

CENTRAL SWINDON NORTH PARISH COUNCIL

PROPERTY & ASSET MANAGEMENT COMMITTEE MEETING

Minutes of the meeting held at The Reading Rooms (32 The Circle) at 7pm on Monday 12th June 2023.

Present Cllr T Smith (Chair)
Cllr M Beale (Online)
Cllr P Exell (Online)
Cllr M Lucas
Cllr J Yeowell

Officers A Briggs (Estates Manager)
A Reeves (Parish Clerk)

Public M Ware – Idverde Contract Manager

Meeting started at 7.00pm.

PAM001 Apologies
Cllr S Exell (Dispensation)

Members noted the item.

PAM002 Declarations of Interest & Applications for Dispensation
None Received.

PAM003 List of Items from April 23 L&R to Devolve to the Property & Asset Committee
It was explained that due to the formalisation of the Property & Asset Management Committee, as per the resolution of May 2023 Full Council. The following items has been agreed for transfer to the newly established Committee.

- A. Grounds & Street Cleansing Review.
- B. Review of Penhill Bowls Club
- C. Fire Door Assessments
- D. DMWCC – Electrical Work
- E. Mechanical Sweeper

Cllr T Smith proposed for Committee Members to accept the transfer of all items listed.

Cllr J Yeowell seconded.

All Members voted in favour.

RESOLVED – Members voted in favour to accept all items listed through A - E be transferred to the responsibility of the Property & Asset Committee.

PAM004 Grounds & Street Cleansing PQMS Data Review
The Estates Manager presented the associated document. A copy of which can be found in Annex A.

27 Quality Inspections had taken place in May 2023, These were broken down in to:

- Bins 7 inspections - Average score 4.85

- Grass 8 inspections - Average Score 3
- Hard surfaces 12 inspections - Average score 3.66

M Ware briefly explained the scoring system.

Cllr T Smith queried the reason for the poor scoring being seen on the grass.

Cllr M Beale commented on the poor standard of grass cut being seen.

M Ware commented on the difficulties seen with the commencement of the grass cutting round. Reassurance was provided that the crews are working hard to bring the standard back to what is expected.

Cllr T Smith asked what improvements could be made to the existing specification to improve the standard.

A Reeves advise contract variations may be considered at either the break clause of the current contract or as a Change Control Notice mid contract. However, this option would likely incur financial penalties.

Cllr J Yeowell queried what had been graded between 1-2.

It was confirmed as Wingfield Avenue.

Cllr T Smith asked that a monthly performance summary with recommendations is provided the next meeting.

Action – M Ware & Estates Manager to provide summary and recommendation at future meetings.

Cllr T Smith asked for more detailed bin collection information.

Action – Estates Manager to circulate compiled litter bin information to Cllrs before the July Committee Meeting.

Action – M Ware to provide recommendations (where suitable) for improving litter bin collection efficiencies.

Cllr J Yeowell commented on whether the capacity of a bin in Summers Street was sufficient.

It was advised this matter should be raised for discussion within the E&P Committee.

May 23 pass score presented as 94.1%

The Estates Manager raised concern with the reflective pass rate, given many of the items for the month had been grade with a scoring of 3.

The Parish Clerk suggested the need for a peer review with an external body, to conduct an independent assessment using the same grading metrics, as to seek a not biased view.

Members held discussion and the Parish Clerk spoke at length about the current grading system.

Action – M Ware to investigate Members access to photos taken during the PQMS grading visits.

Action – The Estates Manager to re issue the grading score sheets to Members.

M Ware provided a verbal update to Members on the outcome of HGV roadside kerb sweeping completed in May 2023.

Action – M Ware to provide weighbridge collection figures to the Estate Manager.

M Ware provided a verbal update to Members on the outcome of weed spraying treatment.

Action – M Ware & Estates Manager to conduct spot checks on areas recently sprayed.

The Estates Manager suggested the matter of reviewing the scoring system is brought to the Grounds & Street Cleansing for discussion.

Cllr T Smith proposed that the PQMS scoring system & the need for external peer review are tabled for discussion at the Grounds & Street Cleansing Working Group.

All Members voted in favour.

RESOLVED – That the PQMS scoring is review and arrangement of an external peer review are discussed at the next Grounds & Street Cleansing Working Group.

M Ware left the meeting 19.25pm

The Estates Manager presented a copy of, and provided a verbal update on the responses received from the Grounds & Street Cleansing survey, distributed with the Parish Newsletter.

It was advised that GPS data of where the newsletter had been distributed was being reviewed. It had been hoped for a greater response to the survey would have been received.

The Estates Manager suggested the survey remains opens and is published on social media channels to gain further responses.

Action – GM&SC survey to be posted on social media and responses brought to a future committee.

PAM005 Current Workload

The Estates Manager provided a verbal update on current projects and workload, which included;

- 1) Replacement of the Des Moffatt Western CC distribution board, project ongoing – Est project cost - £5,360.00
- 2) Replacement of Even Swindon CC hall lights that are faulty, project ongoing – Est project cost - £10,000.00
- 3) Replacement of Even Swindon Carpark faulty lights, project ongoing – Est project cost - £3,600.00
- 4) John Moulton Hall – to repair the damaged tiles in gents toilet, in progress – Cost - £590.00.
- 5) Wall mounted Heaters to be serviced at Even Swindon, in progress - £600.00.
- 6) Replace 3 x faulty water heaters in the reading rooms and install tank, in progress - Cost £1,108.64.
- 7) Mannington Rec footbridge replacement, ongoing – Est Cost £21,000.00 - £46,000.00.

