



Parish Council

Central Swindon North Parish Council

Pinetrees Community Centre,

The Circle,

SWINDON SN2 1RF

PROPERTY & ASSET MANAGEMENT COMMITTEE MEETING MINUTES

MONDAY 13th NOVEMBER 2023 19.00

Present:	
Councillors:	Cllr Tom Smith (Chair) Cllr James Yeowell
Clerk:	Mr Andrew Briggs
Member of the Public Present: Mr Andy Bentley	
Apologies	Cllr John Ballman

		Action
PAM023	Declarations of Interest. None Received. RESOLVED: Item Noted.	
PAM024	Public Questions & Public Correspondence None Received.	
PAM025	Grounds & Street Cleansing PQMS Data Review The Head of Operations presented a report by Mike from Idverde. Refer to Appendix 1 for the full report. Key points were that a few hard surface and bin inspections scored 2. Grass cutting proved difficult due to excess rain. 59 tonnes of detritus and leaf debris has been lifted off the roads.	

	Tree and hedge lined streets will be the priority during the next few months. Cllr J Yeowell queried if the HGV was part of the current contract. Mr A Briggs confirmed it was. Cllr J Yeowell commented that the hedgerows around Ferndale were overgrown and asked when they would be reduced. Mr A Briggs confirmed that they could contact Mike on the issue after the meeting. Mr A Briggs confirmed that any recommendations are followed up and brought to the next meeting. RESOLVED: Councillors NOTED the report.	
PAM026	Grounds Contract Working Group The Head of Operations explained the main points discussed at the Grounds Contract Working Group on the 14th September 2023. The Working Group ran through minutes from the previous meeting, then discussed the contract budget update, followed by a contract review. Specification anomalies were discussed at the Working Group and the future contract renewal. RESOLVED: Councillors NOTED the report.	
PAM027	24/25 Grounds & Street Cleaning Budget Considerations The Head of Operations presented the 24/25 Grounds & Street Cleansing Budget Setting Considerations report. The report has been compiled at the request of the Grounds & Street Cleansing Working Group. The report outlines a selection of service enhancements that may be considered as part of the 24/25 budget setting process, should Councillors wish to amend the specification currently in place with Idverde. At the time of transition in 2020 limited and incomplete data transfer from SBC has meant the IDV contract has evolved over time. We can see what is working well now, and anomalies and deficiencies have been identified which are the areas we can improve. We are in the final two years of the Grounds & Street Cleaning Contract with IDV and it is prudent to analyse existing service delivery and consider potential enhancements. Mr A Briggs explained the areas that may need including in the new contract and presented the IDV pricing sheet for the	The Head of Operations to organise an Extraordinary Assets & Property Maintenance Committee Meeting for the end of November 2023.

	Councillors to peruse. The costings for renting a mechanical street sweeper which would be out and about all year round were discussed. Followed by a discussion about using a Sparkle Team provided by IDV and other extra services that could be included and their cost. Budget information was explained and the recommendations. The Head of Operations recommended that an Extraordinary Budget meeting be held before the end of the month so that decisions on budgets can be taken to the FGP in December 2023. RESOLVED: Councillors NOTED the report.	
PAM028	Estate Manager Update The Head of Operations presented an update on the number of completed and ongoing projects. Refer to Appendix 2. RESOLVED: Councillors NOTED the report	
PAM029	24/25 Project & Remedial Budget Considerations The Head of Operations presented an update concerning information pertaining to future budget setting for capital projects, general remedials and maintenance. A list of the 16 municipal assets were discussed and what works have been done to maintain the assets. The Easton Bevin report from 2021 on what remedial work needs doing for the assets and when they would need doing with their costs was discussed. The General Maintenance and General Compliance yearly budget was discussed. It was explained that there is already an overspend this year and there was an overspend last year also. The Head of Operations explained that those budget lines need to be looked at and costed more accurately in future years. The Capital Works List was explained and discussed including costings for each item. The General Works List was also explained and discussed. Other considerations explained are CSNPC could consider requesting the freehold ownership from SBC for all assets it invests in and that in the future the feasibility of a public works loan to encompass large capital projects involving asset maintenance, Play Area refurbishment etc. The Head of Operations asked if Councillors were happy to have the 24/25 Project & Remedial Budget Considerations and the cost to replace 2 x fire doors at Pinetrees Community Centre proposal taken to the Extraordinary Budget Committee Meeting.	

