

Ops & Project Update

Committee: Finance & General Purposes

Wards Affected: All CSNPC Wards

Priorities: To provide a high standard of services & facilities.

Date: 2nd December 2025

1. Purpose and Reason

To provide Members with an update on completed and ongoing operational matters.

2. Property & Maintenance

a. Air Conditioning – PTCC / MSH

- Routine air conditioning servicing has been carried out at Pinetrees Community Centre (PTCC) and due to be carried out at Moredon Sports Hub (MSH).



Swindon North Parish
Council Quotation - A

- A fault has been identified with 2 units in the former dentist area at PTCC; parts on order and awaiting repair.

b. PTCC –Gutters / Water Ingress

- Blocked gutters at PTCC resulted in water ingress into the kitchen area.
- The gutters have now been cleared.
- Protective mesh is being installed to prevent future debris build up and reduce the risk of further leaks.
- Damaged ceiling tiles in the PTCC kitchen have been replaced now that the source of the ingress has been resolved.
- Replaced 2 x blown bulbs

c. PTCC – Acoustic Wall Service

- The acoustic wall/doors at PTCC have been serviced.
- Wear has been identified on the roller mechanisms and a quotation for remedial works has been provided. However, deemed non urgent works.



PS59276 - Pinetrees
Community Centre.pd

d. JMH – Internal Lighting and Toilets

- The drop lights at John Moulton Hall (JMH) have failed. Walker Fire has provided a quotation for replacement (attachment provided) for committee consideration.



WFIQ140443_QuoteV
alet_2025-11-21T11-5

- A leak in the ladies' toilets at JMH has been repaired.

e. PTCC – Car Park Lighting (Safety Critical Works)

- The external car park lighting at PTCC has failed, presenting an increased risk to users of the site during hours of darkness (trips, slips, personal safety, vehicle movements).
- A quotation was obtained to replace the existing column heads with new LED fittings, including associated wiring, controls and testing.



Quote_No_28115.pdf

- In light of the health and safety risks and the Council's legal duties as an employer and occupier of the premises officers have instructed these works to proceed under delegated authority to mitigate foreseeable risks.
- Carpark lighting upgrades had been identified in the PWLB MMP and will be attributed proportional to that project.

f. Other Building & Grounds Items

- Leaf clearance has been carried out (or is in progress) across all sports sites as part of seasonal grounds maintenance.
- PTCC: Beds have been cleared, and the in-post locker installation is complete.
- Chapel Street Toilets: Beds have been cleared to improve appearance and ease of maintenance.
- A thermostat radiator pin has been unstuck at The Reading Rooms.
- Repairs to a swing door at PSH.
- Mannington Recreation Ground: A leaning post mounted bin has been repaired and a redundant post removed.
- General graffiti on bins and signage has been removed.
- Replaced water filter at Moredon Sporting Hub.
- Seven Fields: The septic tank has been emptied as part of routine maintenance.
- Edinburgh Street Recreation Ground: 2 x security post has been replaced to improve site security.

3. Compliance, Fire Safety & Lifts

a. Grahams Compliance Report (Water / Mechanical)

- The latest compliance report highlights a number of medium priority issues across several sites, mainly relating to hot water temperatures and cold water storage tank condition/design.
- There are currently no high risk “immediate action” items reported.
- Plant settings are being adjusted where possible and tank cleaning and other remedial works are being scoped and costed.



CSNPC-previous
week-non-compliant -

b. Fire Safety – Servicing & Remedial Works

- Routine fire extinguisher servicing and emergency lighting testing has been completed across multiple sites (including recreation grounds, community centres).
- Certificates have been issued confirming compliance, with some emergency lighting units identified as failed and recommended for replacement (PTCC/ The Reading Room and JMH).
- Officers will programme the replacement of failed fittings and associated works.

c. Pinetrees Lift – Planned Maintenance

- Planned maintenance has been carried out on the passenger lift at PTCC.
- The lift remains in service, with no major defects reported and all key safety functions operating correctly.

4. Procurement & Projects

An updated Project progress report from the consultant has been received, covering the Public Works Loan and associated programmes.

4.1 Decarbonisation Project (Salix / Heat Decarbonisation)

- The Invitation to Tender (ITT) for the Decarbonisation Project was published on **Friday 31 October 2025**, with a tender return date of **Friday 23 January 2026**.
- Seven companies, all of whom had previously expressed an interest, have been invited to tender via the Crown Commercial Service (CCS) Renewables Framework.
- Site visits commenced on 25 November 2025 to allow bidders to inspect the sites and finalise their proposals.

a. Roofing Works

- ITT documentation for the Roofing Works has been issued, with four companies invited to submit a tender and a return date of **12 December 2025**.

b. Fire Door Works

- Request for Quotation (RFQ) documentation for Fire Door Works has been issued to five companies, with a quotation return date of **9 January 2026**.

c. Refurbishment – MSH Princess Elizabeth Pavilion and Pembroke Garden Pavilion

- Refurbishment works to the MSH Princess Elizabeth Pavilion and Pembroke Garden Pavilion were published on **24 November 2025**, with a return date of **30 January 2026**.
- Tenders published (live) for Princess Elizabeth Pavilion (MSH) and Pembroke Gardens on **25th November 2025**.
Published on Find a Tender (Notice Ref: 076478-2025).
<https://www.find-tender.service.gov.uk/Notice/076478-2025>
- The procurement is progressing in line with the agreed timetable, receipt of proposals by 30th January 2026.
- An update on bidder interest, evaluation and next steps will be provided to committee as the process advances.

d. Southbrook Patio Levelling

- An RFQ for Southbrook Patio levelling has been issued to four companies, with a return date of **12 December 2025**.

e. Mechanical & Electrical (M&E) Works

- The RFQ for Mechanical and Electrical works is being finalised and is scheduled to be issued on **5 December 2025**.

f. Green Energy Improvements

- ITT documentation for further Green Energy Improvements is in progress and will follow once draft scopes and procurement routes have been agreed

5. Recommendations

The committee is asked to:

1. **Note** the updates on property maintenance, compliance, fire safety and lifts.
2. **Note** that the PTCC car park lighting renewal has been instructed under officer delegations on safety and risk grounds, in order to discharge the Council's legal duties under health and safety and occupiers' liability legislation.
3. **Consider** the proposed lighting drop replacements at JMH and The Reading Rooms.
4. **Note** the progress on the ITT, Salix project and the Public Works Loan MMP, and request further update reports as key milestones are reached.

General Compliance - 200/5510 - £15,000

3	Nov-25	PAT TESTING	Southbrook	£72.00	
4	Nov-25	PAT TESTING	Mannington Rec	£72.00	
5	Nov-25	PAT TESTING	Penhill Rec	£36.00	
6	Nov-25	PAT TESTING	M&RC Lib	£108.00	
7	Nov-25	PAT TESTING	DMWCC	£144.00	
8	Nov-25	PAT TESTING	PTCC	£288.00	
9	Nov-25	PAT TESTING	Chapel St	£56.00	
0	Nov-25	PAT TESTING	The Reading Rooms	£72.00	
1	Nov-25	PAT TESTING	JMH	£162.00	
2	Nov-25	PAT TESTING	Even Swindon	£252.00	
3	Nov-25	PAT TESTING	MCC	£108.00	
4					

General Maintenance - 200/5515 - £20,000

Oct-25	MSH - Light		£145.00	
Nov-25	PTCC CCTV Repair		£390.00	
Nov-25	PTCC CCTV Repair		£65.00	
Nov-25	PTCC aircon repair		£125.00	