

# BRAMPTON PARISH COUNCIL

CHAIRMAN: Alan Mellor



18<sup>th</sup> November 2024

## **Draft Minutes of a meeting of the Village Facilities Committee held on Wednesday 13<sup>th</sup> November 2024 at 7.00pm in the Community Centre, High Street.**

**Present:** Chair John Childs (JRC), Margaret Footner (MF), Nigel Maggs (NM), Jon Chitty (JC), Mike Shellens (MS), Max Roberts (MR) and Mike Bainbridge (JMB).

**In attendance:** Susie Caney (Clerk) and Paula Moore (Assistant Clerk).

1. **Apologies.** *No apologies received.*
2. **To receive and approve the minutes of the meeting held on 9<sup>th</sup> September 2024.** *The minutes were resolved to be a true record of events and duly signed by JRC.*
3. **To receive an update about the resolutions from the above meeting and agree any action required going forward.**
  - 3.1 JRC to price the installed cost of a prefabricated building to replace the shipping container at the Lady Olivia Centre. *Action carried forward.*
  - 3.2 JRC to affix a chair to each dolly at the Lady Olivia Centre so the remaining chairs are stacked correctly. *Action carried forward.*
  - 3.3 The LOC car park is to be checked by Campbell Buchanan for uneven paving to be repaired prior to handover. *The Clerk will follow this up with Andy Girvan.*
  - 3.4 The work shed alarm system needs upgrading. *The Clerk will follow this up with Bridges.*
  - 3.5 The fire system at the Community Centre requires an upgrade, identified by Bridges fire risk assessment. *The Clerk will follow up with Bridges again.*
  - 3.6 A proposal to illustrate the running costs of all centres is to be put together to inform plans for rate increases. *The Bookings Clerk and Clerk are liaising with JC.*
4. **Brampton Park and The Lady Olivia Centre**
  - i) To discuss the current provision of facilities including piano, lighting array, projector and sound system, user instructions and maintenance requirements. *The light board has a fault on the touch screen, due to be repaired by Audio Visual. Following this repair the board will be re-programmed and returned. JRC will investigate the sale of the large sound and light board that has remained unused.*

**Action – JRC**

*Mark at Audio Visual has produced a quote for a fitted wall plate to create a simple system for hirers to choose light displays. The clerk will source a comparative quote. MS proposed a budget of £4,000 for the repair of the lightboard and installation of a simpler system. NM seconded this and all agreed.*

**Action – Clerk**

*JRC will arrange for the piano to be moved on to the hall floor for the choir.*

**Action – JRC**

- ii) To consider quotations for fire doors into the hall to replace a damaged pair. *One quote has been received so far (to also include the loft hatch safety rail and replacement glazing to a village noticeboard) and outstanding quotations have been chased. A budget figure has been agreed as a comparison for the remaining quotes.*
- iii) General. *None.*

## 5. Community Centre

- i) To receive an update on the schedule of renovation works. *JRC is comparing quotes for the replacement doors and windows.*  
**Action – JRC**
- ii) To receive an update on actions carried out following the asbestos survey and subsequent report. *The report was noted and the Clerk advised that Jackson Environmental are due to remove the asbestos from the boiler room shortly. Following the work, reinstatement and repair works will need carrying out, the Clerk will contact Surebuild to book this in.*  
**Action – Clerk**
- iii) To review current storage facilities. *The large cupboard at the back of the hall will be cleared and cleaned following evidence of mice. The Clerk will investigate improved shelving and hooks to maximise future storage.*  
**Action – Clerk**
- iv) General. *None.*

## 6. Memorial Centre

- i) To consider quotes received to replace the existing roof covering following the tender entered on Contract Finder. *Four quotes have been received and compared by JRC. JRC reported that they are like-for-like and offer the same warranties. MS proposed acceptance of the lowest quote from DB Industrial, seconded by NM. This was agreed but members requested clarification that the upstands on the side windows would not compromise the roof waterproofing warranty (this was suggested by just one installer). JRC will talk to DB Industrial tomorrow and arrange a site meeting to agree final details and installation dates.*  
**Action – JRC**
- ii) To consider the quotation for the installation of a door intercom system at the Memorial Centre. *Bridges provided a quote for a basic 3-way system for £1,049.69. JC requested additional quotations to include systems with a video screen. The clerk will report back to the next Village Facilities committee meeting.*  
**Action – Clerk**
- iii) To investigate the existing SystemAir installation – locate the schematic and manual. *This has not yet been found. Carried forward.*
- iv) To consider quotations for a replacement office fire door for a glazed alternative. *See agenda item 4.ii.*
- v) To consider options to extend the opening times of the outside public toilets. *At a recent conference the Clerk discussed issues with vandalism and misuse of the outdoor toilets with Danfo. Danfo offer solutions such as pay-per-use for out of hours access to the facilities, with charges waived during office hours when use can be monitored. Members agreed for the Clerk to seek further information for the next meeting.*  
**Action – Clerk**
- vi) To consider commissioning a survey to improve drainage of the forecourt. *It was agreed to commission a survey to investigate the current drainage system as soon as possible and look at recommendations for remedial work. JC proposed a budget of £2,500, seconded by NM. The clerk will source quotes.*  
**Action – Clerk**

- vii) General. *JRC presented a map of the car park for discussion regarding additional disabled parking bays and the misuse of the car park by local businesses. It was agreed that no more disabled bays would be painted at present, but this can be reviewed in due course. The Clerk will investigate pay and display services with flexible options for hirers and users of the outdoor facilities.*

**Action – Clerk**

**7. All Buildings**

- i) To note and implement processes following changes to Recycling Legislation scheduled for March 2025. *The Clerk will seek clarification regarding these changes.*

**Action – Clerk**

- 8. To consider the quotation to survey the pedestrian area in front of the High Street shops, in preparation for an improved planting and design scheme.** *JRC proposed acceptance of the quote, seconded by MS. The Clerk will schedule the work.*

**Action – Clerk**

- 9. To consider the draft budget proposal for the next financial year.** *No concerns were raised with the budget proposal which will be taken to the next full council meeting.*

- 10. Items to consider for the next Agenda.** *None.*

**Date of next meeting** 7.30pm on Tuesday 28<sup>th</sup> January at The Lady Olivia Centre.

Meeting closed at 8.40pm