

# Tangmere Village Centre User Group

## DRAFT Minutes of Meeting held Wednesday 9<sup>th</sup> July 2008

### **Present:**

S Oakley	(Chairman & Cricket Club)	J Simnett	(Players)
J Rudkin	(Youth Club & Litter Warden)	L Middleton	(Flower Club & WI)
B Rudkin	(Tuesday Club & Keep Fit)	I Martin	(Twinning)
H Nation	(History Group & Village Fete)		

**1. Apologies for Absence.** M Nation (Cub/Scouts); P Norman (Garden Club); K Odell (Ballroom); F Jackman (WI).

**2. Minutes of Meeting held 7 May 2008.** Accepted.

**3. Matters Arising.** See para 4. below.

### **4. Report Village Centre Management Cttee (VCMC) meeting 10 June 2008.**

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

**Bookings.** Scouts will move to school in September. A Murder Mystery group has placed 6 bookings. One discounted rate booking for a birthday party. Double booking on 6 June. Sunday football team has not entered league, though attempts being made for them to become associated with another team.

**Auction.** Revert to monthly billing (see Jan 08 minutes). Oven only chips now being provided. Food licence and VC liability issues to be addressed. Confirmation of PAT certs. Parking issues remain.

**Car park (CP) surface.** Parish Council (PC) has provided a temporary remedy spreading 10 tonne of gravel over main CP. Expect need to be redone within 2 years.

**Stage Curtains/tracks.** Players and PC progressing this project.

**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 1<sup>st</sup> aid kit. Accident forms by incident book in kitchen.

**Finance report.** As of 10 Jun 08 VC accounts stood at £10944. Gas/electricity supply contract to be renewed/replaced Oct, VC & PC Chairs to address. VC Manager authorised to order repairs up to £150, above this to be referred to VC Chairman. VC Manager and Cleaners salaries raised by 6.7% & 7.1% respectively.

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

**Main Hall Hearing Loop.** Extra keys cut. Users will need to liaise directly with John Simnett for training in use (demo not poss on Weds due auction). Keys currently held by Bookings Clerk.

**Cycle Stands.** PC intends to install in original planning permission site, S of Youth Club (YC) hall. Design of stands and cover tbc. See Adjoining Grounds Maintenance – Car Park.

**Cigarette Butt Bins.** 2 fitted, but 1 removed and 1 damaged shortly after installation.

**Wi Fi.** Order has been placed by PC.

**Cleaning.** Cleaning post Wed Auction improved. No holiday cover for early Aug yet found. Some reps commented on need for deep clean of tables (edges/undersides & tops). Total cleaning hours will need to increase with greater VC usage in order that standards are maintained.

**Risk Assessment.** This is required to ensure all reasonable risks are identified and control measures put in place to minimise risks to users. All UGps will be given a form, with guidelines, to complete and return to the Bookings Clerk or UGp Chairman. Ideally to be completed by the Sept UGp mtg for consideration by the Oct VCMC mtg.

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

**Gable end grouting\*** damaged on N side of Main Hall (MH) (Jan 06). “Football wall” now installed so work can progress. Also grouting under tiles in way of roof channel W side Small Hall (SH) (Mar 08).

**Shower Heads.** Superchlorination next due?

**Kitchen Waterboiler.** Next service due?

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

**Exterior lamps and covers.** CP Lights frequently not on in evenings, which with poor surface increases trip hazard. Does “Car Park” switch by main entrance control these (can it be protected to ensure lights come on, on timer alone). Lamp by Garage cover (2006). Lamp in changing rm foyer u/s.

**Broken Windows.** Cracked: SH lobby and YC (latter boarded up) (Sep 07). Cttee Room (May 08).

**Window Frames & Doors\*.** Painting work progressing.

**Main Hall Door Curtains.** To be cleaned August. Draw cord system not to be reinstated.

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

**Main Door.** Closer adjusted, though slamming over last few inches continues (Nov 07).

**Kitchen.** New paper towels holder procured, awaiting fitting. Telephone - remove J Simnett as contact. Fire Door to MH corridor - catches on new flooring, preventing closure. Cooker – one control knob missing and control position indications illegible.

