

Ops & Project Update

Committee: Finance & General Purposes

Wards Affected: All CSNPC Wards

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

Date: 3rd February 2026

1. Purpose and Reason

To provide Members with an update on completed and ongoing operational matters, including capital projects, compliance activity, staffing and financial context.

2. Financial Context

2.1 The Parish Council continues to operate within tight financial constraints.

2.2 Statutory testing, remedial works and responsive maintenance across the estate represent a significant proportion of operational spend. This activity is necessary to maintain statutory compliance and to keep facilities safe and operational but leaves limited headroom for flexible improvement works within existing budgets.

2.3 The PWLB funded capital programme remains on track. However, prices received and early indications from the market (particularly in relation to the Salix/heat decarbonisation project) suggest that cost pressures and capacity constraints will require review, and may need rephasing, value engineering or reprofiling.

3. Staffing and Resourcing

3.1 As part of efforts to control expenditure and improve value for money, reliance on agency staffing has been reduced. This has lowered ongoing staffing overheads and helped year end, but has stretched existing resource, particularly at times of peak workload and unplanned absence.

3.2 At the time of writing:

- One member of staff is on long term sick leave.
- A second member of staff has intermittent sickness absence, which is being managed in line with the Council's procedures and with support from occupational health.
- Concerns have been raised by another member of staff about their working conditions. These are being considered through the appropriate HR and management processes.

3.3 The above, combined with the reduced use of agency staff, place additional pressure on the remaining team in delivering day to day operations alongside a growing capital and compliance programme. Managers are monitoring workloads, reallocating tasks where possible and making use of occupational health advice services to support staff and maintain service delivery.

3.4 The position will continue to be reviewed and will inform future recommendations to staffing adjustments.

4. Operational Update – Property, Maintenance & Health and Safety

4.1 Moredon Sports Hub

- **Roller Shutter**
 - A fault with the MSH roller shutter motor (motor split) has now been repaired.

4.2 Even Swindon, Seven Fields and Other Sites

- **Even Swindon –**
 - Urinal leak & Ladies toilet - fixed.
 - Water ingress to roof following heavy weather – being monitored.
- **Seven Fields**
 - A leak in the changing rooms following a recent period of cold weather repaired.
 - Repair to toilet fixings complete.
 - Options for further security upgrades to the changing rooms (doors locks) are being explored; proposals will be presented to future FGP meeting.
 - The septic tank has been emptied as part of routine maintenance.
- **Parkside Hub**
 - Rubbish removal.
- **Mannington**
 - Urinal overflowing – being investigated

4.3 Grounds Maintenance, Street Furniture and Equipment

- Leaf clearance has been undertaken at multiple sites as part of seasonal grounds maintenance,
- Bin repairs/installs where required.
- Water troughs at Akers and Churchward have now been installed.
- Additional works include repairing the radiator cover at Moredon Community Centre, management of parking issues at Chapel St, removal of small waste/fly tipping, replacement of broken locks at Mannington Recreation Ground car park following a traveller encampment, general changing room checks and graffiti removal.

4.4 Mannington Recreation Ground

- A Grounds Management Association (GMA) drainage report for Mannington Recreation Ground has been completed.
- The report has been shared with the Wiltshire FA and a meeting took place on 30th January 2026 to discuss.

5. Compliance, Servicing & Statutory Checks

5.1 Recent Servicing and Testing

Key compliance activities completed since the last report include:

- **Fire safety and alarms** – routine servicing and remedial works at multiple sites by Walker Fire.
- **Asbestos**– asbestos surveys and reports completed across various sites in April, June and July 2025.
- **Legionella Risk Assessments (LRA)** – Updated for Penhill Recreation Ground, The Reading Rooms & St Marks
- **Gas Safety Certificates (GSC)** – JMH, PTCC, DMWCC, Even Swindon, TRR, Gorse Hill & Moredon CC
- **Electrical testing (EICR)** – Even Swindon Community Centre complete.
- **Portable Appliance Testing (PAT)** – undertaken in November 2025 at all sites.
- **Lifts and doors** – PTCC lift servicing, partition door servicing and annual automatic door servicing across all sites.
- **CCTV** – annual maintenance and monitoring for PTCC and PSH, and CCTV servicing at Chapel Street Toilets, MSH and JMH.
- **Air Conditioning** – PTCC and MSH servicing, plus dental air conditioning works at PTCC.

