



# St Andrews Parish Council

**Draft Minutes of the Grounds Maintenance and Play Area  
Committee Meeting held on Wednesday 19<sup>th</sup> November 2025 at  
7:00pm  
at Redhouse Community Centre, Frankel Avenue, Swindon**

**Councillors Present:** Jake Chandler, Steve Heyes (Chairman), Sue MacDonald,  
Paul West and Vince Williams  
**Councillors Not Present:** Cherie Adams, Kate Tomlinson  
**Officer Present:** Emma Sylvester – CEO  
Luke Jones – Operations Manager (OM)  
**Public Present:** 2

## **Public Question Time:**

Two members of the public spoke in support of the parish council emptying bins at Tadpole Garden Village and asked why a decision had still not been made.

## **23. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs C Adams and K Tomlinson.

## **24. DECLARATION OF INTERESTS**

Cllr J Chandler declared an interested in Agenda Item 9 Trees for Climate as he was a volunteer for Wiltshire Wildlife Trust

## **25. MINUTES**

**RESOLVED** to approve the minutes of the meeting held on 24<sup>th</sup> September 2025 as a true record and signed by the Chairman.

## **26. RESOLVED** to bring forward agenda item 6 Tadpole Garden Village

## **27. TADPOLE GARDEN VILLAGE**

- (i) Members discussed a request from Preim to empty additional dog bins **RESOLVED** to empty and recharge Preim for two additional dog waste bins at Tadpole Garden Village with immediate effect.
- (ii) Members discussed a request from Crest to empty litter bins. **RESOLVED** To empty the litter bins at a cost of £2.50 per bin, subject to confirmation of the bin locations.
- (iii) Members discussed the current charge of bin emptying which had been kept the same since 2017. **RESOLVED** not to increase the bin emptying charges for 2026/27

## **28. OPEN SPACES**

- (i) Members received a verbal report from the OM noting that grass cutting has stopped and the team is currently clearing leaves.
- (ii) Members considered Full Council's referral regarding the proposal for the transfer of land at Addinsell to the Parish Council. Issues relating to grass cutting, land drainage, and natural springs were discussed. **RESOLVED:** To delegate authority to the CEO to inform Crest that the Parish Council does not wish to take ownership of the land but would be willing to take on the maintenance at a cost.

## 29. OAKS AT 80

- (i) Members noted the delivery of three oak trees for Tadpole, Roman Villa and Groundwell sites.
- (ii) Members considered arrangements for tree planting. It was agreed to plant trees on Wednesday 26th November and to invite local residents to join. Members also agreed to publish a press release with photos following the event.

## 30. TRAINING

Members considered the reports on training courses for Grounds Maintenance staff.

**RESOLVED** To approve the following training:

The Play Inspection Company to provide Play Area Inspection training for 6 people at a cost of £547.50

Greenway Training to provide Welding training for 1 person at a cost of £415

Chainsaw training for 2 people at a cost of £350

Small Tools training for 1 person at a cost of £550

## 31. FLOWERS & BULBS

Members considered the report on flower and bulb planting.

**RESOLVED** to purchase 2000 native bluebells and 5 kg of wildflower seed, with 1000 bulbs and 1 kg of wildflower seed to be supplied to Tadpole Garden Village, at a total cost of £755 from Boston Bulbs

## 32. TREES FOR CLIMATE

Members noted that £4,283 had been spent from the Tree For Climate grant.

## 33. VEHICLES

- (i) Members received an update on new equipment. They were informed that the RTV had been delivered and is being used to empty bins to reduce manual handling risks and prevent damage to the ground. The play van is expected to be returned shortly.
- (ii) Members considered the tender brief for the replacement electric van.  
**RESOLVED** to approve the tender brief as presented with a copy attached to these minutes in the Minute Book.

## 34. PLAY AREAS

- (i) The OM reported that there had been limited damage at the play areas. An issue was noted with the adult gym equipment, and a repair will be sought under the warranty.
- (ii) The OM updated members on the play area questionnaire. There were 26 responses, with the following feedback: residents were generally happy with cleanliness, but noted a lack of equipment, safety concerns regarding lighting and visibility, and a need for more sports facilities, such as a MUGA.
- (iii) Members noted that play inspections were completed in April. The OM reported that six medium issues and 26 low issues were identified. Most of the low issues, which were mainly missing caps, loose bolts, and pigeon droppings, have been addressed. The medium issues relate to items that cannot be visually inspected, such as cables and covers, and a head trap issue that cannot be addressed due to the age of the equipment. Cllr Vince Williams thanked the team and said well done.
- (iv) Members noted that Full Council had referred expenditure for Delius Play Area to the Grounds and Play Areas Committee.

**RESOLVED** to agree expenditure of £10,583.44 for play area repairs at Delius, to be funded from S106 monies and the play area maintenance budget.

- (v) Members considered quotes received for repairs to play areas and noted that any expenditure over £1,000 would require Full Council approval.

**RESOLVED** to recommend that Full Council approve repairs to the multi-unit at Brook Park at a cost of £1,131.60, to be funded from the Play Area budget.

**35. BUDGET**

Members discussed expenditure on play area repairs for recommendation to Full Council. It was noted that two play areas require new surfaces and CCTV at a total cost of £156,800. This will be considered at the Full Council budget meeting.

**RESOLVED** To purchase paint materials for Buscott and Brook Park at a cost of £600.

The meeting closed at 9:22 pm.

Chairman \_\_\_\_\_

Date \_\_\_\_\_