**Broken chairs and tables** to be stowed in Committee Room so as to be beyond use. VC Chair to order replacements. Routine inspections required (6 weekly?).

**Front Noticeboards.** One vandalised (May 08), temp repaired.

**Small Hall.** Internal door coach hook eye fitting to resecure.

### **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.

**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. Damage to slabs on S side of YC caused by vans driving over/parking on them. Needs either more posts or cycle stand/shelter to prevent.

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.** Installed 18 June. Unplaned wood – splinter hazard. Impact on adjacent grass surface (incl football pitch) to be monitored.

**Litter Clearance.** New rubbish bin by glass wheelies (secure to adjacent concrete fence post?) rejected due cost. Replacement bin for play area delayed as PC attempting to ID an affordable type. Bin to W of Tennis Courts to re-secure to base. Latest fly tipping by recycling bins temp stowed in garage, awaiting removal by Community Wardens. Glass on Tennis Court and skate park regular occurrence.

**Front paving slab path\*.** (Mar 07) Some repairs conducted however noticeable movement of some slabs remain (see car parking above).

**Recycle Bin Screening Fence.** Repair/replace work to be addressed once Textile re-cycling bin installed (by private company). (Nov 07).

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**Football Pitch.** Maintenance (2005). No discussions (post 07/8 season) have taken place. PC has directed VCMC to discuss at next meeting whether Bader based FC's will be permitted to use next season. Long term aeration and goal mouth issues remain.

**Land to E of VCCP.** 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).

**Moles.** Recently active by Cricket Net & Tennis Court. "Hills" broken up by cricket groundsman.

**Rec Field Grass Maintenance .** Open grass areas good, margins require increased cut frequency (e.g. CP bank unusable for sitting on). Removal of cut grass in playpen needs monitoring. Cutting frequency of area to S of VC increased. **Weedkilling.** Part done early June, margins yet to do.

**Trees/Shrubbery.** PC to action replacement field trees and reinforcing CP E border hedge (Aug 06). 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. **Planned, not reaction, maintenance required** (example of Memorial Woodland condition noted).

**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). New Tennis posts/nets procured, awaiting installation.

**Dog Fouling.** Continues to be a 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.** PCC/St Andrews Fayre: Claire Campbell, Pump Cottage, Chestnut Walk. Mumbaba: Sharon & Jenny Strotton, Grambles, 2 Malcolm Rd.

### **8. A. O. B.**

**Main Hall Exits to Car Park.** A trip incident occurred at the Twinning event on 10 May in way of the brick liners to door ramps. UGp reps recommend some form of railing be installed to prevent further incidents. To be noted on Risk Assessment returns.

**Airfield Hanger Site.** Outline application incorporates a small (@ 100m<sup>2</sup>) community building. Considered a diversion of funds into a facility inadequate for overall village needs.

**Village Fete and Garden Show.** Sat 19 July 08. Questions raised over car parking plan (spaces for Garden Club judges, access for on field parking); grass cutting; removal of E goal posts/filling in of old penalty spot; provision of tables; siting displays nearer VC if poor weather expected; cricket square protection. Village Gp stall holders charge £10, o/s village £15. Reportedly (24 July) raised @ £2.5k.

**9. Group Events and Activities.** Consult weekly bookings diary and club notices on VC noticeboards. **Football in the Community** - event to be held Thu 7 Aug. **Twinning** – canal trip 23 Aug; **Lions Club** - race night 13 Sept; **WI** – Autumn sale 27 Sept; **St Andrews Fayre** – 29 Nov; **Players** - Snow White 5/6 Dec.

**Village Website: [www.tangmere-online.co.uk](http://www.tangmere-online.co.uk)** UG articles, updates **and e-mail addresses** to the Parish Clerk (e-mail: [postmaster@tangmere-wsx-pc.gov.uk](mailto:postmaster@tangmere-wsx-pc.gov.uk)). VCUG meeting minutes are found under Village Centre.

### **10. Representatives for next VCMC Meeting, Tues 12 Aug 08.**

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

**11. Next meeting:** 7:30pm Wednesday 3 September 2008 in Cttee Room, Village Centre.

S J Oakley

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