchen. Paper towels requested to be provided.

Committee Room. Broken chair trolley and Dyson Cleaner to remove.

Front Noticeboards. Vandalised early May, temp repaired.

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.

At Env Cttee mtg 18 Mar, the cttee agreed to tour the Rec. field prior to its next mtg on 20 May.

Malcolm Road surface/pavement/drainage. (Nov 06) WSCC has assigned a low priority to this work, despite promising to do it by end FY07/8. This was linked to siting street lamps on Parish rec. field.

Car Parking (CP). Large events (**particularly Weds Auction**) not marshalling vehicles/dropping both bollards to ensure attending vehicles avoid parking on Malcolm Road and on entrance verges. Large vans ideally to move to overflow CP o/c offloading. Yellow no go painting to reinforce with additional application and "No parking in front of Recycling Bins" sign recommended to post on container.

Football Wall. Wall to be sited E of the tennis courts within a couple of months. 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, especially as heavy duty version successfully installed at Spitfire Court. Bin to W of Tennis Courts to re-secure to base. Continued intermittent fly tipping by recycling bins, significant items removed by Wardens. Glass on Tennis Court and skate park regular occurrence.

Front paving slab path*. (Mar 07) Risk assessment awaited. Noticeable movement of slabs.

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

Football Pitch. Maintenance (2005). No discussions (post 07/8 season) have taken place. Env cttee to discuss at next meeting. 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).

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Moles. One area recently active (by Cricket Net). "Hills" broken up by cricket groundsman. Monitor.

Rec Field Grass Maintenance . FY 08/9 budget increased for this item, therefore additional cuts of margins/playpen possible, but not yet ordered. **Weedkilling.** Contractor authorised to proceed.

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 (Mar 08) and S side YC hedge to reduce. 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). Some dead branches to remove. Proposal put to VCMC for planting shrubbery on N side of VC to protect walls from footballs.

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.

Dog Fouling. Significant feature of Rec. Field. Issue raised at LAT, PC and var CDC mtgs. Adequate bins and notices provided, requires enforcement action.

7. Update of Regular User Contacts List. New PCC rep tbd.

8. A. O. B.

Auction. Concerns raised over affect of this weekly major event: Commercial event displacing village/voluntary groups; poor discipline in stowing tables/chairs leading to extra effort to set up subsequent events; not using overflow CP (see adjoining grounds maint); unsatisfactory state of cleanliness (MH floor and tables) post event. Last issue particularly affects Ballroom bookings (a long standing UG who also requested more notice when regular slots transferred to other bookings). A remedy is being attempted (cleaner for am Thu) but may require wider search.

Cleaning. Timing and amount of water used for cleaning SH and kitchen causing safety concerns (Tuesday Club 11 Apr; WI 6 May).

Airfield Hanger Site. Outline application incorporates a small (@ 100m²) community building. Considered inadequate for overall village needs.

Cubs/Beavers. Shortly relocating to school as numbers have outgrown SH capacity/availability. PC considering subsidy for using school. Requests use of outside and players cupboard noticeboards to continue advertisement in VC.

Village Fete and Garden Show. Sat 19 July 08. Questions raised over car parking plan (SO not available and spaces needed for Garden Club judges up to 1200); provision of tables; siting displays nearer VC if poor weather expected; cricket square protection.

9. Group Events and Activities. Consult weekly bookings diary and club notices on VC noticeboards. WI – Quiz 27 June. **Museum weekend event.** 26-27 July. Any UGps interested in participating contact Alan Bowers.

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.

10. Representatives for next VCMC Meeting, Tues 10 June 08.

S Oakley, J Rudkin (YC rep), J Simnett, P Norman. VCMC mtg dates: 10 Jun; 12 Aug; 14 Oct; 9 Dec 2008; 10 Feb; 14 Apr 2009.

11. Next meeting: 7:30pm Wednesday 9 July 2008 in Cttee Room, Village Centre.

S J Oakley

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