

Tangmere Village Centre User Group
DRAFT Minutes of Meeting held Wednesday 3rd September 2008

Present:

S Oakley	(Chairman & Cricket Club)	J Simnett	(Players)
J Rudkin	(Youth Club & Litter Warden)	P Norman	(Garden Club)
B Rudkin	(Tuesday Club & Keep Fit)	F Jackman	(WI)
H Nation	(History Group & Village Fete)		

1. Apologies for Absence. K Odell (Ballroom); L Middleton (Flower Club & WI); S Brindly (Football club); F Hill (Karate).

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

3. Matters Arising. See para 4. below.

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

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

Bookings. Mumbaba has cancelled due to lack of leaders. Lions Club rescheduled to next Spring. Saturday Football Club permitted to continue this winter, on condition of prompt notice of fixtures, cleanliness of Changing Rooms and the drawing up of an affordable pitch maintenance plan.

Auction. Food licence and VC liability issues to be addressed. Confirmation of PAT certs required. Parking issues remain.

Stage Curtains/tracks. Clerk to complete and submit grant form.

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. Accident forms by incident book in kitchen.

Finance report. As of 12 Aug 08 VC accounts stood at £8061. Gas/electricity supply contracts awarded to Scottish Power, gas on 28 day rolling and electricity until 2011.

Main Hall Hearing Loop. Users will need to state on booking forms if required. John Simnett then to be contacted for training in use (Camera and Flower Clubs done). Keys held by Bookings Clerk.

Cycle Stands. PC intends to install in original planning permission site (which may have to be resubmitted), S of Youth Club (YC) hall. Design of stands and cover tbc.

Wi Fi. Installed 9 Sept. Password is “Tangmere”. On going costs will be borne by VC.

Cleaning. 6 monthly deep clean of VC, its equipment, carpets and degreasing of kitchen approved. This will entail an increase in cleaning hours and a quote for carpet cleaning.

Main Hall Exits. Quote for arcs of steel tubing for installing on small walls o/s doors to Car Park (CP) to be obtained to reduce trip hazard. Will require substantial means of securing to resist vandalism (note cigarette bins and noticeboards).

Risk Assessment. This is required to ensure all reasonable risks are identified and control measures put in place to minimise risks to users. A number of forms had been handed in with others awaiting individual group committee meetings before submitting. For consideration by the Oct VCMC mtg.

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5. Village Centre Defects. * earmarked for “small works contractor” (Rick Standon now additional 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).

Exterior lamps and covers. CP Lights controller by stage sticks. Confirm whether Mr Simnett has briefed VC Manager on use next VCMC. Lamp by Garage cover (2006). Lamp in changing rm foyer u/s.

Broken Windows. Cracked: Cttee Room (May 08).

Main Hall Door Curtains. To be cleaned . 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. Telephone - remove J Simnett as contact. Regular checks to ensure mop is available for use. Fire Door to MH corridor - catches on new flooring, preventing closure (Jul 08). 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. 24 replacements procured. Routine inspections required (6 weekly?).

Front Noticeboards. One vandalised (May 08), temp repaired. New locks ordered.

Small Hall. Internal door to main entrance lobby does not fully latch shut. One cabin hook eye too small for hook.

Overflow leak at rear of building. One ladies toilet blocked.

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. Small plastic bin placed by Recycling bins well used. Replacement bin for play area delayed as PC attempting to ID an affordable type (old concrete base to be removed). Bin to W of Tennis Courts to re-secure to base. Fly tipped material by recycling bins disposed of by Community Wardens. Glass on Tennis Court and skate park now irregular occurrence.

Paved Paths. Front entrance and path* (Mar 07) Noticeable movement of some slabs (see car parking above), though full width now usable since shrubs cut back. Rear path to edge late winter.

Land to E of VCCP. Fencing vandalised/breaking up. Unsightly and unsecure (Jan 06).

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

Football Pitch. Maintenance (2005). Last VCMC agreed to permit Saturday FC to use this season. Post season maintenance plan between FC and PC to be agreed idc. Aeration and goal mouth issues remain.

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 . 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. Open grass areas done early June. However grass margins were not despite being part of contract. Concern expressed at PC ability to enforce contract compliance. Another application will be required May/June next year, including total kill along CP edges, pathways and tennis courts.

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 repaired, however surface, undergrowth and perimeter slab maintenance still to address (Sep 06). New Tennis posts/nets installed.

Dog Fouling. Continues to be a significant feature of Rec. Field. Issue raised at LAT, PC and var CDC mtgs (incl by Litter Warden). Adequate bins and notices provided, requires enforcement action.

7. Update of Regular User Contacts List. Mumbaba/Scouts/Sunday FC: delete from list. Saturday Football Club: Shaun Brindley – shaunbrindley@yahoo.co.uk . Medical Centre: Dr Wilson.

8. A. O. B.

Airfield Hanger Site. Outline application granted. No on site Community Facility, but arising section 106 “planning gain” monies to be aggregated with Fire Depot 106 monies for future use. As to what that will be is part of the current Parish Plan update process (Survey for residents views to be issued with Octobers “Tangmere News”).

Village Fete and Garden Show. Sat 19 July 08. Reportedly raised @ £2.7k. Good feedback reported from most participants. Organisers intend repeat next year. Garden Club noted that they were left off map and felt need for improved publicity for their part of event. Also their members were split between own and other stalls. Will be considering their options for next years show.

St Andrews Fayre. No rep attended nor info provided.

9. Group Events and Activities. Consult weekly bookings diary and club notices on VC noticeboards. **St Andrews Fayre** – 29 Nov; **Players** - Snow White 5/6 Dec.

Village Website: www.tangmere-online.co.uk UG articles and updates, by 20th of each month, to: maltings@bcjwood.fsnet.co.uk . Bookings Clerk new e-mail: clerk@tangmere-online.co.uk . VCUG meeting minutes are found under Village Centre.

10. Representatives for next VCMC Meeting, Tues 14 Oct 08.

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

11. Next meeting: 7:30pm Wednesday 12 November 2008 in Cttee Room, Village Centre.

S J Oakley

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