

Tangmere Village Centre User Group

DRAFT Minutes of Meeting held Wednesday 7th January 2009

Present:

S Oakley	(Chairman & Cricket Club - TCC)	J Simnett	(Players & Dentist)
L Middleton	(Flower Club)	D Burchett	(Football Club - TFC)
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); J Rudkin (Youth Club & Litter Warden); P Norman (Garden Club).

2. Minutes of Meeting held 5 November 2008. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 9 Dec 2008.

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

Bookings. A Bee Keeping course decided against booking due to noise levels of concurrent activities in Village Centre (VC). This may indicate that sound proofing between Main and Small Halls (MH & SH) remains a problem.

Auction. Parking being monitored and signs being posted. Main aims are to avoid inconvenience to surgery attendees; prevent parking on Malcolm Rd; full and efficient use of VC Car Park (VCCP). Also applies to large Camera Club evening meetings.

Stage Curtains/tracks. Grant application decision expected later in January. Update requested.

Security. Security arrangements to be reviewed by Insurance Company within next few months. Culprits of recent damage being identified for possible action.

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 cleaned and 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 9 Dec 08 VC accounts stood at £7842. 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. Latest bill from Portsmouth Water considerably above previous levels. No leaks identified of a scale that could meet this. Parish Council (PC) Chair to investigate, request update.

Cycle Stands. PC intends to install, S of Youth Club (YC) hall a chrome coloured, metal framed cover over a number of metal hoops to which cycles would be secured. This and the concrete footings are to be provided at cost price by firms associated with local residents.

Main Hall Exits. Small walls have been painted white (instead of removal) to highlight trip hazard.

Risk Assessment. A very summarised report has been raised listing relevant issues. User Groups (UGps) will need to monitor VC/PC actions, including the development of a planned maintenance schedule. District Council asbestos survey of VC expected Jan. LM raised relevance of PAT testing requirement on non workplace appliances. Clerk requested to seek clarification as to whether regulations apply to equipment used by non business users.

Kitchen – Cooker. New, like for like, installed. Question raised over location of instructions.

Changing rooms. Independent hot water system for wash basins to remain off unless specifically req'd as an energy saving measure. Urinal flushing system also off unless required, as water saving measure.

DRAFT

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5. Village Centre Defects. Date indicates when defect first raised. UGp Minutes defect list to VC Manager prior to following VCMC mtg. Mr Grice (Parish Councillor) has been progressing a number of jobs over Dec/Jan.

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 continue to be sought.

Kitchen Waterboiler. Electrical supply defect in hand.

Lamps u/s: Changing room foyer (Jul 08), o/s YC, Recycling bins (Dec 08).

Main Hall. Stage, SH/MH door and some external door curtains partially off trackways (Nov 08). Stage front portable steps rocking (fit rubber pads to base?)

Front & MH/SH Doors. New closers required (Nov 07). Quote to be sought.

Kitchen. Fire Door to MH corridor - catches on new flooring, preventing closure (Jul 08). Telephone - remove J Simnett as contact.

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

Cleaning. Concern was expressed over cleanliness of tables and whether deep clean of them had occurred. Main problem appears to be users not sufficiently cleaning or removing labels after use. Bookings Clerk requested to highlight this point to potentially "messy" hirers.

Defects noted but not for short term action: SH Lobby - crack in wall (Nov 07); Cracked Cttee Room window (May 08); Guttering - leaking joints (Jan 07). Garage floodlight - cover (2006);

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. # indicates item discussed at last mtg of that cttee.

Car Parking. # See section 4 above (Auction). Posts to overflow CP will remain permanently down unless that area becomes inappropriately used.

Yellow no go painting to renew once weather dries up #. "No parking in front of Recycling Bins" sign recommended to post on container.

Football Wall. # Unplaned wood – splinter hazard not considered a significant hazard by PC. Impact on adjacent grass surface (incl football pitch) to be monitored.

Litter Clearance. # No replacement bin for play area (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. Rear path to clear of mud and edge late winter in order to reduce slip hazard.

The build up of mud on this rear path is indicative of the increasing flood risk to the VC due to the poor drainage capability of the now 21 year old soakaway on the N side (see VCUG minutes of Jul 07, para 6). #PC is to commence investigations as to the most appropriate means of resolving this potentially expensive risk. This may require a new soakaway and vertidrainning the rec. field to the N of the VC to improve the permeability of compacted grass surface.

Land to E of VCCP. #Fencing vandalised/breaking up (Jan 06). To remove once new hedging whips planted in spring (PC Chairman actioning).

Recycle Bin Screening Fence. #Repair/replace work to be addressed (Nov 07).

Football Pitch. Maintenance (2005). Post season maintenance plan between FC and PC to be agreed. Tangmere FC rep outlined their plans. Chairman recommended TFC attend next VCMC so Parish Councillors can be briefed and agreement reached in time for work to be done (expected in March).

DRAFT

Tangmere Village Centre User Group

DRAFT Minutes of Meeting held Wednesday 7th January 2009

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

Rec Field Maintenance . # Parish Councillor Mr Birkett has been designated as the PC point of contact for this area. Items of note for this area at present include:

Maintaining current good level of open grass area cutting.
Increase cutting frequency of grass margins (e.g. CP bank frequently unusable for sitting on).
Removal of grass cuttings in playpen as per contract.
Weedkilling on grass margins (not done as per contract last year) and total kill along CP edges, pathways and tennis courts.
Removal of tree stumps that pose trip hazards and obstacles for grass cutting contractor's equipment (3 on W border of rec. field (Aug 06), 1 in overflow CP (Mar 08)) and planting replacement trees.
Dead and low branches to remove.
Consider shrubbery on N side of VC to protect building from footballs (now football wall in place).
Areas in front of seating (particularly Nettleton Ave) turning to mud – renovate or hard surface.
Progress Planned Maintenance programme for PC grounds.

Tennis Courts. Proposal for dual use of court area (Winter – mini football, Summer – Tennis) to be pursued by PC#. Surface (approx 10 significant holes/weed breaks), perimeter undergrowth and slab maintenance to address (Sep 06).

Cricket Net. #Bowling end mat to be renovated late March by TCC.

Dog Fouling. #Continues to be a significant feature of Rec. Field. TFC rep reported they have to clear their pitch before every match. Requires enforcement action, including o/s of normal working hours. Community Wardens have been asked for more warning signs.

Moles. Infestation in two sites about SW corner of rec. field adjacent to play equipment.

7. Update of Regular User Contacts List. No changes notified.

8. A. O. B.

Charges for FY 09/10. Last VCMC mtg reviewed VC finances and that as current booking levels were sufficient to support the required expenditure to operate it, no increase in charges were envisaged. **UGp reps present agreed with that assessment and support no increase in charges for FY 09/10.** It was noted that the PC continues to be responsible for major repairs to the fabric of the VC.

9. Group Events and Activities. Consult weekly bookings diary and club notices on VC noticeboards. **Players** – Treasure Island 27/28 Mar & 29/30 May - tbc. **WI** - Quiz 19 June. **Village Day** 18 July. **Garden Club** show dtbc. **Twinning** - visit to France - May dtbc. **TFC** season ends Feb (tbc). **TCC** season starts 12 Apr.

Village Website: www.tangmere-online.co.uk UGp 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 10 Feb 09.

J Rudkin, J Simnett, Tangmere FC, F Jackman. VCMC mtg dates: 14 Apr 2009. **Clerk requested to provide mtg dates for FY 09/10 when confirmed.**

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

S J Oakley

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