**TANGMERE PARISH COUNCIL**



Minutes of the Village Centre Committee Meeting

held at 7.00pm on 13 June 2023 in the Committee Room

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

**Present:**

Councillors Roger Birkett (Chairman), Simon Oakley, Andrew Irwin and Trevor Ware

**In attendance:**

Caroline Davison – Clerk to the Council

Judy Simnett representing the Village Centre Users’ Group

**Apologies**

001/23. Councillor Nathan Parkinson was absent from the Meeting.

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

002/23. Councillor Simon Oakley declared non-pecuniary interests, in general terms, as a member of Chichester District Council and as a member of West Sussex County Council.

**Election of Chairman**

003/23. Councillor Roger Birkett was unanimously elected as Chairman of the Village Centre Committee for the municipal year.

**Election of Vice Chairman**

004/23. Councillor Simon Oakley was unanimously elected as Vice Chairman of the Village Centre Committee for the municipal year.

**Public Participation**

005/23. No members of the public were present.

**Minutes**

006/23. **Resolved –** That the minutes of the Meeting held on Tuesday 4 April 2023 be approved as an accurate record and signed by the Chairman with an alteration in numbering to read 107a and 107.

007/23. The Clerk was asked to check the statutory requirements for changing areas and length of benches. This data would then be used to confirm whether the proposals received for new changing room layouts meet these requirements or whether these need to be altered.

**Finance**

008/23. Financial reports were not available for this meeting.

**Management Team Report**

009/23. Front Door Entry Switch

It was reported that the front door was not functioning correctly intermittently. A new BDE was being installed under warranty by the suppliers on 15 June 2023. It was suggested that maybe the Youth Club could use the side door for drop offs and pick-ups with internal access through the foyer to the toilets being monitored.

010/23. Annual and Weekly Inspections of the Recreation Field

1. It was noted that the Annual Inspection of the Recreation Field was due to take place in mid-June although the exact date had yet to be confirmed.
2. Councillor Trevor Ware volunteered to undertake the weekly inspections of the Recreation Field until the next Village Centre meeting. Councillor Simon Oakley advised that broken glass in areas such as the skate park was an ongoing issue.

011/23. Display Boards

It was noted that the Parish Council had been advised that it was unable to secure S106 Public Arts funding for the proposed display boards for installation at the Village Centre and Museum as the purpose, content and design did not meet criteria for this funding. It was reported that the Chairman and Clerk were liaising with Paul Neary from Tangmere Local History Group to research alternative funding sources including grant funding through Chichester District Council.

012/23. User Group Minutes

It was noted that the new cleaning team had been highly praised by the hall users. It was agreed that all users would be notified by the Parish Office of the date and time of User Group Meetings. Members of the Camera Club had advised the Hall Management Team that the kitchen shutters were noisy. It was advised that the next User Group meeting would be held on 21st July 2023.

013/23. S106 Sports and Leisure and Community Facilities

1. It was noted that approval had been obtained from Chichester District Council to undertake the Feasibility Study and Soil Sampling at the Recreation Field using S106 Sports & Leisure funding. The Contractor was scheduled to undertake the work in the next few weeks.
2. It was advised that an application has been made to Chichester District Council for the release of S106 Community Facility Funding for the appointment of an approved consultant to undertake the Planning and Tendering Stages for the resurfacing of the car park at the Village Centre. It was noted that further investigation needed to be undertaken into the costs, feasibility and viability of installing electric vehicle charging points in the car park.

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

014/23. The feedback from and concerns raised by User Group members following notification by the Parish Council of Village Centre and Recreation Field fee increases and changes were noted. The Village Centre Committee members acknowledged that the costs of running the Village Centre were only covered in part by the revenue generated from hiring fees with the remainder found from the general precept.

It was agreed to support the Full Parish Council decisions regarding increase in fees and to apply these changes in invoices with effect from 1April 2023.

**Village Centre Sustainability Project**

015/23. Members received a report, including costings, on sustainable alternatives to the conventional gas boilers at the Village Centre including competitive quotations for the different options. It had been previously identified that the gas boiler which supplies the underfloor heating at the Village Centre is no longer reliable and urgently in need of replacement ideally before the next winter. Members considered the options presented and put forward recommendations for consideration and determination at Full Council. The best solution to replace the existing gas boilers was identified as an air sourced heating system to be delivered in two phases, with the potential to also install additional solar panels in phase two. From the three separate quotations for delivery of phase one, Contractor C was identified as the preferred contractor.

016/23. It was agreed that an Extraordinary Parish Council Meeting would be held on Tuesday 20 June at 6.30pm to discuss and agree proposals for a two phased replacement of the gas boilers with air source heat pumps.

**Items for forthcoming Agendas**

017/23. It was noted that the Parish Council had been notified by the Dental Clinic of plans to extend the premises and to install a new bike rack. It was agreed to discuss these proposals at the next Full Council Meeting on 6 July 2023.

018/23. It was advised that the solar panel array was in need of a clean.

**Forthcoming Dates for Diary**

019/23. The following forthcoming dates were noted:

1. WI Quiz – 30 June 2023
2. Village Day – 16 September 2023
3. Christmas Fair – 25 November 2023
4. Christmas Tree Lighting – 3 December 2023

**Date of Next Meeting**

020/23. It was noted that the next meeting of the Village Centre Committee was scheduled to take place on 8 August 2023.

Meeting finished at 9.25pm

Signed ………………………………………………………….. Date ……………………………

Chairman of Village Centre Committee

**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: ……………………………………….