

Tangmere Village Centre User Group

DRAFT Minutes of Meeting held Monday 9th November 2009

User Group (UGp) Reps Present:

S Oakley	(Chairman & Cricket Club - TCC)	J Simnett	(Players)
L Middleton	(Flower Club)	P Norman	(Garden Club)
F Jackman	(WI)	I Martin	(Twinning)
J Rudkin	(Youth Club (YC), Village Day & Litter Warden)		

1. Apologies for Absence. K Odell (Ballroom); B Rudkin (Tuesday Club & Keep Fit).

2. Minutes of Meeting held 9 September 2009. Accepted.

3. Matters Arising. See para 4. below.

4. Report Village Centre Management Cttee (VCMC) meeting 13 Oct 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. Renewal of soakaway on N side of VC awaits advice from drainage expert. If work goes ahead, impact of works vehicles on football pitch (ruts) to be considered. Project to vertidrain rest of recreation field delayed due to obtaining quotes and postponing grant application until after Multi Use Games Area (MUGA) project resolved (see Parish Council (PC) Finance Cttee mtg 20 Oct para 579.1).

Stage Curtains. Repaired after being damaged during a party. Hirers to be advised that the stage is only to be used by DJ's/presenters (note fall hazard from stage) and "do not touch" signs to be posted.

ALL USERS ARE REQUESTED TO CHECK ALL EXTERNAL 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 13 Oct 09 Village Centre (VC) accounts stood at £8801. FY2009/10 income forecast to be @ £19.6k, @£600 in excess of expenditure. YC rate for use of Small Hall (SH) set at same level per other youth group rates.

Heating. Annual service took place in Late Oct. Apparently new radiators have been fitted in SH. UGp reps reported entrance lobby and corridor radiators excessively hot. **Update requested at next VCMC mtg.** No Changingroom heating required during football matches, though some heating will be required prevent damp.

Cleaning. £15 of a returnable deposit was retained for additional cleaning of stage area after a party. Concern was again expressed by User Group (UGp) reps over cleanliness of tables. Main problem appears to be users not sufficiently cleaning after use. This point is a condition of hire on booking form and a proposal was put forward that regular users who persistently fail to clean up after themselves were charged, additionally, for up to 2 hours cleaning time.

MH – Lobby Corridor. Flooring being repaired by Mr Simnett (of Players).

Roof Gully grouting on top SH (Jan 06) remains to be done.

Changingroom Lobby. Football Club requested to tidy up area where their gear stowed.

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.

MUGA. If project permitted, electricity supply to this would be on separate meter.

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Bookings. Health Clinic has moved to new Medical Centre and Medical practice contribution toward Car Park ceased. Karate club finishing early Nov due lack of numbers. Boxgrove Village Hall based Nursery has enquired into use of VC SH (term time Mon-Fri 9am-1pm) while that Centre is being redeveloped in 2010. Subject to certification and storage issues being resolved, this was approved.

Remit of UGp. A PC member questioned the User Group raising of VC and adjoining grounds issues and defects for PC action. The VCMC agreed that co-operation and two way communication was the way ahead. UGp reps present believed that issues and defects needed to be brought to the attention of the PC, that it was not aware of or had progressed, as that body is the owner and that the adjacent grounds were an integral part of the VC facility. It was also noted that a member of the Players and the TCC groundsman frequently do ad hoc maintenance tasks voluntarily and that the requirements of running groups and age of their members mitigate against individuals undertaking many tasks.

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 (Sep 09). 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); **Car Park lighting** – timer to adjust to bring lights on earlier.

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

Small Hall. Internal door to main entrance lobby does not fully latch shut (smoke boundary). Note will need to be rectified if Nursery booking goes ahead. (Nov 08).

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 mtgs of PC and its cttees.

Car Park Hedging. 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. Fly tipping by recycle bins continues (despite signs posted) with Community Wardens removing large items when notified.

Paved Paths. Front entrance - stability of some slabs to be addressed.

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

Football Pitch. Advice passed on from District Council by PC Clerk re line marking.

Weedkilling Previously mentioned missed areas to be addressed next year. Strip along East side of overflow Car Park (CP) not being maintained by contractor.

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

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

Car Park - Tarmac. Further UGps considering sending letters to PC and latter requested to seek quotes to update estimated costings. Work still required in re-grading gravel cover, especially rut by entrance and fixed overflow car park post to re-secure in ground.

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Car Parking. UGp Chairman has e-mailed Auction and Camera club explaining the need to ensure overflow CP posts are dropped during their events. 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) and avoid inappropriate use of disabled spaces. # Possibility of call out charges raised. # "No parking in front of Recycling Bins" sign to post on container now that has been painted.

#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. More effective enforcement action required and more signs req'd or to renew.

Defects noted but not for short term action: Shrubbery on N side of VC to protect building from footballs (including noise) (2008); **Areas in front of seating** (particularly Nettleton Ave) turning to mud – renovate or hard surface (2008); **Front path bollard** - cracked (2007). **Play Pen** - Splitting of wooden posts noted (2009).

7. Update of Regular User Contacts List. Nil notified.

8. A. O. B.

Village Day 26 June 2010. Village Day organising cttee is progressing plans with the main charity to benefit being "Help for Heroes" in addition to village youth groups.

St Andrews Fayre. Parish Church Council has decided not to hold a fayre in the VC this year, opting for an event within the Church on 12 Dec.

Proposed change of use of Tennis Courts to MUGA. Continuing concerns were discussed as per last meeting, noting the objections by a number of adjacent residents and the lack of a, published, management plan. UGp reps present continued to view original proposal for dual use of court area (Winter – mini football, Summer – Tennis) as more practicable and cost effective. Application to go before District Council Planning cttee (25 Nov 09).

Youths. Some concerns were raised over the control of attendees on Mon evenings and incidents of unauthorised entry during mtgs/events (in order to subsequently open access doors from inside) and use toilets. Users are advised to keep main entrance door locked if unattended and check no one hiding when closing up. Internal changingroom door needs to be kept locked.

Insurance Cover for Voluntary Maintenance Work. PC policy does cover this with some caveats.

9. Group Events and Activities. Consult weekly bookings diary and club notices on VC noticeboards. Players 4/5 Dec Cinderella, Junior Players production March dtbc. 2010 Garden Club show and WI quiz dtbc. Twinning – Hermanville visit 2 May 2010.

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 8 Dec 09.

J Rudkin, S Oakley, B Rudkin, J Simnett. VCMC mtg dates: 9 Feb; 13 Apr 2010.

11. Next meeting: 7:30pm Wednesday 13 Jan 2010 in Cttee Room, Village Centre.

S J Oakley

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