	Councillors agreed to the 24/25 Project & Remedial Budget Considerations and the cost to replace 2 x fire doors at Pinetrees Community Centre proposal taken to the Extraordinary Budget Committee Meeting. RESOLVED: Councillors NOTED the report.	
PAM030	Asset Audits The Head of Operations presented a report about the Salix Finance Heat Decarbonisation Project and the associated Building Management system reports. In terms of costs there are regular yearly savings that can be made once the initial outlay for works is done. Things like changing lightbulbs, glass in windows etc. The Head of Operations recommended that once the up to date Salix report is completed the Councillors review it and make decisions of future work to be completed. Councillors agreed to the recommendation that once the up to date Salix report is completed they would review it and make a decision about future work to be completed. RESOLVED: Councillors NOTED the reports	
PAM031	Penhill Rec Changing Rooms Remedial Works The Head of Operations provided information regarding mechanical works required at the Penhill Recreation Changing Rooms. He is looking at Football Foundation funding for this project which will require some match funding. The tanks and pipework needs replacing and repositioning totaling a cost of an estimated £40,000 of which £16,000 would need to come from us. The Head of Operations explained that the Football Foundation funding is simple but requires certain documentation which is not always easy to acquire. His recommendation is that the Councillors should consider the viability of supporting this project in relation to the 24/25 budget while the paperwork to apply for funding is gathered. Cllr T Smith enquired if the funding was competitive to get. Mr A Briggs explained that acquiring the funding, once we have the paperwork and match funding, is quite straightforward and recommended the proposal be included in the Extraordinary Budget Meeting. Cllr J Yecowell asked if both tanks need to be 500litres. Mr A Briggs explained that there are several changing rooms and that it is a substantial sized building.	

	RESOLVED: Councillors NOTED the report.	
PAM032	Penhill Haven Request The Head of Operations presented a report on the cost to install an external tap at John Moulton Hall as requested by the Penhill Street Reps & SBC Housing Team and then charge for it's usage. The Head of Operations explained this will be added to the Extraordinary Budget meeting. RESOLVED: Councillors NOTED the report.	
PAM033	HBuF Tractor Access Proposal Andy Bentley, Chair of Hreod Burna Urban Forest gave a presentation about the inability for a tractor to use the sarcen stone bridge since it was repaired. An alternative access route is needed and Mr Bentley explained the options available. Option 1 is a culvert and option 2 is a ford. Mr A Bentley asked if councillors had any preferences. Councillors discussed the issue. Cllr J Yeowell voiced a concern that the ford would be impassable if water levels remained high, as it is now, and that the sides could collapse in. He also asked if a bridge or a culvert would be more appropriate. Mr A Briggs asked if there would be any issues with the water course and whether the Environmental Agency (EA) would need to be contacted, and would the council be approached for any funding when direction decided. Mr A Bentley asked if he would need to contact the EA and that funding would depend on the overall cost. Cllr J Yeowell explained that further investigations were needed and when the project has progressed to come back to the council if possible funding was needed. RESOLVED: Councillors NOTED the item.	Mr A Bentley to co-ordinate with Head of Ops as the project progresses.
PAM034	Community Centre Lease and Schedule Review The Head of Operations presented a verbal report to review the lease agreements between CSNPC and each respective Committee managed Community Centre. The Head of Operations requested that this be kept as a standing item to be discussed again in the future. RESOLVED: Councillors NOTED the report	

	Meeting Closed at 20:07	
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Signed.....

Date.....