**TANGMERE PARISH COUNCIL**



Minutes of the Village Centre Committee Meeting

held at 7.00pm on 12 December 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**

021/23. Councillor Nathan Parkinson was absent from the Meeting.

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

022/23. Councillor Simon Oakley declared non-pecuniary interests, in general terms as a member of West Sussex County Council. .

**Public Participation**

023/23. No members of the public were present.

**Minutes**

024/23. **Resolved** that the minutes of the Meeting held on Tuesday 3 October 2023 be approved as an accurate record and signed by the Chairman with an alteration in the Declarations of Interest for Councillor Simon Oakley to omit reference to role as District Councillor.

**Finance**

025/23. The Bank Reconciliation to end November 2023 was received and noted.

026/23. The income and expenditure to end November 2023 was received and noted. Councillor Trevor Ware reported that he would love to see the annual Christmas tradition of the supply and erection of a Christmas Tree outside the Cooperative continued into the future. Members wholeheartedly agreed with this sentiment. It was agreed that Councillor Ware would give the relevant details to the Clerk relating to the procurement of the Christmas Tree and the hire of a cherry picker.

027/23. Stage Flooring

It was noted that during works to install the new Air Source Heat Pump it had been necessary to roll up the carpet which was laid as stage flooring. Unfortunately, due to wear and tear to the carpet caused by age and use it had not been possible to lay the carpet back down in such a way as to not cause a trip hazard to users of the stage. The carpet had therefore been removed completely. Quotations had been received for replacement of the carpet with a hard-wearing flooring providing necessary functionality and sound proofing. It was reported that at its meeting scheduled to be held on 19 December 2023 that the Finance Committee would be considering how the replacement flooring could be funded. This to include the application for REPF grant which needed to be completed and submitted by 2January to Chichester District Council (CDC).

028/23. Stage Light

Members discussed the timeframe and requirement for replacement of the defective stage light. Councillor Trevor ware agreed to speak to a contact in respect of sourcing a suitable new unit.

**Management Team Report**

029/23. Front Door Entry Switch

It was noted that works had been undertaken to improve and update the operating mechanism due to recent failures in the functionality of the front door.

030/23. Cleaning Services

It was reported that there had been a few recent issues with the cleaning services. It was determined that it would be useful to remind the users as well as the cleaners of their responsibilities.

031/23. Review of Storage at Village Centre

A recent review had been taken of the storage arrangements in the cupboard in the Main Hall. Hazard lines had been included on the floor to demark areas for storage of equipment by different users and all users are politely requested to respect these different zones. Some of the green padded chairs had been moved into the Community Hall from the cupboard but it was noted that this could only be until works were started to install the new kitchenette and storage cupboard when the chairs would need to be moved back into the Main Hall.

Members queried whether it was still necessary to keep hold of both football tables as well as the table tennis table as the space was required in the Community Hall. It was felt that these items could either be sold or donated. At its final meeting the old Youth Club Committee had transferred responsibility and ownership of these items to the Parish Council.

032/23. Installation of Air Source Heat Pump

It was noted that the new air source heat pump had been in operation since the beginning of October. There had been a couple of problems causing recent system failures, but it was hoped that these had now been resolved. All users of the hall were respectfully reminded not to interfere with any of the control panels operating the system. Concern was raised that recent heavy rains had caused flooding to the front and back of the Village Centre and water had risen almost to the base of the air source heat pump exchange unit.

It was noted that the flooding to the rear of the Village Centre had almost reached the bottom of the thresholds of the access doors. In light of plans to extend the Tangmere Dental Clinic to the west of the existing building the importance of ensuring that the impact on the drainage routes and systems for water draining from the Recreation Ground was carefully considered.

033.23. User Group Minutes

It had been requested that an additional refuse bin was provided at the Village Centre. Members considered whether this was necessary since users should be taking home rubbish generated by themselves during periods of hire. It was determined to further monitor the need for an additional bin over the next few months.

**Community Hall**

034.23. Change of Name

It was noted that at the Full Council Meeting held on 7 September it had been agreed that the Hall formerly known as the Youth Hall/Hub would in future be referred to as the Community Hall.

035.23. Youth Club

Members were aware the Community Hall had been used to run a Youth Club in recent years either on a Monday or Tuesday Evening. It was noted that at the end of last term the organisation employed to run the recent Youth Club had gone into administration and the Youth Club had been forced to close at short notice. Unfortunately, mainly due to the lack of the availability of qualified Youth Leaders, an alternative means of running a replacement Youth Club had not been found to date. The Community Hall however remained available on a Monday or Tuesday night for a Youth Club to be run once the mechanism has been found to deliver the provision. Once any provision had been set in place the unused evening would become available for general hire.

036.23. Storage Cupboard

It was noted that the Parish Council have approved the installation of a storage cupboard in the Community Hall for the sole use of Teddy Wilfs Nursery.

037.23. Kitchenette

It was noted that the Parish Council have approved the installation of a kitchenette in the south-west corner of the Community Hall using S106 Community Facilities and New Homes Bonus funding.

**Review of Halls and Recreation Field Hire Fees**

038.23. It was reported that a review of fees would take place at the Finance Committee Meeting scheduled for 19 December 2023. Recommendations from this Committee would be considered and determined at the Full Parish Council Meeting to be held on 11 January 2024. Any changes to the fees would be reported to users of the Village Centre by email following this Meeting and would be reported at the next Village Centre Meeting scheduled for 13 February 2023.

**Recommended** that a baseline of a 5% increased be considered. The Clerk in consultation with the Chairman of the Village Centre Committee to put together a Fee Proposal for consideration by the Finance Committee.

**Items for forthcoming Agendas**

039.23. To include: Hall Hire Fee Increase

**Forthcoming Dates for Diary**

040.23. To note:

The next Full Parish Council Meeting will be held on 11 January 2024.

The next Finance Committee Meeting will be held on 13 February 2024.

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Meeting finished at 9.00pm

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

Chairman of Village Centre Committee