

**Tangmere Village Centre User Group**  
**DRAFT Minutes of Meeting held Wednesday 5<sup>th</sup> November 2008**

**Present:**

S Oakley	(Chairman & Cricket Club)	J Simnett	(Players & Dentist)
J Rudkin	(Youth Club & Litter Warden)	P Norman	(Garden Club)
B Rudkin	(Tuesday Club & Keep Fit)	F Jackman	(WI)
I Martin	(Twinning)		

**1. Apologies for Absence.** K Odell (Ballroom); F Hill (Karate); H Nation (Village Fete).

**2. Minutes of Meeting held 3 September 2008.** Accepted.

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

**4. Report Village Centre Management Cttee (VCMC) meeting 14 Oct 2008.**

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

**Bookings.** Caravan club request for weekend use of VC & Car Park rejected due setting of overnight parking precedent, waste disposal issues and nuisance to neighbours. Wedding receptions quoted £150 for MH + Kitchen, £200 for whole VC. 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. Increase in Cricket bookings on Saturdays under investigation.

**Auction.** Food licence and VC liability issues to be resolved. Parking issues remain with “Polite” notices to be distributed to cars on Malcolm Rd (also visits by UGp and VCMC Chairmen). Arrangements for payment arrears to be cleared in hand.

**Stage Curtains/tracks.** Clerk to complete and submit grant form once all quotes in.

**Security.** Some damage occurring on Mondays and attempted break in. Security arrangements being reviewed and PCSO/Community Warden presence requested on Mondays. **ALL USERS ARE REQUESTED TO CHECK ALL ACCESSES ARE SECURE, internal fire doors shut** (particularly SH lobby and Kitchen) **and lighting off** (including Gents toilets), **BEFORE LEAVING.** Please leave facilities as you would like to find them - clean, tidy 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 14 Oct 08 VC accounts stood at £7513. Gas/electricity supply contracts awarded to Scottish Power on 3 yr contract. A balanced budget (£18k income/expenditure) is expected over FY’s 07/8 and 08/9 due imbalance in provision for building repairs and hearing loop. Review of charges process for FY 09/10 starts next VCMC mtg.

**Main Hall Hearing Loop.** Users will need to state on booking forms if required. John Simnett then to be contacted for training in use (Garden, Camera & 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. See “Car Parking” in section 6 below.

**Wi Fi.** Installed 9 Sept. Password is “Tangmere”. Monthly DD paid by VC.

**Cleaning.** 6 monthly deep clean of VC (equipment, carpets, degreasing of kitchen) progressing, including increase in cleaning hours. Carpet cleaning approved. Additional wet floor signs and mops/brooms to purchase, UGp reps expressed concerns over amount of water remaining on floors after 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).

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**Risk Assessment.** For consideration by the Dec VCMC mtg.

**Kitchen – Small Fridge.** Removed as not regularly required, hence electricity saving.

**Changing room water boiler.** Manager to investigate whether this system still required in addition to new gas fired unit in roof space.

**5. Village Centre Defects.** \* earmarked for “small works contractor”. Date indicates when defect first raised. UGp Minute defect list to VC Manager prior to following VCMC mtg.

**Gable end grouting\*** damaged on N side of Main Hall (MH) (Jan 06). Also grouting under tiles in way of roof channel W side Small Hall (SH) (Mar 08). Quotes being sought.

**Kitchen Waterboiler.** Next service due?

**Guttering\*.** Leaking joints (Jan 07).

**Exterior lamps.** Lamp by Garage - cover (2006). Lamp in changing rm foyer u/s (Jul 08).

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

**Main Hall.** Stage, SH/MH door and some external door curtains partially off trackways (Nov 08). Door to internal allyway – handle (Nov 08).

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

**Main Door.** Closer adjusted, though slamming over last few inches (Nov 07). Quote to be sought.

**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. Repair or replacement tbc, taking into account space available and suitability of use for major functions. UGp reps recommend upgrade in cooking facility, including Microwaves.

**Broken chairs and tables** to be stowed in Committee Room so as to be beyond use. Routine inspections required (6 weekly?). **Suggest results of these inspections be reported at each VCMC.**

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

**Small Hall.** Internal door to main entrance lobby does not fully latch shut.

### **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. UGp reps recommend cycle stand rails 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.** Unplaned wood – splinter hazard. Impact on adjacent grass surface (incl football pitch) to be monitored.

**Litter Clearance.** Small plastic bin placed by Recycling bins lost. 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.

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**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).

**Recycle Bin Screening Fence.** Repair/replace work to be addressed (Nov 07). No further info on Textile re-cycling bin..

**Football Pitch.** Maintenance (2005). 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 (not done after early Nov cut). 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 maintenance contract for PC grounds being considered by Env cttee for FY09/10 onwards.

**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). Surface, undergrowth and perimeter slab maintenance to address (Sep 06). New Tennis posts/nets installed, PC Councillor's labour costs transferred to PC.

**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.** No changes notified.

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

**St Andrews Fayre.** No rep attended nor info provided. Only £10 Stall charge expected to be levied.

**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. Mar 09 – tbc. **History Gp** annual “party” 28 Nov. **WI** - Quiz 19 June 09.

**Village Website: [www.tangmere-online.co.uk](http://www.tangmere-online.co.uk)** UG articles and updates, by 20<sup>th</sup> of each month, to: [maltings@bcjwood.fsnet.co.uk](mailto:maltings@bcjwood.fsnet.co.uk) . Bookings Clerk new e-mail: [clerk@tangmere-online.co.uk](mailto:clerk@tangmere-online.co.uk) . VCUG meeting minutes are found under Village Centre.

**10. Representatives for next VCMC Meeting, Tues 9 Dec 08.**

S Oakley, J Rudkin, J Simnett, VCMC mtg dates: 10 Feb; 14 Apr 2009.

**11. Next meeting:** 7:30pm Wednesday 7 January 2009 in Cttee Room, Village Centre.

S J Oakley

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