



Parish Council

Central Swindon North Parish Council

Pinetrees Community Centre,

The Circle,

SWINDON SN2 1QR

PROPERTY & ASSET MANAGEMENT COMMITTEE MEETING MINUTES

MONDAY 11TH SEPTEMBER 2023 19.00

Present:	
Councillors:	Cllr John Ballman (Vice Chair) Cllr Tom Smith (Chair) Cllr James Yeowell
Clerk:	Mr Andrew Briggs
Member of the Public Present: Mr Mike Ware (Idverde)	
Apologies	Cllr Paul Exell Cllr Steph Exell (Dispensation) Cllr Mick Lucas Cllr Kevin Small

		Action
PAM011	Declarations of Interest Cllr J Ballman declared a non-pecuniary interest in the Hreod Burna Urban Forest (HBuF), the Royal Society for the Protection of Birds (RSPB) and The Leisure & Library Trust. Cllr T Smith declared a non-pecuniary interest in The Leisure & Library Trust. RESOLVED: Item Noted.	
PAM012	Public Questions & Public Correspondence None Received.	

PAM013	Grounds & Street Cleansing PQMS Data Review M Ware presented the associated report. A copy of which can be found in Appendix A. Cllr J Yeowell asked for the data to be broken down to show the overall scoring per service function being delivered. M Ware replied advising he would look in to this. Cllr T Smith asked for recommendations to be brought to future committees for Cllrs to be able to consider how the standard may be improved. M Ware acknowledged the request. M Ware commented on the unexpected challenges that have caused disruption during the cutting season. Cllr J Ballman commented that a key objective should be to improve the standard of work being delivered. The Estates Manager presented further associated information pertaining to the detailed breakdown of scoring per site inspection. M Ware advised Members with the following information: 1) There were 3 more grass rounds to complete before the end of the 23 season. 2) The biannual weed spraying had commenced. 3) The HGV road sweeper would return in Oct 23. 4) Shrub & Hedge works would commence in Oct 23. The Estates Manager suggested the need for better communication to residents in the event that the grounds team envisage issues with service delivery in future that may affect standard being delivered. All agreed. RESOLVED: Members Noted the item. M Ware left the meeting at 7.15pm.	
PAM014	PAM Budget Update Members were informed that the current balance of the Compliance budget was approx. £8,000 and the Maintenance budget was approx. £12,000. The Estates Manager commented that there were a number of items already committed to these budgets and that there would likely be an overspend by the end of the 23/24 financial year. RESOLVED: Members Noted the item.	

PAM015	PAM Working Group The Estates Manager requested Members consider the establishment of a Property & Asset Working Group as to enable strategy development of future projects and support with future Committee budget setting. Members held discussion on the request. Members did not see the benefit of the Working group and were opposed to the request. The Estates Manager was asked to bring proposals for projects and budget requests to future committees for consideration. RESOLVED: Members were not in favour and rejected the request for the creation of a Property & Asset Working Group.	
PAM016	BMS Audits The Estates Manager informed Members that the Building Management System audits had been completed and the associated reports would be issued to all Cllrs prior to the October PAM Committee meeting. Cllr J Ballman queried what the reports entailed. The Estates Manager advised the reports related to the assessment of the electrical and Mechanical systems at each site. RESOLVED: Members Noted the item.	
PAM017	Penhill Rec Changing Rooms Remedial Works Members were informed that the water heating tanks within the Penhill Changing rooms were past end of life, with only one of the tanks working and both in need of replacement. The Estates Manager commented on a possible Football Foundation Grant available to provide match funding, which could be available to support the works required. It was advised the cost to replace the tanks and upgrade the showers would be circa £30-£40k. Cllr J Ballman queried the age of the building. It was estimated at 30+ years old. Cllr J Ballman queried about the risk of water contamination. It was explained that CSNPC Officers complete weekly flushing and monthly temperature compliance checks. It was noted that should the facility be provided without shower facilities the Council would need to look to offer a reduced booking fee. It was confirmed that CSNPC have a full lease of the site. Members held general discussion.	

	Estates Manager to update on the matter at the October Committee. RESOLVED: Members Noted the item.	
PAM018	Fire Door Compliance Review The Estates Manager provided a verbal update regarding an approach to market for the procurement of Fire Door repair works across the Parish estate. Members were advised that there was significant interest from contractors to the tender approach, and that the estimated cost for completion of all works would be in the region of £50,000 +. Cllr J Ballman queried the urgency in completing the works. It was advised that whilst not all doors needed to be replaced. The majority of sites required repairs and adjustments to most doors to ensure they were safe and compliant. A large part of the cost for completion of the works would labor costs. Members were informed that an associated report and budget request would be brought to a future committee meeting. RESOLVED: Members Noted the item.	
PAM019	Estate Managers Update The Estates Manager presented the associated report. A copy of which can be found in Appendix B. Members were informed of a recurring misuse / ASB issue at the Chapel Street toilets. RESOLVED: Members Noted the item.	
PAM020	Penhill Haven Request The Estates Manager presented a request for an external tap to be installed at the John Moulton Hall. Members were informed the request has been made by the Haven and supported by the local housing officers and street reps. Members raised concerns with potential misuse and the risk of vandalism. Members requested the Estates Manager look in to the costs to install an external tap, highlight how risks could be mitigated and report back to a future Committee meeting for consideration. RESOLVED: Members Noted the item.	

PAM021	Grounds Contract Working Group Members were informed the date of the Contract Working Group meeting was confirmed as Thursday 14th September. RESOLVED: Members Noted the item.	
PAM022	Parish PQMS Ward Walks Members were informed that the Ward walks for Grounds & Street Cleaning inspections had been scheduled in with the IDV Grounds Manager. It was explained that these inspections would provide Cllrs the opportunity to assess the scoring criteria, and discuss Grounds and Street Cleaning matters relating to their associated Ward. Further dates to follow. RESOLVED: Members Noted the item.	
Meeting Closed 20:00		

Signed 

Date 13/11/23

