Minutes of the **Community Development Committee** meeting of Haydon Wick Parish Council held on **Tuesday 3rd November 2026** at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE:

MEMBERS: Councillors S Nukana (Chairman), L Stevenson (Vice Chairman), A Hughes, J Ireland, J Jackson, L Jackson, A John, V Manro, A Roupelis, C Skinner

OFFICERS: Georgina Morgan-Denn, Chief Officer, Clerk & RFO
Laura Cutter, Deputy Clerk, HR & Services Manager

CD 050 APOLOGIES

Apologies were received from Councillor N Bradley and C Chikezie-Morris (Personal Commitments)

CD 051 DECLARATIONS OF INTEREST

Cllr L Jackson & Cllr L Stevenson declared an interest in Agenda Item – Scout Mail – as they are Trustees of the Scouts.

CD 052 PUBLIC PARTICIPATION

To Members of the Public attended the meeting with concerns over the potential placement of a food truck in the GLL carpark. This is very close to a school and is therefore it is not a suitable location, too many cars park there, it is extremely busy at school pick up time which is a concern of safety for both children and vulnerable adults. Haydon Wick Parish Council (HWPC) is putting comments together and will be submitting their findings by the 4th November as the consultation for this licence request closes on 6th November 2026. HWPC will also as well as submitting a response to Swindon Borough Council (SBC) endeavour to establish if the suggested site has appropriate planning conditions to allow a trader to sell food and drinks on it.

Another Member of Public acknowledged that there was a police incident over the Orbital last night concerning a missing person and hoped everything was ok. Confirmed that resident was found safe and well. Also asked if the above planning application incorporated disabled access, in which Members confirmed it would be considered as part of the public safety criteria

CD 053 CHAIRMANS ANNOUNCEMENTS

None.

CD 054 MINUTES OF THE PREVIOUS MEETING

Members reviewed the minutes of the Community Development Committee meeting held on Tuesday 1st September 2026 and the Chair of the Committee signed the minutes as a true record.

Proposed: Councillor C Skinner Seconded: Councillor J Ireland
Vote: Agreed with one abstention.
RESOLVED: To confirm as a true record the minutes of the meeting held on Tuesday 1st September 2026 and the Chairman signed the minutes.

CD 055 POLICE UPDATE

PC Gee and PC Dellar who are the new neighborhood policing officers for the Haydon Wick area were unable to attend. No update provided in advance.

CD 056 COUNCILLOR REPORTS

Councillor S Nukana – Diwali Event went well. Thanks to staff and fellow Councillors for helping.
Councillor L Stevenson – Attended half term activities at Haydon Wick. Remembrance Post Box topper on Thames Avenue has been installed, there has been so much attention in the design, and this enhances the Council Offices display. Thank you to Swindon Big Knit. Climate Day at Christ Church biodiversity and climate resilience discussions will be very helpful for our future discussion.
Councillor A Hughes – Attended Diwali event, hosted a community engagement at Luna Play Area with Councillor A John. Key feedback was public disruption at the park which was disappointing. These concerns will be reported to the Policing Team. Noticed the litter in the play area.
Councillor J Ireland – Diwali afternoon was very well organised.
Councillor J Jackson – Nothing to report.
Councillor L Jackson – Attended Half Term Events – Pumpkin Carving, Skate Park Event and Diwali. Took part in the CALM Lost Hour Walk with other Councillors and Staff.
Councillor A John – Attended Sunday morning Luna Play Area, useful to be visible in the area and engage with residents. Reported litter issues in the area.
Councillor V Manro – Attended half term events, and most of the Memory Café and Haven held this month. Haydon Court experiencing anti-social issues and he's assisting with those by acting as a liaison between them and the housing association. House Party issue at weekend, the Police may have needed the parish office as a de-escalation point and for safety until people, but they managed to calm down the situation so access to the building was not required.
Councillor A Roupelis – Nothing to report.
Councillor C Skinner - Nothing to report.

CD 057 **DEPUTY CLERK'S/HR & SERVICES REPORT**

The poppy installation took place today. Sadly, no councillors were present, despite calendar invitations confirming that they would be. Installation will stay in place until the 13th.

