**TANGMERE PARISH COUNCIL**



**Minutes of the Village Centre Committee Meeting**

**held at 7.00pm on 4 April 2023 in the Committee Room**

**at the Village Centre, Malcolm Road, Tangmere PO20 2HS**

**Present:**

Councillors Roger Birkett (Chairman), Cllr Regan du Closel, Simon Oakley, Andrew Irwin and Trevor Ware

**In attendance:**

Caroline Davison – Clerk to the Council

Judy Simnett representing the Village Centre Users’ Group

**Apologies**

102. All members were present.

**Declarations of Interest in items on the Agenda**

103. Cllr Oakley declared non-pecuniary interests, in general terms, as a member of Chichester District Council and as a member of West Sussex County Council.

**Public Participation**

104. No members of the public were present.

**Minutes**

105. **Resolved –** That the Minutes of the Meeting held on Tuesday 21 February 2023 be approved as an accurate record and signed by the Chairman.

**Finance**

106. Members received and noted the Bank Reconciliation to 30March 2023 and outstanding expenditure items not yet reconciled.

107. The Clerk advised that in the 2022/23 annual budget for the Village Centre the income had been forecast to exceed the expenditure by £2490, however the actual expenditure for 2022/23 was projected to exceed the actual income by approximately £3000 once the second rates bill had been paid. There had been a shortfall in income on that forecast for the year due to the Nursery starting to operate later that anticipated, although income from other users had been higher than predicted, including from private users for parties, thus partly offsetting this shortfall. Expenditure however had been higher than forecast during the year due to problems with the boiler and functioning of the entrance door. It was also noted that the cleaning contract had exceeded projected costs by 10%. In addition, there were inflationary pressures on all expenditure particularly utility bills.

It was also advised that currently the Village Centre accounts are not set up to include:

1. The salary of the Parish Council Administrator who is employed for at least 18hrs/week each week undertaking the administration for the Village Centre
2. Time spent by the Parish Clerk on matters pertaining specifically to the Village Centre
3. The annual insurance premiums relating to the Centre or
4. Repayments for the Public Works loan for the extension works undertaken to the Centre.

These items are funded through the Parish Council precept.

It was agreed to consider the full years income and expenditure for the Village Centre in more detail at the next Full Council Meeting when final figures for the year would be available.

**Annual Review of Village Centre Fees and Charges**

107. It was noted that at the Full Council Meeting on 16 March 2023 it was resolved that the following Village Centre and Recreation Field hiring fee increases be applied with effect from 1st April 2023 and users to be notified of these charges:

1. The fees for hire of Tangmere Village Centre for Voluntary/Not for Profit and

Private Resident users be increased by the rate of 10% (excluding the Playgroup which has a separate contract review date).

1. The fees for hire of Tangmere Village Centre by commercial users be increased

5%.

1. The fees for hire of the Recreation Field facilities including football and cricket pitch be increased by the rate of 10%.
2. The fees for users with concessionary rate for hire of the Main Hall including

Tangmere Players (Rehearsals) and Pram Club be increased to £9.50/hour.

1. A new fee of £55.00/hour be charged for hire of the Adult Football Pitch.
2. A deposit of £30.00 be charged for all new key fobs and a fee of £30.00

is applicable on all lost key fobs.

108. Judith Simnett, on behalf of the Tangmere Players, expressed concern at the increase in the hourly rate for the hall hire for rehearsal time. She opined that the Tangmere Players might not be able to afford the increase. It was advised that Councillor Roger Birkett would be attending the next User Group Meeting scheduled for 10 May 2023 and this would be an opportunity to explore this further if necessary.

109. Attention was drawn to the fact, as outlined earlier in the meeting, that Village Centre user rates are subsided by the general precept.

**Village Centre Cleaning Contract**

110. It was noted that following the retraction of services by the former cleaning contractors, a new cleaning contractor had been formally appointed at the Extraordinary Parish Meeting held on 28 March 2023. They commenced providing their cleaning services with effect from 1 April 2023. Weekday cleans were scheduled to be undertaken each evening after all users had vacated the premises.

111. Hall users have all been requested to ensure that facilities are left in the same state in which they were found, particularly the kitchen area and hall floors. An ongoing issue relates to the dishwasher and users are asked to exercise tolerance as draining the dishwasher does require the physical removal of a drainage plug and ensuring that any waste residue is removed from the bottom of the appliance.

**Management Team Report**

112. Front Door Entry Switch

It was reported that the front door sensors have now been replaced and the door is functioning correctly. However it was advised that there are several different entry and exit modes offered by the new digital entry switch and it is important to ensure that the correct one has been selected according to the required usage of the individual user. It was agreed to show all user groups the new system.

113. Football

It was reported that nothing further had been heard from the manager of the football team who had expressed an interest in using the football pitch.

114. Use of the MUGA

A new seven-day timer is scheduled to be installed to enable the MUGA lights to be controlled remotely. The Youth Group have been using the MUGA during their sessions.

