Minutes of the **Parks & Open Spaces Committee** meeting of Haydon Wick Parish Council held on **Tuesday 6th October 2026** at 7.30pm.

ATTENDANCE

MEMBERS: Councillors L JACKSON (Chair), R HAILSTONE (Vice Chairman), S HEYES, A JIMMY, V MANRO, S NUKANA, C SKINNER, L STEVENSON.

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Jason Watts, Parks and Open Spaces Operations & Facility Manager
Julie McMorrow, Meetings & HR Administrator

Also in Attendance Councillor A Roupelis & Councillor N Bradley.

POS 046 APOLOGIES
Apologies were received and noted from Councillors A Hughes, I Edwards & J Jackson (Personal Commitments). No apologies were received from Councillor R Heath.

POS 047 DECLARATION OF INTEREST
None.

POS 048 PUBLIC PARTICIPATION
There was one member of the public present who wished to observe the meeting.

POS 049 CHAIRMAN'S ANNOUNCEMENTS

- Please stay behind and help clear away the desks to help with the set up for the SEND Consultation Brunch taking place tomorrow morning.
- £225.20 raised from the Scrap Metal event for CALM, thanks to everyone.

POS 050 MINUTES OF THE PREVIOUS MEETINGS
Members approved the minutes as a true record of the meeting held on Tuesday 4th August 2026.
Proposed: Councillor S Heyes Seconded: Councillor S Nukana
Vote: Agreed unanimously.
RESOLVED: Members confirmed as a true record the minutes held on Tuesday 4th August 2026 and they were signed by the Chairman.

POS 051 ACTIONS ARISING
Noted.

POS 52 *Moved forward from agenda item 17* **FUTURE PLANNING FOR HEATWAVES, DROUGHT CONDITIONS AND CLIMATE RESILIENCE**
Climate change is increasingly affecting local communities through prolonged heatwaves, extended periods of drought, increased wildfire risk, pressure on water resources and the deterioration of public assets and open spaces.
The Working Party is invited to consider the recommendations contained within this report and decide whether they should be referred to the Parks & Open Spaces Committee with a recommendation to Full Council.

The report showed many areas to consider, staff welfare in extreme heat and PPE, brooks and the water retention, trees and hedges not surviving and the impact on the wildlife.
Haydon Wick Parish Council (HWPC) already has a Community Emergency Plan and an existing working party therefore it was deemed best practise to merge this report into the existing plan and take to Full Council in October 2026.

Proposed: Councillor V Manro **Seconded: Councillor R Hailstone**

Vote: Agreed Unanimously

RESOLVED: To proceed to consider consolidating the findings in with the current Community Emergency Plan and take to October Full Council.

8.04pm Councillor A Roupelis left the meeting.

POS 053 **SEVEN FIELDS**

September's Seven Fields Conservation Group meeting has taken place and members discussed the highlights,

- The bat walks with Wiltshire Wildlife Trust had been extremely successful, and the feedback was very positive.
- Kings Bridge is now complete and there is an up-and-coming park run; next meeting is on the 21st of October 2026.
- An early Hay Cut must take place by Swindon Borough Council (SBC) in 2027 due to the ground being so dry and there may not be enough rain over the winter and spring to make the ground damp enough to ensure the area is not a potential fire hazard. The date of the cut needs to be considered owing to seed production.

The Seven Fields Conservation Group also gave thanks to the Parish Councillors, Office Staff and Parks & Open Spaces Team for the support and contributions.

POS 054 **CHIEF OFFICER/DEPUTY CLERK & SERVICES MANAGERS REPORT**.

- Attended the Wiltshire Association of Local Councils (WALC) conference today, very good use of time and informative.
- Reminder for the Chocolate Bingo event happening this Friday 9th October 2026 at the Haydon Wick Club in support of Council's Chosen Charity, CALM.

POS 055 **COMMUNITY LED ACTION PLAN 2026-2029**

Members noted the latest plan. All Chairs and Vice Chairs are encouraged to take ownership of tasks and report findings at their Committee Meetings. Councillor L Jackson has made a start on allocating tasks that fall within the remit of Parks & Open Spaces. Please amend your allocated areas as you wish. Alternatively, you may contact Councillor L Jackson directly to advise them of your areas of interest.

