



# ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2NJ  
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**Parish Councillors are summoned to attend the Meeting of St Andrews Parish Council Grounds Maintenance Committee which will be held at Redhouse Community Centre, Frankel Avenue on Wednesday 20<sup>th</sup> March at 7:30pm**

Miss Emma Sylvester  
Parish Clerk to the Council  
13<sup>th</sup> March 2024

**Members of this Committee are:**

Councillors D Adams, J Chandler, S Heyes, S MacDonald, P West and V Williams  
(Chairman)

**Members of Public and Press are welcome. Please contact the Clerk if you wish to attend.**

## AGENDA

- 1. APOLOGIES FOR ABSENCE**  
To receive apologies for absence
- 2. DECLARATION OF INTERESTS**
- 3. MINUTES**  
To receive and approve the minutes of the last meeting held on 22<sup>nd</sup> November 2023
- 4. PUBLIC RECESS**  
Members of the public are invited to make representations to St Andrews Parish Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 1960
- 5. OPEN SPACES**
  - (i) To receive and review 'Open Space issues' spreadsheet
  - (ii) To receive an update regarding flooding over path at Roman Field and Groundwell
  - (iii) To receive an update regarding new bins at Tesco's Redhouse.
- 6. VEHICLE/MACHINERY**
  - (i) To discuss attached draft briefs for new ride on mowers and tractor and agree recommendation to Full Council regarding new contract to start in July 2025
  - (ii) To agree to not renew the lease of the small van in November 2025 and discuss replacing with a rough terrain vehicle.
  - (iii) To discuss rolling over contracts for vehicles so all leases are renewed at the same time and agree recommendation to Full Council

- (iv) To discuss purchase of woodchipper, trimax and hedge cutter and agree recommendation to Full Council.

**7. POLICIES, PROCEDURES AND RISK ASSESSMENTS**

To approve the following procedures and risk assessments:

Cold Weather Working Risk Assessment  
Gang Mowing Assessment  
Gang Mowing Procedure  
General Vehicle Maintenance Procedure  
General Vehicle Maintenance Risk Assessment  
Ladder – Steps Procedure  
Ladder – Steps Risk Assessment  
Litter Bins Risk Assessment  
Litter Picking Procedure  
Litter Picking Risk Assessment

**8. SHRUBS AND HEDGES**

- (i) Grounds Maintenance Manager to update hedge and shrub cutting programme.
- (ii) To discuss proposal from Cllr Daniel Adams on removal of shrubs at Salzgitter Road. Cllr Daniel Adams to report.

**9. TREES FOR CLIMATE**

To receive an update from GMM.

**10. DEPOT (Standing Item)**

Cllr V Williams to update

**11. BIN BAGS**

To consider attached report on purchase of bin bags

**12. WILD SEED**

- i) To approve purchase of wild seed. GMM to report.
- ii) To discuss response from Swindon Borough Council regarding permissions for field buffers.

**13. LOCAL NATURE RECOVERY STRATEGY**

To receive information on Local Nature Recovery Strategy

**14. LITTERPICKERS**

To consider purchasing additional litter pick equipment for litter picking groups in the parish. Cllr D Adams to report.

**15. ACCIDENT**

GMM to report on dog bite incident and members to consider further steps.