

Ops & Project Update

Committee: Finance & General Purposes

Wards Affected: All CSNPC Wards

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

Date: 6th January 2026

1. Purpose and Reason

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

2. Property, Maintenance & Health and Safety

2.1 PTCC – Old Dentist Area Air Conditioning

- The air conditioning fault in the former dentist area at Pinetrees Community Centre (PTCC), previously reported as a faulty gland, has been repaired and the unit returned to service.

2.2 PTCC – Car Park Lighting (Safety Critical Works)

- Works are scheduled for 23rd December 2025 and will provide new LED fittings, with updated controls and full testing/certification on completion.

2.3 Moredon Sports Hub (MSH)

- A fault has been identified with 1 x roller shutter motor at MSH (motor split). The cost to repair is **£375.00**, which has been authorised and completed.
- The air conditioning service at MSH has been completed, with no major issues reported.

2.4 Even Swindon Community Centre – Water Leak & Toilets

- A leak at Even Swindon has been reported to Thames Water and is currently being investigated.
- A new internal stopcock has been fitted.
- Repair works to the urinals, including installation of new systemisers, have been authorised and completed at a cost of £937.00.

2.5 Security, Storage and Site Tidying

- OSE has completed the annual service of the PTCC intruder alarm panel and CCTV system.
- OSE has also completed the annual CCTV service at Pinetrees Sports Hub (PSH).
- Rubbish removal works have been carried out at PSH to improve safety and presentation.
- The agreed storage container has been constructed at Seven Fields for football equipment storage.

- The damaged bus shelter at Whitehouse Road, struck in a hit and run incident, has been removed for safety reasons. The incident has been reported to SBC and the police.

2.6 Grounds Maintenance & Street Furniture

- Leaf clearance has been undertaken across multiple sites as part of seasonal grounds maintenance.
- New planting troughs at Akers and Churchward are programmed for installation prior to Christmas, improving local amenity and allowing for refreshed planting schemes.

2.7 Defibrillator & Evacuation Equipment

- Two new defibrillator batteries have been purchased for existing defibrillator units.
- The evacuation chair at PTCC has been serviced and is in good working order.

2.8 Seven Fields – Security Upgrades (Changing Rooms)

- Options for security upgrades to the Seven Fields changing rooms are currently being investigated.
- Proposals and costings will be brought back to Committee once a preferred solution has been identified.

2.9 Mannington Recreation Ground – Pitch Drainage

- A Grounds Management Association (GMA) report on drainage at Mannington Recreation Ground has been completed.
- The report has been shared with the Wiltshire FA, and a meeting has been requested to discuss drainage options and potential funding/partnership opportunities.

3. Compliance, Servicing, Statutory Checks & Training

3.1 Lift Servicing – PTCC

- A scheduled service of the Stannah lift at PTCC has been completed, with no major defects reported. The lift remains in service.

3.2 Gas Safety – Even Swindon Community Centre

- A Gas Safety Check (GSC) is due at Even Swindon Community Centre.
- This is being programmed with the contractor to ensure continued compliance with gas safety legislation; completion will be confirmed at the next meeting.

3.3 Staff Training & Competence

Since the last report, operational staff have completed health and safety refresher training, including:

- **PUWER** – Provision and Use of Work Equipment Regulations (safe use, inspection and management of work equipment).
- **Manual Handling** – safe lifting and handling techniques to reduce the risk of musculoskeletal injuries.

- **HAVS** – Hand Arm Vibration Syndrome awareness: safe use of vibrating tools and control of exposure.

This training supports the Council's duty to ensure employees are competent and underpins safe systems of work across grounds maintenance, facilities and property operations.

4. PWLB Funded Projects & Capital Programme

4.1 Overall Programme

- Procurement activity is ongoing for all PWLB funded projects, in line with the programme previously reported to Committee.
- This includes workstreams covering decarbonisation (Salix), roofing, fire door improvements, pavilion refurbishments, mechanical and electrical (M&E) upgrades and associated external works.

4.2 Roofing and Southbrook Patio Works – Programme Extension

- An extension to the tender period/end date for the roof works and Southbrook patio has been agreed, recognising seasonal constraints over the Christmas period.
- The return/closure date has been moved into January 2026 to allow contractors adequate time to price and programme works safely and realistically.

4.3 Salix / Heat Decarbonisation Projects

- One contractor site visit has been completed to assess the Salix decarbonisation projects in more detail, including existing plant, access and installation constraints.
- Further engagement will follow as tenders are prepared and evaluated; any significant risks or cost changes will be reported back to Committee.

4.4 Pavilion Refurbishments – Site Visits and Approvals

- Multiple site visits have taken place for the pavilion refurbishment schemes (including the Princess Elizabeth Pavilion and Pembroke Garden Pavilion), allowing potential contractors to inspect the buildings and scope the works.
- A meeting has been held with Swindon Borough Council (SBC) Building Control to clarify Building Regulations requirements. Following consultation with the Fire Service, a full Building Control application will be required.
- The Parish is currently awaiting feedback from Planning to confirm any planning related requirements or constraints connected to the refurbishment proposals. These requirements will be built into the final design and tender documentation.

5. Recommendations

The Committee is asked to:

1. **Note** the updates on property, maintenance, compliance and health and safety, including completion of the PTCC dentist air conditioning repair and the scheduled completion of the PTCC car park lighting on safety grounds.
2. **Note** the remedial and improvement works at MSH, Even Swindon, Seven Fields, Mannington Recreation Ground and other sites as set out in this report.
3. **Note** the staff training completed in PUWER, Manual Handling and HAVS, and the contribution this makes to safe systems of work and legal compliance.
4. **Note** the progress of procurement across the PWLB funded projects, including the agreed extension to the roofing/Southbrook patio tender period and ongoing engagement on the Salix and pavilion refurbishment schemes.