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Minutes of the **Planning & Highways Committee** of Haydon Wick Parish Council held on **Tuesday 22nd September 2026** at 7.00pm in the Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors A John (Chair), C Chikezie-Morris (Vice Chair), I Edwards, R Hailstone, L Jackson, B Patrick-Okoh

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk and RFO
Julie McMorrow, Meetings & HR Administrator

ALSO IN ATTENDANCE Councillor N Bradley

- PH 048 APOLOGIES**
Apologies were received from Councillor C Skinner and R Heath (Work Commitments), Councillor J Ireland (Personal Commitments).
- PH 049 DECLARATIONS OF INTEREST**
Cllr I Edwards declared an interest in the LDP planning application due to a private employment association...
- PH 050 PUBLIC PARTICIPATION**
None present.
- PH 051 CHAIRMAN'S ANNOUNCEMENT**
There were no announcements.
- PH 052 MINUTES OF THE PREVIOUS MEETING**
Members reviewed the minutes of the Planning & Highways Committee on Tuesday 25th August 2026 and agreed that they were a true record.
Proposed: Councillor L Jackson Seconded: Councillor I Edwards
Vote: Agreed with two (2) Abstentions.
RESOLVED: Members confirmed as a true record the minutes of the meeting held on 25th August 2026.
- PH 053 CHIEF OFFICER'S REPORT**
Planning training was unsuccessful due to WALC sound issues, an alternative date to be issued in due course.
- PH 054 COUNCILLOR REPORTS**
Councillor A John – Nothing to report.
Councillor C Chikezie-Morris – Nothing to report.
Councillor L Jackson – Cornflower Road path works have been completed.
Councillor I Edwards – Nothing to report.
Councillor B Patrick-Okoh – Gaynor Road footpath needs repair, to be added on spreadsheet tracker held centrally by Councillor A John.
Councillor R Hailstone – Condition of footpaths (in general) very wide cracks which prove quite dangerous. This will be added to the new spreadsheet held by Councillor A John.
Councillor N Bradley – Advised that Swindon Borough Council (SBC) have started correction works on pathways damaged by the recent heatwave.

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It was explained to all Committee members that they should be logging their highway issues directly with SBC via the Jadu / Parish Enquiry reporting system which members were informed of during their inductions.

The logging system which the Chair and Vice Chair of the Committee are developing will be discussed later during Agenda Item 10.

PH 056	PLANNING APPLICATIONS			
	The Committee considered the following applications:			
PH 056.1	056.1 S/HOU/26/1072	22 Deneb Drive, Oakhurst, Swindon, SN25 2LB	Conversion of garage (Retrospective) for ancillary use by host dwelling.	
	HWPC Comments: Retrospectively - No Objection.			
PH 056.2	056.2 S/LDP/26/1110	42 Sherford Road, Haydon Wick, Swindon, SN25 3PR	Certificate of lawfulness (Proposed) for the change of use from a dwelling (Class C3 (a) to a (Class C2) small children's home.	
	HWPC Comments: Object due to highways concerns and parking issues and possible increased congestion in the area. The proposal does not appear suitable for use as a Children's Home and is considered unsuitable. The site has inadequate parking provision and poor access, and residents have already raised concerns about parking in the area. The driveway cannot be extended, and no reinforced parking solution is possible.			
PH 056.3	056.3 S/HOU/26/1133	23 Queen Elizabeth Drive, Swindon, SN25 1WR	Erection of 2 storey side and first floor side extensions.	
	HWPC Comments: No Objection			
PH 057	GRANTS, REFUSALS, WITHDRAWALS, LAWFUL DEVELOPMENTS AND PRIOR APPROVALS			
PH 057.1	057.1 S/HOU/26/0822	42 Sunningdale Road, Swindon, SN25 3AZ	Erection of a two- storey rear extension, partly over the existing single-storey rear extension, together with replacement windows and alterations to the external finish from pebble-dash to off-white render.	REFUSED
	HWPC Comments: No Objection			
PH 057.2	057.2 S/HOU/26/0843	7 Kennet Avenue, Haydon Wick, Swindon, SN25 3LQ	Erection of a single storey rear extension.	GRANTED
	HWPC Comments: No Objection			

PH 058 COMMUNITY LED ACTION PLAN (CLAP): LOGGING POTHOLE & HIGHWAYS ISSUES

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Councillor A John explained the objective of this log, the information will be gathered and passed to Ward Councillors to lobby on behalf of Haydon Wick Parish Council (HWPC). Councillor A John will distribute the spreadsheet when amendments are complete, and it will then be placed on SharePoint for all to update and use.

Councillor John reported that he and Councillor Chikezie-Morris have developed a central parish-wide log of potholes and other highway issues. The log is intended to provide the Parish Council with a consolidated record of issues across the parish and to support engagement with the SBC Ward Councillors in seeking appropriate highway works and responses from SBC.

Councillors are reminded that all highway issues must continue to be reported directly to SBC through the Parish Enquiry/Jadu system. The Parish Council's central log is an additional monitoring and coordination tool and does not replace the requirement for individual issues to be formally reported to SBC.

Councillors Adam and Chikezie-Morris will finalise the spreadsheet and, once ready, it will be made available on SharePoint for Committee members to record issues they identify. Members are asked to take responsibility for monitoring their respective areas of the parish — e.g/ Haydon Wick and Priory Vale — and for ensuring that potholes and other highway issues they identify are reported promptly to SBC and recorded on the Parish Council's central log. This will give the Committee a clear and up-to-date picture of highway issues across the parish and enable the Parish Council to monitor progress and follow up outstanding matters where necessary.

For transparency and monitoring purposes, a summary of reported highway issues and their progress will be presented at each monthly Planning and Highways Committee meeting. This will allow Members to review outstanding cases, identify any issues requiring further action or escalation, and maintain oversight of the Council's response to highway concerns across the parish.

Councillor Chikezie-Morris has prepared an email setting out the purpose of the log, Members' responsibilities and how the system will be managed. This will be circulated to Councillors shortly.

The Committee acknowledged that the responsibility for identifying, reporting and logging highway issues should sit with all Councillors, rather than relying on individual Members to raise issues on behalf of the wider parish. This forms part of the Committee's commitment to delivering the Community-Led Action Plan.

PH 059

ITEMS FOR THE NEXT AGENDA

To be sent to the Chief Officer in advance of the next meeting on 20th October 2026.

The meeting closed at: 7.26 pm

Chairman _____

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