



St Andrews Parish Council

DRAFT Minutes of the Grounds Maintenance Committee
Meeting held on Wednesday 20th March 2024 at 7:30pm
at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present: Daniel Adams, Jake Chandler, Steve Heyes, Sue MacDonald, Paul West and Vince Williams
Officer Present: Emma Sylvester – Parish Clerk
Luke Jones – Grounds Maintenance Manager (GMM)
Public Present: 0

46. APOLOGIES FOR ABSENCE

None

47. DECLARATION OF INTERESTS

None

48. MINUTES

RESOLVED to approve the minutes of the meeting held on 22nd November 2023 as a true record and signed by the Chairman.

49. PUBLIC RECESS

No public present.

50. OPEN SPACES

- (i) Members received the 'Open Space issues' spreadsheet and discussed the following matters:
Allotments request – Members agreed for Swindon Borough Council Ward Councillors to find out what the policy is for new developments.
GMM reported on complaint received from resident regarding damage resulting from SBC vehicles driving over grassed verges.
- (ii) The GMM reported that there was no update regarding the flooding over the path at the Roman field and Groundwell. It was agreed to email all parties involved.
- (iii) Members received an update on the installation of two bins donated by Tesco at Redhouse and agreed to have a publicity shot with the manager of Tesco.

51. VEHICLE/MACHINERY

- (i) Members discussed draft briefs for new ride on mowers and tractor.
RESOLVED
To recommend to Full Council that tender documents for 5-year lease contracts to start in July 2025 are approved with briefs for 2 new ride on mowers and a tractor as detailed in the documents attached in the Minute Book.
- (ii) Members discussed the use of the small van. It was agreed that an additional vehicle was required to assist with bin emptying as the tipper trucks were too large to go on some of the footpaths. It was noted that the small van can't be used for emptying dog bins as the cab is not separate from the waste holding area. Members discussed purchase of a RTV (Rough Terrain Vehicle).
RESOLVED
To defer decision on lease of small van until a future meeting.

- (iii) Members discussed rolling over contracts for vehicles, so all leases are renewed at the same time. Members agreed that a decision could not be made until prices had been received. It was agreed for the GMM to obtain prices on the HiLux, ready for the next meeting, on extending the lease until 27th April 2026 and moving to a new lease from 12th August 2025
- (iv) Members discussed purchasing the woodchipper, trimax and hedge cutter at the end of the lease period.

RESOLVED

It was agreed to recommend to Full Council that the woodchipper, trimax and hedge cutter are purchased at the end of the lease period and a full report to be taken to Full Council outlining the exact costs and savings over 5 years.

**52. POLICIES, PROCEEDURES AND RISK ASSESSMENTS
RESOLVED**

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

Members expressed thanks to the GMM for his hard work in putting these together.

53. SHRUBS AND HEDGES

- (i) The GMM reported that all the priority areas i.e. the roads had been completed but some play areas and hard to reach areas, because of the wet ground conditions, had yet to be completed. He said that shrub beds and hedges being cut from now on would be checked for nests.
- (ii) Cllr Daniel Adams presented a proposal for the removal of shrubs from three areas along Salzgitter Drive to assist with pedestrian visibility when crossing roads.

RESOLVED

To support this proposal and request that Swindon Borough Council carry out the work.

54. TREES FOR CLIMATE

The GMM reported that the tree planting day was a huge success and confirmed the contractor would be responsible for planting the remaining trees. During the meeting, Members discussed the possibility of providing spades and refreshments at future events. It was agreed that the GMM would determine the cost of purchasing 10 spades for the next meeting.

55. DEPOT (Standing Item)

Cllr V Williams said there was no update.

56. BIN BAGS

Members considered a report to purchase bin bags.

RESOLVED

To purchase 61 boxes from Spaldings at a cost of £998.

57. WILD SEED

- (i) **RESOLVED** To purchase wild seed at a cost of £79.99 for Viking Close from Boston Seeds.
- (ii) The Clerk reported that following a request to SBC for permission to leave unmown field buffers around open spaces in the parish, SBC had responded to ask if the parish council would be interested in talks regarding a legal agreement regarding the maintenance of these areas, which could lead to projects being funded by SBC.

RESOLVED

To discuss this further with SBC and request the Clerk to invite officers to a meeting.

58. LOCAL NATURE RECOVERY STRATEGY

It was agreed to defer this to a future meeting.

59. LITTERPICKERS

Cllr Daniel Adams reported that he had received requests from a group of residents for litter picking equipment.

RESOLVED

To purchase litter pickers and hoops up to the value of £200 from Landscape Supply Company

60. ACCIDENT

The GMM reported that a member of staff had been bitten by a dog whilst working in the parish. It was agreed to undertake a review of the risk assessments to identify any potential measures for reducing such risks in the future.

The meeting closed at 9:09 pm.

Chairman _____

Date _____