



Parks & Open Spaces Committee Terms of Reference

Background

This Committee is responsible for the development of 23 play areas (which include six Multi Use Games Areas and a Skate Park) and open spaces under its ownership or leased via Swindon Borough Council (SBC). It oversees external contractors, the maintenance of street furniture such as bus shelters, noticeboards, benches both in the Parish Council's ownership or leased via SBC. This Committee is also responsible for the provision of CCTV, creation of wildflower meadows, tree and bulb planting.

1. Delegation

- 1.1 Haydon Wick Parish Council (The Council) agreed to adopt the Parks & Open Spaces Committee Terms of Reference at Full Council on 19th May 2026.
- 1.2 The Council will consider renewing these Terms of Reference at its Annual Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of a maximum of TWELVE Councillors.
- 2.2 Councillors shall be elected each year at the Annual Parish Council Meeting. This includes the Chairman and Vice-Chairman as Ex-Officio members with no voting rights unless they are an active member of this committee.
- 2.3 Any vacancies which occur during a Council year will be filled by seeking nominations from the Full Council.
- 2.4 The quorum of the Parks & Open Spaces Committee will be FIVE Members.
- 2.5 At the risk of being inquorate the Chairman and Vice Chairman, as Ex-Officio members, will be asked to attend – with voting rights.
- 2.6 As per the Council's Standing Orders [4(b) and 4(c)] membership may include non-Councillors with no voting rights.

3. Procedures

- 3.1 The Committee will operate within Haydon Wick Parish Council's Standing Orders, Financial Regulations and all the relevant legislation for local government.
- 3.2 At the Annual Council meeting it shall elect the Chairman and Vice Chairman for this Committee for the forthcoming year. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree all minutes of meetings to the next appropriate meeting of the Committee.
- 3.4 The Committee will submit a draft budget and budget aspirations to the Finance & Policy Committee for consideration for the forthcoming financial year by the preceding December at the latest.
- 3.5 The Chief Officer/Clerk and Deputy Clerk to the Council will provide administrative support for the Committee. The Head of Parks & Open Spaces will be responsible for ensuring that the information shared to the Committee is up to date.

4. Meeting Dates

- 4.1 The schedule of the times and dates of programmed meetings for the year shall be agreed by the Full Council.
- 4.2 The Committee shall meet in the Council Chamber, Council Offices, Thames Avenue, Haydon Wick SN25 1QQ unless otherwise agreed, or blended/remotely, if and when legislation permits.

5. Committee Functions

The Committee shall:

- 5.1 Set all the charges and fees for the use of all outdoor facilities including the Leisure Gardens, football pitches (Trent Road & Clary Road [when applicable]) and open spaces.
- 5.2 Monitor the Parks & Open Spaces budget, income and expenditure.
- 5.3 Be responsible for the management, maintenance, upkeep, and improvement of all the premises used by the Parish Council as the works depot, stores, workshops and purposes connected with the functions controlled by the Committee.
- 5.4 Develop, oversee, and promote all projects that relate to the upgrading and improvement of all play areas, recreational and open space facilities in Haydon Wick.

- 5.5 Be responsible for the drawing up, updating and application of bylaws for Council owned land.
- 5.6 Actively support the provision of public art where appropriate within the open spaces of the parish and have delegated authority to agree the locations for such an activity.
- 5.7 Seek to increase the role of The Council in the management, maintenance and upkeep of open spaces throughout the Parish.
- 5.8 Set all charges and fees for outdoor facilities to include equipment and services such as the mini compact street sweeper.
- 5.9 Proactively support the development of events on open spaces and identify opportunities to hold events run and managed by the Council within its open spaces.
- 5.10 Work in with the Community Development Committee to apply for appropriate funding bodies to help provide, improve and upgrade recreational and open space facilities for the benefit of the Parish.
- 5.11 Be responsible for the development of football and other sporting activities that take place on land under the management of the Committee.
- 5.12 Work in partnership with the Police and community officers to help alleviate anti-social behaviour and vandalism in open spaces within the Parish.
- 5.13 Investigate ways of increasing recycling opportunities within its parks and open spaces.
- 5.14 Actively promote and encourage sporting and recreational ventures in the Parish and to liaise with all relevant sporting organisations as appropriate.
- 5.15 Actively promote all the environmental aspects and benefits of recreational open spaces in the Parish to include biodiversity and conservation.
- 5.16 Actively liaise with the relevant departments of Swindon Borough Council and other Parish Councils in all matters relating to open spaces.
- 5.17 Either directly or in partnership provide, maintain and replace street furniture including seating, bus shelter, litter bins etc.
- 5.18 Actively promote and protect all footpaths, bridleways and other Rights of Way in Haydon Wick.

- 5.19 Select from its membership a person or persons to represent the Council at appropriate meetings and public enquiries to represent the Council's previously agreed views on matters that are the responsibility of the Parks & Open Spaces Committee.
- 5.20 Delegated authority to sign off budgeted expenditure for Parks & Open Spaces matters up to £25,000. Anything exceeding this amount must be recommended to Full Council before proceeding.

Version Control

HWPC Parks & Open Spaces Committee	Georgina Morgan-Denn Chief Officer/Clerk & RFO		Review:
		Adopted at Full Council May 2025 Minute Ref: AFC 020	May 2026
		Adopted 19 th May 2026 Minute Ref: AFC XXX	May 2027