



St Andrews Parish Council

**Draft Minutes of the Grounds Maintenance and Play Area
Committee Meeting held on Wednesday 24th September 2025 at
7:00pm
at Redhouse Community Centre, Frankel Avenue, Swindon**

Councillors Present: Jake Chandler*, Steve Heyes (Chairman), Sue MacDonald,
and Vince Williams
Councillors Not Present: Cherie Adams, Kate Tomlinson, Paul West
Officer Present: Emma Sylvester – Parish Clerk
Luke Jones – Grounds Maintenance Manager (GMM)
Public Present: 0

9. APOLOGIES FOR ABSENCE

Apologies were received from Cllr K Tomlinson.

10. DECLARATION OF INTERESTS

None

11. VICE-CHAIRMAN RESOLVED

To elect Cllr Vince Williams as Vice-Chairman to the Grounds Maintenance and Play Area Committee.

12. MINUTES

RESOLVED to approve the minutes of the meeting held on 30th July 2025 as a true record and signed by the Chairman.

13. OPEN SPACES

- (i) The GMM provided a verbal update on issues in the parish stating first grass cut in nine weeks had taken place due to the prolonged dry weather. Staffing shortages had resulted in a reactive approach, with the team at times reduced to only two members. As grass cutting had not been required, hedge cutting was undertaken instead, focusing on the entrances to estates. The issue of broken glass had also reduced since the schools returned.
- (ii) The GMM reported that recruitment for a new member of staff was moving forward.
- (iii) Members discussed item referred from Full Council regarding what areas there are within the parish, large or small, which could be possible biodiversity net gain units.

RESOLVED

to recommend the following areas to Full Council:

Chapel Farm site

Parts of Roman Villa site

Green at Tadpole Garden Village

Edges of open space around St Andrews Parish Council

RESOLVED

For GMM to present to Full Council all areas.

14. OAKS AT 80

Members discuss areas to plant three oaks in the parish from the Oaks At 80 project.

RESOLVED

To agree the three positions recommended by GMM as follows:

- Red oak at Tadpole Garden Village - The Eastern Common along Tadpole Lane
- English oak at St Andrews Ridge - Middle of the Roman villa footpath
- Holm oak at Groundwell West open space

*Cllr J Chandler left the meeting

15. VEHICLE/MACHINERY

- (i) Members noted that Full Council have approved a rolling contract for the Grounds 4 x 4 until a new vehicle has been agreed.
- (ii) The GMM reported that there had been an issue with the side arm but had now been repaired at a cost of £90 and the sensitive safety mechanism on mower seats had been repaired.

*Cllr J Chandler returned to the meeting

- (iii) Members discussed the draft brief tenders for new tipper trucks.

RESOLVED

To approve the brief document supplied by the GMM, noting that it was on a like for like basis. Document attached in the Minute Book.

16. TREE MAINTENANCE SERVICING

Members discussed contractors for providing watering and beating up services for Trees for Climate.

*Cllr J Chandler left the meeting

RESOLVED

To continue to use the current provider Deeper Green for 2026/2027 whose prices were £350 per visit for watering and £1.60 per tree for beating up services.

*Cllr J Chandler returned to the meeting

17. BIKE SELF SERVICE STATION

- (i) Members noted that Full Council had agreed a budget of £2000 for a bike self service station, installation and spare parts.
- (ii) Members discussed 3 models.

RESOLVED

To purchase Turvec model and additional spares up to £2000 subject to this equipment being deemed appropriate by resident from TGV who brought this to the attention of the parish council.

18. CCTV

Members noted that new CCTV equipment at Brook Park had been funded by the Police and Crime Commissioner.

19. PLAY AREAS

- (i) The GMM reported that only one play tour had taken place with Cllr S Heyes due to the heavy rain. The Chairman reported that a list of repairs had been put together which total £350K. There is money in the budget to make some repairs this year however the GMM has no man power.

*Cllr J Chandler left the meeting

RESOLVED

For Cllrs Heyes and Williams with the GMM to list the priorities to be discussed at the next Grounds Maintenance and Play committee before recommendation to Full Council in 26/27 budget.

*Cllr J Chandler returned to the meeting

- (ii) The GMM updated members on the play area questionnaire stating that is was ready to go and the consultation would run for 6 weeks.

20. SECTION 106 SPEND

Following a referral from Full Council, Members discussed play expenditure with S106 monies.

RESOLVED

To spend S106 monies on repairs to Delius Play Area up to £10,260.59

*Cllr J Chandler left the meeting

21. FINANCIAL RISK ASSESSMENT

Cllr Williams went through the Financial Risk Assessment and members considered risks for Grounds and Play.

*Cllr J Chandler returned to the meeting

RESOLVED

To recommend to Full Council the agreed risks

22. BUDGET

Members considered projects to be included in the budget for 2026/27. The following items were raised:

New MUGA Highdown Way
Road Sweeping
Weed Spraying
Bicycle

The meeting closed at 9:29 pm.

Chairman _____

Date _____