Tangmere Village Centre User Group
DRAFT Minutes of Meeting held Wednesday 11th March 2009

Present:

S Oakley	(Chairman & Cricket Club - TCC)	J Simnett	(Players & Dentist)
L Middleton	(Flower Club & WI)	S Brindley	(Football Club - TFC)
B Rudkin	(Tuesday Club & Keep Fit)	I Martin	(Twinning)
J Rudkin	(Youth Club & Litter Warden)		

1. Apologies for Absence. K Odell (Ballroom); H Nation (Village Fete); J Rudkin (Youth Club); P Norman (Garden Club); F Jackman (WI).

2. Minutes of Meeting held 7 January 2009. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 10 Feb 2009.
Chairman proceeded through draft minutes and notes from Manager, with group discussing each item.

Bookings. County Council has made a number of bookings and a provisional wedding booking for 29 Aug received. TCC reported that other Cricket Clubs had expressed interest in booking ground (it was noted that it is difficult to compete on cost with District grounds, in some part to the VC hire charge).

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. District Council grant of £1750 received, which with a Players contribution of £150 and the balance from section 106 monies will enable this project to go ahead. Players to select curtain material colour and co-ordinate supply and fitting.

Security. Security arrangements to be reviewed by Insurance Company 26 March. Culprits of recent damage being identified for possible action. Guttering **Anti Climb** paint annual application due.

ALL USERS ARE REQUESTED TO CHECK ALL ACCESSES ARE SECURE, internal fire doors shut (particularly SH lobby and Kitchen) **and lighting off** (including Gents and Disabled 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 10 Feb 09 VC accounts stood at £7526. 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. Portsmouth Water bill resolved in favour of VC (conservation measures taken include toilet flusher units and cistern filler bags). However a £1200 gas bill recently received. This gave rise to comments about high and low temperatures in MH & SH as well as continuous heating of lobby and changing rooms when not in use. Is stricter control of timers required or will repairs to heating system rectify problems?

Cycle Stands. Due late Apr, by Willow tree. Installation costs of £700 to be met from PC reserves.

Portable Appliance Testing. HSE advice is that the VC is a low risk environment. Visiting speakers are not req'd to prove their equipment PAT certificated.

Kitchen – Cooker. Instructions located in top cutlery drawer.

Asbestos. The roof tiles are listed as black asbestos cement and are not considered a hazard, though there is a requirement to inform relevant contractors.

Shower Heads. Confirmation requested that heads thoroughly flushed after treatment.

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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.

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.

Lamps u/s: Changing room foyer (Jul 08), o/s YC, Recycling bins (Dec 08). Repair of car park lights could be in excess of £600.

Main Hall. Stage, SH/MH door and some external door curtains partially off trackways (Nov 08). Draught excluders to repair on fire doors. Stage front portable steps now have eyes for coach hooks in three places along stage front.

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

Kitchen. Telephone - remove J Simnett as contact.

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

Cleaning. Concern was expressed **again** over cleanliness of tables and floors. Main problem appears to be users not sufficiently cleaning or removing labels (Auction?) after use. Bookings Clerk requested to highlight this point to potentially "messy " hirers.

Ladies Toilets. BR reported possible problem in way of overflow pipe.

Defects noted but not for short term action: SH Lobby - **c**rack 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 mtgs of PC and its cttees.

#Car Parking. See section 4 above (Auction). Yellow no go painting to be completed idc. "No parking in front of Recycling Bins" sign recommended to post on container.

#Football Wall. Impact on adjacent grass surface (incl football pitch) to be monitored – aerating included in vertidraining work on football pitch.

#Litter Clearance. Old concrete base of bin in play pen to be removed. Bin to W of Tennis Courts - to be replaced. Fly tipped material in W edge field ditch – removed by Cricket Club Groundsman and disposed of by District Councillor. Glass on Tennis Court and skate park – District Council contractors used to remove on occasional basis.

Paved Paths. # Front entrance and path* (Mar 07) noticeable movement of and damage to some slabs – VC Cttee chairman to action. Rear path cleared of mud and edged in March by Cricket Club groundsman.

#Flood Risk. New soakaway to be installed late Apr opposite changingrooms, vertidraining of football pitch. Disturbance to football pitch surface and paving hopefully to be minimised.

#Land to E of VCCP. Fencing vandalised/breaking up (Jan 06). New hedging whips planted March. Old fencing to be removed idc?

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

Front path bollard cracked (2007).
Youth Club to complete black painting their container (2006).

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#Football Pitch. Maintenance (2005). Post season maintenance plan between FC and PC agreed. Goal posts to be removed (to store by garage), pitch vertidrained (cost £220 with £120 contribution from TFC – done late March), goal mouths levelled and reseeded.

#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 area cutting – present contractor retained for 09/10.

Grass margins (incl bank & VC front) – left to contractor discretion to maintain standards.

Removal of grass cuttings in playpen as per contract – contractor rebriefed.

Weedkilling on grass margins (not done as per contract last year) and total kill along CP edges, pathways and tennis courts – contractor to be rebriefed, some spraying planned.

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)), numerous at mid E edge (Feb 09) and planting replacement trees. Dead & low branches to remove – Env cttee to view before next mtg.

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 – Env cttee to view before next mtg.

#Tennis Courts. Proposal for dual use of court area (Winter – mini football, Summer – Tennis) – PC looking for grant aid to purchase posts plus poss additional line marking (not recommended as unnecessary for informal football use and confusing for tennis use). Surface (approx 10 significant holes/weed breaks), perimeter undergrowth and slab maintenance to address (Sep 06).

Cricket Net. Bowling end mat renovated 21 March by TCC. Anti climb paint application due.

#Dog Fouling. Continues to be a significant feature of Rec. Field. Community Wardens have been asked for more warning signs. PC looking into Dog Control Order for Rec field.

#Play Pen. Repair work to be undertaken Mar/Apr.

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

8. A. O. B.

Charges for FY 09/10. Last VCMC mtg recommended no increase in charges. This was approved at Parish Council meeting held on 12 March.

9. Group Events and Activities. Consult weekly bookings diary and club notices on VC noticeboards. **Players** –29/30 May – Murder at Checkmate Manor. **WI** - Quiz 19 June. **Village Day** 18 July. **Garden Club** show dtbc. **Twinning** - visit to France – 16 May. **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 14 Apr 09.
J Rudkin, J Simnett, Tangmere FC, P Norman. VCMC mtg dates: 9 Jun; 11 Aug; 13 Oct; 8 Dec 2009; 9 Feb; 13 Apr 2010 (tbc at Parish AGM 14 May 09).

11. Next meeting: 7:30pm Wednesday 13 May 2009 in Cttee Room, Village Centre.

S J Oakley

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