



St Andrews Parish Council

Grounds Maintenance/Play Areas Committee Meeting
Monday 7th April 2025 at 7:00pm
Redhouse Community Centre, Frankel Avenue, Swindon

2nd April 2025

Parish Councillors are summoned to attend a meeting of St Andrews Parish Council Grounds Maintenance/Play Parks Committee which will be held at Redhouse Community Centre **on Monday 7th April 2025 at 12.15pm.**

Members of this committee are:

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

Deborah Bourne

Deborah Bourne
Locum Parish Clerk

Members of Public and Press are welcome to observe.

Public Question Time

Members of the public and Councillors not members of this committee are invited to make statements or ask questions about items on this agenda. (Limited to TEN Minutes)

AGENDA

- 1. Apologies for absence**
Members are reminded that if they are unable to attend this meeting apologies must be sent to the Clerk or Chairman of the meeting.
- 2. Declaration of interests**
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the St Andrews Parish Council Code of Conduct for Members and by the Localism Act 2011.
- 3. Minutes of previous meeting**
To receive and approve the minutes of the last meeting held on Wednesday 12th February 2025. The Chairman will be asked to sign a copy of the minutes to confirm their accuracy.
- 4. Black Bin Bags**
To receive a report from the Grounds Maintenance Manager detailing purchase of Black Bin liners for the waste bins throughout the parish. All

public bins within the parish of St Andrews are currently emptied at least twice per week.

The Council's instructions are sought.

5. Vehicle Update

At a previous meeting it was resolved to change two Council vehicles (min ref: FC25-19). Subsequent to that decision being made the Hilux 4x4 is no longer available, there will be an updated version launched by Toyota towards the end of this year.

The Council is asked to consider the report detailing possible alternative scenarios.

6. Weed Kill Prices

At an earlier meeting it was agreed to arrange for roadside kerbs to be treated with a weed killer. This will be carried out by qualified contractors and the benefits assessed at the end of this season. Three quotations have been sourced and detailed in the attached report.

The Council's instructions are sought.

7. Review of Policies and Risk Assessments

The Council is asked to review the following Policies and Risk Assessments:

- Street Cleansing Policy
- Drivers Policy Review
- The Dog Bin Emptying Risk Assessment
- Jet Wash Risk Assessment
- Painting Procedure
- Planting Procedure
- Play Inspection Procedure
- Use of Hand Tools Procedure

8. Job Description for Trainee position

A draft Job Description has been written for the position of a new Grounds Maintenance Trainee.

Members will be asked to consider and discuss the above document, which can then be formatted into the Council style ready for inclusion in the job vacancy pack.

9. Open Spaces

Members are asked to note and review:

- i) 'Grounds Maintenance Issues Spreadsheet'
- ii) 'Play Parks Issues Spreadsheet'

- 10. Winter shrub cutting and start of grass cutting**
To receive a verbal update from the GM regarding the winter shrub-cutting schedule.
- 11. Trees for climate phase two.**
To receive a verbal update from the Grounds Manager on progress of this project. Due to staff issues a contractor has been carrying out the necessary works SAPC is obliged complete on a yearly basis under the project terms.
- 12. Date of next meeting**
The next meeting of the Grounds Maintenance and Play Area Committee will be held on 9th June 2025 at 12.15pm in the Redhouse Community Centre.