CD 058 **COMMUNITY CAFES**

CD 058A Members received an update on the Memory Café and Companions Café. The Co Ordinator is working on securing the Dementia Bus experience for regular attendees. Cost is to be agreed and will initially come out of the Memory Cafe budget, but as an ticketed event this will be met through Memory Cafe income. The location for this experience will take place at the Tawny Owl Pub who has agreed to use the Parliament Room free of charge.

CD 058B Members received an update on the Haven. This will be reviewed again after December. The Haven will remain Councillor-led. There have been good guest speakers like Neil Pullen from Wiltshire Wildlife Trust and Mr John Stooke regarding the history of Swindon. Various topics are covered. The Haven has seen some new attendees, which is positive, and the regulars continue to keep coming back and suggesting ideas for future cafes. Please keep putting forward ideas to keep the Haven interesting and active.

CD 059 **MOBII TABLE DONATION TO PROSPECT HOSPICE**

Members noted that a payment of £450.00 has been made to service the Mobii Table as part of a donation to the Prospect Hospice. The funds were previously reported as being potentially allocated from the Community Grants Budget 4209/402. This amount is within the Officer's delegated authority as per Councill's procurement process.

CD 060 **COMMUNITY & YOUTH DEVELOPMENT**

Members noted the report which demonstrated the abundance of events completed since September Committee meeting. There is the ongoing success with yoga and craft and connect and two litter picking events took place on the 20th September and 9th October. The Macmillan Coffee morning was a success and Haydon Wick Parish Council (HWPC) are pleased to announce that £365.00 has been raised. During October half term there are a mix of events, SK8JAM, Halloween traditions and two Diwali sessions.

CD 061 **UNIQUE VOICE'S SAFER TOGETHER INITIATIVE**

Deputy Clerk attended the online seminar on the safer together initiative which focuses on early intervention and the prevention of knife crime and serious violence. This brought together Wiltshire Police, Crime Stoppers, Community Safety, Swindon Borough Councils, Support Workers, secondary schools and charities right across Wiltshire. Key points discussed were:

- Pre-crime prevention: Teachers, youth workers, parents and siblings identifying concerns early and supporting young people.
- Intervention and support: Families, neighbours, social workers and police working together to address risks and prevent escalation.
- Post-crime response: Services including A&E and youth justice providing appropriate support and intervention.

The seminar reinforced that preventing knife crime is a shared responsibility with early intervention being vital to help stop serious violence among young people.

CD 062 **BUS SHELTER REPAINTING, THAMES AVENUE**

Members noted the recommendations as presented to them in the report. It was also noted that this has been a successful community enagagement project. Members were asked to consider proceeding with the second bus shelter refurbishment project, at The Brow, Haydon Wick using the same successful community engagement and school-participation approach adopted during Phase One. It was noted to utilise £300.00 of the Community Choices budget for the paint and materials 4629/402.

Discussion about extending the initiative over to the Perspex Bus Shelters, starting with the one on Thames Avenue opposite Morrisons. Hoping pupils invested in the projects will be invested and future proof any potential vandalism. A potential artist was discussed who could assist with improving other bus shelters. Details to be provided for future financial impact. Members discussed durability of the perspex bus shelter and their longevity. Resident criticsie the shabby look of the bus shelters. Deputy Clerk will investigate and bring to POS Committee in December.

Councillor J Ireland is happy to assist with the engagement for the second bus shelter project.

Proposed: Councillor V Manro **Seconded: Councillor L Stevenson**
Vote: Agreed unanimously.
RESOLVED: To proceed with the second bus shelter refurbishment project, at The Brow, Haydon Wick using the same successful community engagement and school-participation approach adopted during Phase One.
To utilise £300.00 of the Community Choices budget for the paint and materials 4629/402.

CD 063 **CHRISTMAS ACTIVITIES 26**

Members noted the report and the Christmas programme, which will deliver a range of festive events, community activities and support initiatives throughout November and December, helping to bring residents together while providing practical support to those who may need it during the Christmas period.

Councillor C Skinner is acting as liaison with Salvation Army and has confirmed that they are able to attend the HWPC Christmas Event. Members were asked if they could make some time on the 5th December 2-10pm for a fundraising opportunity for CALM. If you can please let Councillor V Manro know, more details to follow.

The Christmas Parcel scheme is open to anyone 70 years and over, who live alone in the parish of Haydon Wick. The application form is now live on the website and in the newsletter. The Administrator is writing to local companies asking for donations of non-perishable goods and the content list will be like previous years. The items will be purchased throughout October and November. The RCCG Church have offered their support again this year. The budget for this annual project is for approximately one hundred and seventy (170) parcels however if the demand is higher, there may be the opportunity to increase funds to facilitate this via Community Choices.