5.2 Future Compliance – 2026

The following key items fall due during 2026 and are being built into the compliance programme:

- **EICR renewals**
 - Seagry Court – due February 2026
 - Chapel Street Toilets – due April 2026
 - Mannington Recreation Ground – due August 2026
 - The Reading Rooms – due September 2026
 - Moredon & Rodbourne Cheney Library – due August 2026
- Urinal servicing – due February 2026 across relevant sites.
- Contract meetings have been arranged with the fire compliance contractor and the water hygiene contractor to review scope, ensure statutory requirements are covered and to assess costs.

Any proposed changes will be brought to a future Committee.

5.3 Energy and Building Performance

- Updated Display Energy Certificate (DEC) and new EPC (A Rating) for Moredon Sports Hub complete.

6. Capital Projects, PWLB and Salix

6.1 Capital Works Programme – Roofs, Pavilions and Fire Doors

- Procurement is in progress for all projects within the capital works programme funded by the PWLB.
- Tenders for roof works, pavilion refurbishments and the fire door programme are due to close on 30th January, with proposals expected shortly thereafter for evaluation and recommendation.
- The tender period for the misc. works was also extended to 30th January to allow contractors adequate time to prepare submissions.

6.2 Salix / Heat Decarbonisation Projects

- One proposal has been received to date for the Salix funded decarbonisation projects, from the seven parties invited via the CCS framework. The proposal is significantly above the initial cost estimates.
- A meeting with the contractor is scheduled for 29th January (prior to the Committee meeting) to review the scope, pricing and potential value engineering options.
- A recent discussion with the Salix account manager indicated that there may be options to adjust the programme; however, these are constrained by the timescales for commitment and delivery of funding. A further update will be provided to Committee once the contractor meeting has taken place.

6.3 Pavilion Refurbishments

- Multiple site visits have been held for pavilion refurbishment schemes (Princess Elizabeth Pavilion and Pembroke Garden Pavilion).
- Planning Applications for change of use will be submitted once a bidder has been awarded.

6.4 Other Project Related Matters

- A list of requests and outstanding issues at Even Swindon Community Centre has been consolidated and will be used to inform future work programming and, where appropriate, capital bids.



Parish Checklist -
Even Swindon Centre

7. Compliance and Maintenance cost tracker (Apr 2025 – Jan 2026)

	Period	Number of Entries	Total Cost (£)
Compliance	Apr-25 – Jan-26	81	£31,017.35
Maintenance	Apr-25 – Jan-26	46	23,405.65
Total remedial and compliance spend	Apr-25 – Jan-26	127	£54,423.00

7.1 Invoiced cost by site (Maintenance, Compliance & General):

- Chapel St - £1,772.74
- Chippenham Close - £1,253.02
- DMWCC - £334.00
- Even Swindon - £7,116.99
- Gorse Hill - £2,408.93
- JMH - £7,389.23
- Mannington - £452.24
- MRC Library - £2,115.22
- Moredon CC - £12,521.20
- Moredon SH - £6,058.68
- PSH - £519.71
- Pembroke - £1,445.00
- Penhill Changing rooms - £1,193.21
- PTCC - £13,947.81
- Southbrook - £837.00
- St Marks - £741.83
- The Reading Rooms - £2,475.65

Total - £64,697.66

7.2 Annual compliance expenditure includes:

- Walker Fire inspections and servicing across the estate.
- Asbestos surveys and reporting
- Monthly Water hygiene visits
- Legionella risk assessments.
- Fire risk assessments.
- Gas safety certificates.
- EICR testing.
- PAT testing
- Lift and automatic door servicing.
- CCTV servicing and monitoring; and
- Display Energy Certificate and other statutory documentation.
- Increased staff training

7.3 Annual Maintenance expenditure includes:

- Roof, toilet and urinal repairs.
- Installation of gas safety interlock systems
- Auto door repairs at several buildings.
- General electrical and mechanical repairs
- CCTV repairs and air conditioning works
- Gutter clearance, roller shutter works and other small works across multiple sites.

8. Recommendations

The Committee is asked to:

1. Note the operational updates set out in this report, including completed and planned works across the estate.
2. Note the financial context, staffing position and the implications for service resilience and programme delivery.
3. Note the progress of the PWLB and that further detail will be reported as tenders are evaluated.
4. Note the compliance and maintenance expenditure