POS 056 **COUNCILLOR REPORTS**

Councillor L Jackson – Attended the Seven Fields Conservation Group's AGM and the Wildflower and Bulb Working Party.
Councillor R Hailstone – Attended the Wildflower and Bulb Working Party and Leisure Gardens Annual Plot Holders meeting.
Councillor S Heyes – Attended the Grounds Maintenance Working Party and the WALC conference.
Councillor A Jimmy – Nothing to report.
Councillor V Manro – Attended the White Eagle Outdoor Gym as part of an engagement session for the Community Led Action Plan 2026-2029. Received a call from the police last

weekend which was bin bags of rotten meat which had been fly tipped on Elstree Way. Attended WALC conference today 6th October 2026 which was a successful event.
Councillor S Nukana – Attended the Haven, really enjoyed it.
Councillor C Skinner – Nothing to report.
Councillor L Stevenson – Attended the Community Led Action Plan engagement session at the White Eagle outdoor gym, which was very positive. Liaising on some small case work locally and attended the Wildflower and Bulb Working Party.
Councillor N Bradley – Seven Fields, Leisure Gardens AGM, Wildflower and Bulbs Working Party.

POS 057 **PARKS & OPEN SPACES REPORT**

POS 057A Members received and noted the Parks & Open Spaces Maintenance Report and the officers' recommendations. Highlights included:

- Some repairs on the mini compact sweeper were carried out during August and September, these were necessary to keep it functioning.
- Noise disturbance complaint has been about dogs barking in the dog play area early morning and late at night, there have been no other complaints, but the team will continue to monitor this concern.
- It was noted that due to annual leave, staff absence and some training commitments the team has not recently been running at full capacity. Three roles have been identified, and the recruitment process will take place in due course. Despite these challenges as the team have been crossed trained essential works have been completed.

POS 57B

Members noted the reporting system statistics for August to October 2026, during which 153 jobs were reported. It was noted that some residents are not receiving automated responses or feedback. Officers will work to identify a solution. In the interim, Members acknowledged the important role of the Receptionist/Administrator in keeping residents updated and undertaking the detailed data gathering reflected in the reports.

POS 058 **GROUNDS MAINTENANCE & BULB, TREES & WILDFLOWER WORKING PARTY UPDATE**

Bulbs

Four areas were identified where bulb planting would provide both visual impact and environmental benefits. Following discussion, it was agreed that the Akers Way bank would be selected for planting, as the area has experienced long-term litter issues associated with SBC waste collection. The aim is that the bulb display will enhance the appearance of the site, brighten the area, and demonstrate that Haydon Wick Parish Council actively cares for and invests in its local environment.

It was suggested that a variety of crocus bulbs be planted in a natural, scattered arrangement to create a more attractive display. Although it was acknowledged that the bulbs should be planted as soon as possible, current ground conditions remain too hard to allow for successful planting. Parks and Open Spaces Manager will source the bulbs, identify the appropriate budget provision, and arrange for the planting works to be carried out.

Grounds Working Party

Shrub & Hedge Maintenance all progressing well, it was highlighted that better engagement with the public is required before we go into 2027 nesting season.

Grass Cutting was halted for eight (8) weeks we have returned to a phase return for mowing, it was noted that the mowers will return to the hire company at the end of October.

Members noted the litter bin vandalism and the cost of bin replacements.

Budget aspirations were noted.

The following aspirations have been collected so far.

- Replace the fence & gates at Rose Walk allotment site - £25k
- Introducing air conditioning at the GMF offices - £8k
- Purchase and install a dryer at the GMF - £0.5k
- Purchase and install a dishwasher for the GMF - £0.5k
- Supply summer T-Shirts for all the team - £0.3k
- Purchase a designated brush cutter - £0.8k
- Introduction of dash cameras for all vehicles - £TBC

POS 059 **PARKS & PROJECTS UPDATE**

Members noted the report and after discussion agreed to the recommendations within the report.
Proposed: Councillor C Skinner **Seconded: Councillor R Hailstone**
Vote: Agreed Unanimously
RESOLVED:

1. **To proceed with removing the low-level fencing along the front edge of Heaton Play Area and removing the existing hedge during the winter period.**
2. **To purchase a basket swing beam to be installed at White Eagle Play Area, at a cost of £3,014.31 (manufacture part only) to be met from existing budgets.**

POS 060 **FRANCOMES PLAY AREA**

Members received a verbal update. The developer had contacted the Parish Council to say that they needed more clarification on two specific questions:

- The preferred option would be to remove the play equipment; therefore, would it be agreed that the scope should also include the removal of the fencing and rubber matting and return the area to grass? *HWPC confirmed that this would be the preference and the Parish Council could cut the grass when carrying out other duties in proximity.*
- Regarding planning obligations are you able to confirm that there is no requirement for a Deed of Variation to the original S106? *With Swindon Borough Council to progress.*

Officers will continue to progress and provide an update will be presented (if received) at the next Parks and Open Spaces Committee meeting.