115. Weekly Inspections of the Recreation Field

Thanks were extended to Cllr Andrew Irwin for undertaking the weekly inspection of the Recreation Field. It was noted that Cllr Nathan Parkinson had agreed to take over until the beginning of May.

116. Display Boards

It was noted that the Clerk had attended a meeting on 29 March 2023 with a representative from Tangmere Local History Group to consider the design of the display boards for installation at the Village Centre and to discuss Parish Council support with funding through S106 Public Art monies.

**User Group Minutes**

117. The User Group Minutes from the Meeting on 23 March 2023 were received and noted. Attention was drawn to the Coronation Village Picnic being held on Monday 8 May 2023 at the Recreation Field and Village Centre. A meeting to discuss plans for the event was being held on Thursday 6 April. It was noted that events scheduled for later in the year include:

i) Village Day - 16 September 2023

ii) Christmas Fair - 25 November 2023

iii) Christmas Tree Lighting - 3 December 2023

iv) Teddy Wilfs Open Day – 22 April 2023

v) Camera Club Exhibition – 1 – 2 April 2023

vi) WI Quiz – 30 June 2023

Cllr Trevor Ware expressed his concern that the Coronation Picnic was not scheduled for Sunday 7 May 2023 which was being publicised nationwide as the day for Coronation Lunches to take place. He also remarked that he would have liked to have seen a Volunteers Day being held on the Monday in Tangmere.

**Youth Hall**

118. It was noted that the Clerk and Chairman of the Full Council and the Village Centre Committee had met with representatives from the Youth Group on 27 March 2023. At this meeting plans to build a kitchenette in the Youth Hall had been outlined. To accommodate the kitchenette, and to make the space more useable and flexible, the need to reconfigure the way that the existing furniture and equipment was laid out had been discussed. It had been agreed for youth leaders to make a list of items of furniture no longer needed by the group and to involve the youth group members with coming up with suggestions of how best to lay out the remaining furniture and equipment. Members were advised the Clerk is progressing with obtaining quotations for the kitchenette to include the drainage and plumbing.

Cllr Regan Du Closel had some suggestions for art activities which could be undertaken by the youth club members in downtime and it was suggested that she spoke directly to the leaders of the Youth Club relating to these. It was noted that the Youth Club are always looking for volunteers to support with delivery of their sessions.

**Village Centre Sustainability Project**

119. It was reported that it had not yet been possible to hold a meeting of the Village Centre Sustainability Project Working Group. Members were reminded that the main driver for this working group was to explore alternative solutions to conventional gas boilers for heating the Village Centre and to explore potential funding sources for the same. One of the two gas boilers at the Village Centre had broken down over the past winter months and with new parts for that model now obsolete due to its age it was in urgent need of replacement. The service engineer had advised that there were no guarantees that the boiler would continue to work over another winter period, and it might not be possible to repair it should it break down.

The Clerk reiterated that if quotations were obtained for the alternative sources of heating as well as replacement with a conventional gas boiler, then the Working Group would have all the information it required to be able to evaluate the alternatives and to make recommendations to Full Council on the best way forward. Members were asked whether they needed officer support with obtaining these quotations.

Cllr Simon Oakley reported that he had recently attended an event run by Chichester District Council and air source heat pumps had been identified as by far the most cost-effective method of heating moving forward. As Cllr Andrew Irwin had already obtained two quotations for ground source heat pumps, he offered to research air source heat pumps and other alternatives (including conventional gas boilers) and to obtain quotations for installation at the Village Centre. Cllr Irwin to ask for officer support if there were any problems obtaining these quotations.

It was agreed that a report from the Working Group should be ready for presentation to Full Council in May and therefore Cllr Irwin would get the figures to the Working Group as soon as possible for consideration.

**Changing Facilities**

120. To assist with discussions Members visited the Changing Facilities in the Village Centre. Reconfiguration of the Changing Facilities is being considered as a potential project to progress using S106 Sports Facilities funding.

121. Members unanimously agreed that the current facilities were extremely dated and required reconfiguring to meet the needs of future users. It was identified that they were not suitable for use by female teams due to the current design and layout. There was lengthy discussion as to whether the changing rooms could be reconfigured to offer a multifunctional flexible design enabling use for potential new business opportunities yet still comply with the legislation set out for field sports. It was agreed that Cllr Simon Oakley would research the guidance laid out by the governing bodies for cricket and football and the Clerk would speak with Chichester District Council.

The majority of Members agreed to prioritise the development of a fully flexible layout design which met the minimum requirements for use for field sport teams.

**Items for Future Meetings**

122. Tangmere Action Group and Community Events

**Date of Next Meeting**

123. It was noted that the date of the next meeting is scheduled for 20 May 2023.

The Meeting ended at 9.30pm.

Chairman: ………………………………………………

Date: ……………………………………….