

Tangmere Village Centre User Group

DRAFT Minutes of Meeting held Wednesday 9th September 2009

Present:

S Oakley	(Chairman & Cricket Club - TCC)	J Simnett	(Players)
L Middleton	(Flower Club & WI)	P Norman	(Garden Club)
B Rudkin	(Tuesday Club & Keep Fit)	T Puttick	(Football Club TFC)
J Rudkin	(Youth Club (YC), Village Day & Litter Warden)		

1. Apologies for Absence. I Martin (Twinning); K Odell (Ballroom); F Jackman (WI)

2. Minutes of Meeting held 15 July 2009. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 11 Aug 2009.

Chairman proceeded through draft minutes and notes from Manager, with group discussing each item. For adjoining grounds maintenance items see section 6 of these minutes.

Flood Risk. Way ahead on soakaway awaits advice from architect, with renewing existing one being a (cheaper?) option. If work goes ahead during Autumn/Winter, concern raised over impact of vehicles on football pitch (ruts). Vertidrainage of football pitch carried out late March and a proposal had been put to PC about extending this to the whole field (October?).

Stage Curtains/tracks. Tracks in place. Curtains fitted in Aug. Fine tuning required, being progressed by J Simnett and contractor.

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. All queries concerning Managers/Cleaners responsibilities to be initially addressed to her.

Finance report. As of 11 Aug 09 Village Centre (VC) accounts stood at £9712. Break even budget of £18k remains as forecast. Full management accounts to be made available. Cleaners and Managers hourly rates further increased by 50p to £8.22 and £8.75 respectively to take into account removal of holiday entitlement due self employed status. Budgeted hours currently 5 per wk cleaning, 2½ per wk managerial. Weekly standing order set up for Auction.

Heating. After the higher than expected gas usage in Spring, the Clerk will take weekly meter readings and the VC Chair and Manager are to review the heating system. Boiler pressure dropped causing lack of hot water, timer on changingroom and lobby radiators to check. Annual service to be brought forward to Sept. TFC rep stated heating not required for football matches, though some heating will be required in winter to prevent damp. Update requested at next VCMC mtg.

Cleaning. Concern continues to be expressed over cleanliness of tables and floors. Main problem appears to be users not sufficiently cleaning (Saturday Parties?) or removing labels (Auction?) after use. This point is a condition of hire on booking form. Deep clean of Small Hall (SH) and Main Hall (MH) floors in August. Damp mop for routine floor cleaning requested. Instructions for cleaning of MH floor passed on from J Simnett to Manager/Cleaner.

Hiring out of Tables/Chairs. Policy of VC bookings priority and £1 per item charge confirmed after request from Boxgrove.

MH Store. Boarding has been put up to protect upholstered chairs from brick wall.

MH – Lobby Corridor. Quotes being sought for repairs to parquet flooring.

Roof Gully grouting on top Small Hall (SH) (Jan 06) remains to be done (MH gable end done).

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Child Protection Policies. Parish Council (PC) formulating its own policy. TFC to forward theirs.

Changingroom Lobby. Football Club requested to tidy up area where their gear stowed. Old line marking machine to be removed by TFC rep.

Kitchen Extractor Fan. Noisy and Exhausts into loft space only with dirt build up implications, advice to be sought. Disabled toilet fan occasionally sticks on.

Bookings. More wedding and party bookings made. Irish Dancing ceased, Weds aerobics class started.

5. Village Centre Defects. Date indicates when defect first raised. UGp Minutes defect list to VC Manager prior to following VCMC mtg.

External Door Coach Hooks. SH double door (2 off) and MH (1 off) missing. Do MH fire exit doors require hooks while being used for equipment access?

Main Changing room external door. Lower Cross brace to refit.

Lamps u/s: Garage floodlight – lamp (Sep 09), cover, replace with metal grill? (2006);

Kitchen. Telephone - remove J Simnett as contact (Jan 09).

Small Hall. Internal door to main entrance lobby does not fully latch shut (smoke boundary) (Nov 08).

Ladies Toilets. One Ladies toilet bowl to secure (fissure bolts?).

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). YC/Lobby roof gully - some grouting damaged (Sep 09).

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 Park Hedging. One more cut to take place this year when appropriate to allow level finish to top. Fencing of land to E of car park vandalised/breaking up (Jan 06). Almost all hedging whips planted in March have failed - # additional planting planned in October.