POS 061 **MEMORIAL TREE REQUEST**

Members noted the report regarding a resident's request for a memorial tree to be planted.

The Council's Tree Survey (2025–2030) has identified two trees at Lyddon Way that require felling. It was suggested that one of these could be replaced with a memorial tree.

The location is close to an existing planter that the Council waters each summer, meaning the additional maintenance required to establish a young tree would be minimal. The ongoing maintenance cost is estimated at approximately £200 per annum. The costs of purchasing, planting, staking and guarding the tree have yet to be determined.

Members noted that HWPC does not currently have a policy for memorial tree planting and requested that Officers develop one to provide guidance for future requests.

The Committee suggested Tadpole Field as a potential location, which could provide a dedicated area for memorial trees in remembrance of those who have passed away. It was noted that SBC has funding available to provide whip trees for this purpose.

The matter will be discussed further, with consideration also given to alternative locations.

POS 062 ANNUAL PLOT HOLDERS MEETING

Members received an update on the Annual meeting held Monday 5th October 2026 which was very well attended. Guess speaker from Swindon Allotment & Leisure Garden Association provided an informative update. Plot Holders appreciated the improvements that have taken place, the noticeboards and the social events. Plot Holders asked about the pathways on Goodearl they have got smaller as the plots have got larger and padlocks for the gates. One request we received for woodchips on Rose Walk, this will be considered.

POS 063 CCTV PROVISION

Members noted that CCTV has been installed on the outside of the HWPC Offices and this has led to a budget aspiration for CCTV go into King George V Play Area and the Haydonleigh Skate Park. Indicative costs for a rolling asset-based CCTV programme will cost approximately thousand pounds (£10,00.00). A sync fund for repair and replacement is required as these cameras only last around five (5) years.

POS 064 ENVIRONMENT AGENCY: BROOK & DITCH MAINTENANCE

Members noted the recurring difficulties outlined in the report and supported the proposed procedure. Members recommended that Officers formally approach the Environment Agency and Swindon Borough Council to seek a clear, documented agreement on responsibilities for these categories of case, with the aim of reducing delays and improving resolution in the future.

Members further recommended that Officers work with both organisations to establish a clearer joint liaison and escalation process for cases where responsibility for watercourses or flood defence land is unclear or disputed. The matter will continue to be monitored in conjunction with the Environment Agency and Swindon Borough Council.

POS 065 MEDIA, PRESS & COMMUNICATIONS

The Chief Officer explained that this is a new standing agenda item for Committee meetings to ensure consistency over communications. After discussion it was agreed to have articles covering Bulb Planting, Leisure Gardens and Drought Conditions & Climate Resilience in the next edition of the Haydon Wick "Living" Magazine.

POS 066 BUDGET ASPIRATIONS

Committee discussed budget aspirations which included:

- Funds to refurbish one play area

- SEND Play Area (subject to consultation, grant funding and a business case)
- Teenage Girl Park
- Dog Play Area improvements (i.e. water trough)
- CCTV

POS 067 **BUDGET MONITORING: INCOME & EXPENDITURE**

Members noted the report.

Resolved to extend the meeting by 10 minutes.
Meeting and HR Administrator left the meeting at 9.30pm

POS 068 **ITEMS FOR THE NEXT AGENDA**

Send to Chief Officer before the 1st December 2026.

POS 069 **TREE MANAGEMENT PLAN & CONTRACT**

Proposed: Councillor C Skinner **Seconded: Councillor V Manro**
Vote: Agreed unanimously.
RESOLVED:

- **To enter into a 'preferred supplier' contract for a period of 12 months from Autumn 2026 to Spring 2028.**
- **To note the contract can be reviewed after the 12 months to ensure best value is still being achieved and to enter another 'preferred supplier' contract if appropriate.**

POS 070 **GRASS CUTTING: LARGE AREA CONTRACT**

Members noted that the Large Area Grass Cutting contract is due for renewal. The value of the contract is less than the public tender value so three quotations will be obtained and considered in line with the Council's Financial Regulations and best practice. Costs will be reported back to the Committee in December 2026.

Meeting Closed at: 9.36pm **Signed by Chairman: _____**