- 8) Seven Fields Changing Room. Water tank system redesign due to age, possible Football Foundation funding to support, ongoing.
- 9) Salix – Awaiting decision for funding to support heat decarbonisation plan.
- 10) 5 year EICR at Pembroke Garden due June 2023, in progress.
- 11) Legionella Risk Assessment to be completed at PTCC on 23rd June.
- 12) Multiple other risk assessments being reviewed.
- 13) Operational Officers sorted usable office space within Southbrook depot.
- 14) J Carey investigating a possible collapsed drain at Southbrook Rec.
- 15) J Carey investigating levelling patio stones at Southbrook
- 16) General ground works (weeding / strimming). Consideration being given for additional work hours to support general property grounds maintenance, such as grass cutting / shrubs (during peak of growth season).
- 17) J Carey completed painting of the railings to front of Moredon & Rodbourne Cheney Library.
- 18) J Carey to complete the installation of St Marks Barriers car park surround hoops over the next 4 weeks. 1 x Bollard light damaged to be repaired.

Cllr M Lucas queried the refurbishment of the Cricket pavilion at Moredon Rec.

The Parish Clerk commented that the refurbishment of that building is intended to be assumed within the underspend of the overall project. However, this it was advised this was subject to the success of the project progression.

Cllr M Beale commented on the broken fence within the hedgerow at Penhill playing field.

Action – Damaged fencing to be removed from Penhill playing field hedgerow.

RESOLVED – Members noted the item.

PAM006 Building Management System Audit

The Estates Manager informed Members that the Building Management system audits had been undertaken. Reports were anticipated to be received by end of June 2023.

Action – The Estates Manager to distribute audit reports once received.

RESOLVED – Members noted the item.

PAM007 Fire Door Review

Members were updated regarding the outstanding remedial works required on fire doors across the Parish estate.

The Estates Manager advised that due to the complexity of the works needed, being across multiple properties, it had been difficult to source comparable quotations.

The Estates Manager suggested a scope of works is drafted and published on the contract finder page, as to source interested parties.

Cllr Yeowell asked whether a contractor that had completed works at Chapel Street toilets could be contacted for a quote.

It was confirmed that contractor had already quoted for the project.

The Estates Manager advised he would draft a scope for review prior to submission on the tender portal.

Cllr T Smith proposed the action.

All Members voted in favour.

RESOLVED – that the Estates Manager draft a scope of works, which is to be reviewed by Members prior to publication on the Contract Finder portal.

PAM008 PTCC Solar Battery

The Estates Manager provided Members with a verbal update on the installation of solar batteries at Pinetrees Community Centre.

Members were informed that the units had been installed. However, the connection still needed to take place.

It was anticipated this would be completed by the end of June 2023.

Action – Members to be updated upon finalisation of installation.

RESOLVED – Members noted the item.

PAM009 Penhill Bowls Club Condition Survey

The Estates Manager referenced the Penhill Bowls Club condition survey document. A copy of which had been circulated to Members prior to the meeting.

Members were shown photos of the internal and external condition.

Members were reminded of the arson attack that took place in March 2020.

Members were informed that the assessment confirmed the brick structure to be sound. However, a full replacement of the roof and internal fit out would be required to bring the building back up to a usable condition.

Members were suggested to read the report following the meeting and return with questions.

Cllr M Beale commented that discussion had taken place with the Grants Officer about future use.

Cllr M Beale suggested local volunteers may assist with an external clean up.

Action – Estates Manager to liaise with both Penhill Ward Members and the Grants Officer to discuss ideas around future use.

RESOLVED – Members noted the item

PAM010 Bridges

The Estates Manager referred to a specialised report conducted on the Sarsen Stone bridge,

located within the Hreod Burna Urban Forrest. The report has been completed by a bridge inspection Officer from with the bridges team at Swindon Borough Council.

The report confirmed the poor condition of the bridge. Stating repairs were needed to the central stone and the abutments.

Members were informed SBC do not register a bridge as an asset under 1.2m in length.

It was confirmed that the works would need to be arranged by the Parish Council.

Members commented that the bridge should be kept to the same aesthetic and material as is currently in place

Cllr M Beale suggested that an archaeological appraisal of the site be considered.

The Estates Manager suggested repurposing the cracked stone with another that had been located on site. However advised this option needed further investigation.

Members were also updated on 2 other bridges located at the HBuF site.

Action – The Estates Manager to investigate what permits or permissions are required to conduct works within the River.

The Estates Manager presented photos showing the condition of the wooden footbridge located at Mannington Recreation.

Members were informed the bridge was in poor condition and costing had been sought to replace it.

Members were informed the information had been submitted to the bridge team within SBC to review.

Cllr J Yeowell queried the status of the removed bridge at Akers Way.

The Parish Clerk provided response.

Action – Estates Manager to seek an update on both the Mannington & Akers Way bridges.

RESOLVED – Members noted the item.

The meeting closed at 8pm.

Signed.....

Date.....

Chair of the Property & Asset Management Committee