Litter Clearance. Replacement Bin to W of Tennis Courts fitted. Glass on Tennis Court and skate park – problems recently reduced. Fly tipping by recycle bins continues (despite signs posted) with Community Wardens removing large items when notified.

Paved Paths. Front entrance and path (Mar 07) - work done to improve stability of slabs.

Play Pen. Splitting of wooden posts noted. Old concrete base of bin in play pen removed.

Recycle Bin Fence. Repair/replace work to be addressed (Nov 07). Front path bollard cracked (2007).

Container. YC to arrange for contractor to paint their container dark green (2006).

Football Pitch. TFC has requested permission to permanently mark pitch corners (Feb 09), however advice awaited from CDC, via PC, re method. TFC to chase up with PC.

Weedkilling on grass (incl margins) and total kill along Car Park (CP) edges, pathways and tennis courts – contractor carried out in June, however three small grass areas missed (@ 30m S of Nettleton Ave bench, o/s Changing rooms and N of Container). To address next year.

Planting additional and replacement trees requested to be considered to replace those lost.

Consider shrubbery on N side of VC to protect building from footballs (including noise), areas in front of seating (particularly Nettleton Ave) turning to mud – renovate or hard surface.

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Car Parking. As a result of complaints over late night anti social behaviour in overflow CP, PC decided to keep posts locked up when its not required. It is apparent that no system is in place (nor relevant UGps routinely complying with requests), to ensure posts are dropped at appropriate times hence parking issues remain. Main aims are to avoid inconvenience to Dentist attendees; prevent parking on Malcolm Rd; full and efficient use of VC Car Park (not aided by absence of marked bays). Some inappropriate use of disabled spaces occurring as well as parking by MH bollards that could obstruct flow of people in event of MH evacuation (Auction). UGp reps continue to recommend posts are kept down as present situation unsustainable. # Possibility of call out charges raised. # "No parking in front of Recycling Bins" sign to post on container once that has been painted.

#Car Park - Tarmac. After receiving a number of letters from UGps, PC Finance cttee on 23 Jun decided that this project was not a priority. This is despite being listed as a suitable project for Community Facility Section 106 monies arising from the Fire Depot site (PC/CDC Officer submission to CDC Planning Cttee Autumn 07). It was again noted that the money spent annually on maintaining the Memorial Woodland would have serviced a loan covering a significant part of this projects' cost and been of greater community benefit. Further UGps considering sending letters to PC and latter requested to seek quotes to update estimated costings. Work still required in regrading gravel cover, especially rut by entrance and fixed overflow car park post to resecure in ground.

Ditch on W boundary. Not cleared since 2002? Noticeable build up of debris has occurred.

#Tennis Courts. Current surface (approx 10 significant holes/weed breaks), perimeter undergrowth and slab maintenance to address (Sep 06). See para 8 below for PC proposal.

#Dog Fouling. Continues to be a significant feature of Rec. Field. TFC rep stated, that under FA rules, referees could call off matches and league take action if fouling found on pitch. CDC has raised a Dog Control Order for Rec field. CDC personnel (Community & Dog Wardens) and Police can enforce. More signs req'd.

7. Update of Regular User Contacts List. Weds Aerobics contact to obtain.

8. A. O. B. Village Day 2010. Village Day organising cttee has requested a VCUG rep attend their meetings. J Rudkin and S Oakley will attend as available (next mtg 12 Oct).

Proposed change of use of Tennis Courts to Multi Use Games Area (MUGA). Concerns were raised over: electrical supply for floodlights (if via VC what work required, cable route across field and who would pay lighting bills – PC or VC hence UGps); increased parking issues (on Malcolm Rd/grass adjacent to courts); value for money (size of courts below min competitive dimensions, resurfacing existing surface); effect on existing sports users with only one set of changing rooms available; lack of alternative facilities on East side of village. UGp reps present did not support this project and viewed original proposal for dual use of court area (Winter – mini football, Summer – Tennis) as more practicable and cost effective.

9. Group Events and Activities. Consult weekly bookings diary and club notices on VC noticeboards. St Andrews Fayre 28 Nov; Players 5/6 Dec Cinderella.

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

10. Representatives for next VCMC Meeting, Tues 13 Oct 09.

J Rudkin, S Oakley, B Rudkin, J Simnett?, P Norman?. VCMC mtg dates: 8 Dec 2009; 9 Feb; 13 Apr 2010.

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

S J Oakley

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