

# BRAMPTON PARISH COUNCIL

*CHAIRMAN: Alan Mellor*

Clerk to the Council:  
Susie Caney  
Brampton Memorial Centre  
Thrapston Road  
Brampton  
Huntingdon PE28 4TB  
01480 454441  
clerk@bramptonpc.co.uk



31 May 2024

Minutes of a meeting of the **Village Facilities Committee** held  
in the Memorial Centre, Thrapston Road, Brampton  
on **Wednesday 29<sup>th</sup> May at 7.00pm**

**Present:** John Childs (JRC), Margaret Footner (MF), Jon Chitty (JC), Sue Clarke (SC), Nigel Maggs (NM) and Brian Hodgson (BH).

**In attendance:** Tess Rogers (Outgoing Clerk) and Susie Caney (New Clerk).

1. **Apologies** – no apologies received.
2. **To receive and approve the minutes of the meeting held on the 30<sup>th</sup> January 2024.** SC proposed acceptance of the minutes as being a true record of the meeting, seconded by MF and were duly signed by JRC.
3. **To receive an update about the resolutions from the above meeting and agree any action required going forward.** JRC presented an overview of the actions, giving the highlights as:
  - 3.1 To repair/replace the flat roof at the Memorial Centre. Having received one quote, the project will be entered onto the Governments Contract Finder.
  - 3.2 To place the Lady Olivia Centre (LOC) sign onto the building. Members were shown the 'L' to illustrate the signage being made. The sign is made from composite and PVC for durability and JRC will source a cherry picker and fit the sign in due course.
  - 3.3 To purchase furniture for the foyer area of the LOC. Members agreed to the purchase of 4 x blue tub chairs and a small table for the foyer in the LOC.
  - 3.4 Installation of a hearing loop at the LOC, Contacta has provided quotes for a radio frequency or induction Hearing Loop system. It is unclear which system would be suitable for the LOC's steel framed building. JRC will meet with AV Audio on 21<sup>st</sup> June to ask their advice, Members agreed to take the Contacta proposal to the next BPC meeting, subject to an updated price and reassurance of suitability.
  - 3.5 Community Centre Renovation - Surebuild will commence renovation work on the Community Centre in July. Work to include a replacement kitchen, new boiler and addition of a fire door between the two rooms. The Parish Council has previously agreed a £20k budget and JRC will see what additional work (repair to flaky render etc) can be carried out within the project budget.
  - 3.6 Memorial Centre car park. Councillor Mike Shellens is currently liaising with the proprietor of the Family Hub, parking in the car park is being monitored.
  - 3.7 Utility meters in all buildings. Smart meters will be installed at all sites for ease of management.
  - 3.8 Passivent system at the LOC The system is an ongoing issue which will remain on the Agenda. A ventilation and heating engineer/advisor will be required. JRC will review the manufacturer paperwork stored in the LOC office.

<https://bramptonpc.sharepoint.com/sites/clerk/Shared Documents/2024/Village Facilities/Minutes/Minutes 29.05.24.docx>

A handwritten signature in black ink, appearing to be 'AM', located at the bottom right of the page.

- 3.9 Three quotes for Legionella testing at the LOC have been sourced and members agreed to go ahead with Aqua Environmental.
- 4. Brampton Park; Lady Olivia Centre:**
- i) To consider a date on which to hold the official opening of the Centre. Members agreed it's too late for a ribbon official opening. Other advertising opportunities need to be planned to promote weddings and conferences. SC suggested it may be an idea to tie in a promotional event when the formal green spaces are transferred over to the Parish Council. JRC proposed an Open Day next Spring to promote the facilities. In the meantime, NM suggested a splash in the Brampton magazine – agreed by members.
  - ii) To consider arrangements for the official opening and delegate duties. Discussed above.
  - iii) General.
- 4.1 MF has sourced a picture of Lady Olivia in blue robes to send to JRC for display in the building,
- 4.2 The red container in the rear garden looks untidy and not in keeping with the venue. The clerk presented a photograph example of a timber clad container to improve the look. JRC will investigate the cost of repainting the unit and the clerk will price the cost of timber cladding and installation.
- 4.3 NM advised the committee that the gutter to the front right-hand side of the building is blocked and will need clearing.
- 4.4 The caretaker has suggested the installation of blackout blinds to the patio doors at the rear of the stage. JRC will test an area with frosted glass and see if that would be suitable instead. He advised that cassette blinds are not an easy option.
- 4.5 JRC asked how much use the LOC is getting. The Clerk advised that it's in use most evenings occasionally during the day. Some use on Sunday mornings, weekend parties and a few conferences. The building's use is mostly self-advertised.
- 4.6 Members agreed the purchase of a colour LaserJet printer for the LOC office with a budget of up to £400.
- 5. Community Centre**
- i) To consider the quote received to supply and fit an emergency push bar to the external fire door. Members agreed unanimously to go ahead and book the fitting of the emergency push bar.
  - ii) To initiate the agreed renovation process. See Minute ref 3.5 above.
  - iii) General.
- 5.1 The Clerk asked for clarification of work dates so that bookings can be cancelled during the works. JRC suggested putting up a screen and accessing the Community Centre through the door to the tower to allow bookings to remain.
- 5.2 NM asked if there was asbestos in the building. A survey identified asbestos around the water tank (which is unused). Surebuild should be able to take it out and dispose of it carefully and correctly following their own risk assessment.
- 5.3 Alyn Thompson Electrical provided a quote for £620 to supply and install six twin LED baton lights to replace the existing fluorescent batons that are no longer working. JRC advised that these fall under general maintenance and the work can be carried out.
- 6. Memorial Centre.**
- i) Damaged flooring in the youth room. There is a slight raise between the planks which has been taped down for now. Is it possible to repair? The Clerk will contact Hazel Flooring.
  - ii) To consider the purchase of a new dishwasher. Members agreed to the purchase.
  - iii) To consider the quote received for a new external door to the changing rooms. The lock is faulty and the side panel insecure. The Caretaker has moved the lock for the time being and JRC and



NM will investigate after the meeting. Subject to them both deeming it necessary, members agreed for the clerk to go ahead with the replacement quote of £660 plus VAT.

- iv) To consider a proposal to mark out more disabled parking bays in the car park. Members agreed to the implementation of a further two disabled parking bays (alongside the existing), to provide a total of four bays. The area directly in front of the garage was ruled out due to access issues for the tractor and equipment.
- v) General.  
None.

#### 7. All Buildings

- i) To note the Fire Risk Assessments and to consider any recommendations made within these. The report has not yet been sent through from Bridges.
- ii) To consider the quotes received for Legionella testing. See Minute ref 3.9 above.
- iii) The Village Hub is seeking storage for the toy library stock. Unfortunately, there is no space available.

#### 8. To consider the redesign of the shop fronts on the High Street.

JC declared an interest as his wife is a member of the gardening group interested in taking this project further.

NM read out an email from a member of the local walking and cycling group proposing the installation of a seating area, planters and cycle stands to smarten up the area. Members agreed to support the initiative and put it forward to the next BPC meeting. The Clerk will advise Mrs Chitty of the committee's decision so that the Gardening Group can put together their proposal.

#### 9. Next Agenda Items

None.

The meeting closed at 8.15pm

Signed:  
Chair



Date: 9.10.24