CD 064 **MARKETING, COMMUNICATIONS & EVENTS**

Members noted the report and the key deliverables.

A 48-page Winter magazine, 72 social posts, 24 web posts, one bulletin, 12 event posters with supporting graphics, three charity events, three Craft & Connect sessions, three youth events, five surveys and support for one consultation event.

- **Digital communications:** From 1 September to 21 October, the website attracted approximately 4,000 active users and more than 23,000 interactions. Social media achieved over 176,000 unpaid views, including over 171,000 on Facebook. Instagram engagement and video performance declined, identifying areas for review.
- **Events:** The Charity Curry Evening, Chocolate Bingo and Halloween activity sold out. Christmas activities and branding are covered separately under Agenda Items 14 and 16.
- **Magazine:** Winter publication arrangements were secured for approximately 9,500 households after the previous printer entered administration. An established supplier was selected, with a small printing-budget increase accepted to protect deadlines.
- **Engagement:** Support for the SEND Play Area Consultation included digital and printed materials. A Community Led Action Plan Engagement Toolkit provides surveys, a doorstep guide, QR-code cards and a Parish Office feedback station.
- **Decision and recommendation:** The Working Party agreed to use an established printer for the Winter edition. The Committee is asked to note the report.
- **Next steps:** Review long-term printing arrangements and advertising rates, Instagram and video strategy; order QR-coded survey beer mats and relaunch “How Are We Doing?” in a Stats & Facts format. Continue sponsorship, branding and vehicle livery, website accessibility, press engagement, seasonal events and the Haydon Wick Hero campaign.

CD 065 **BRANDING UPDATE**

Members noted the report and the recommendation to agree in principle to the design of the Parks and Opens Spaces vehicle livery and to note the next steps and

progress made to date. The branding of the vehicles is important to make residents aware of the good work of the Parks and Opens Spaces Team and HWPC.

The Council continues to progress its wider branding programme, aimed at strengthening visibility, improving consistency, and enhancing the overall customer experience across all Council services.

By early 2027, the Council's brand is expected to have a visible presence throughout the community. This will be reflected through refreshed noticeboards, community bus graphics, improved wayfinding and signage, enhanced site presentation, and a more consistent customer experience across digital and physical touchpoints.

Looking further ahead, aspirations remain for the introduction of branded Parks & Open Spaces fleet livery, further reinforcing the Council's identity within the parish and providing highly visible promotion of the valuable services delivered on behalf of residents.

The ongoing branding programme continues to demonstrate the Council's commitment to professionalism, visibility, and civic pride, ensuring that the positive work undertaken by the Parish Council is clearly recognised throughout the community.

Proposed: Councillor L Jackson **Seconded: Councillor J Jackson**
Vote: Agreed Unanimously.
RESOLVED: To proceed to agree in principle to the design of the Parks and Opens Spaces vehicle livery and to note the next steps and the progress made to date.

CD 066 **SPECIAL EDUCATIONAL NEEDS DISABILITES (SEND) ACCESSIBLE OUTDOOR SPACE CONSULTATION**

Members noted the report and in particular the incredible work of the Deputy Clerk and team for their efforts at the consultation events. This interim report asks the Community Development Committee to note consultation findings and support further feasibility work for inclusive outdoor provision for children, young people and adults with special educational needs, disabilities or mobility needs. It does not seek selection of a preferred site or approval of a final project. Consultation identified demand for provision beyond age 12; genuinely inclusive equipment integrated throughout the space; accessible routes and surfacing; sensory, natural-play and quiet areas; and continued involvement of people with lived experience. It also emphasised durability, maintenance, safety and improvements to accessibility across existing play areas.Possible locations will be discussed with the Play Area Working Party Each site presents questions concerning land availability, accessibility, competing uses, planning, neighbour impact, parking and transport.
Funding routes have yet to be identified and will be picked up by the Play Area Working Party in due course, possible avenues include grants, Council funding, partnerships, sponsorship, fundraising and phased delivery.

The Committee is also asked to consider the development of a business plan to support the initiative. There is also the possibility of disabled grant from SBC which may be something HWPC can look into. Councillor V Manro has offered to assist with a business plan to ease some resource pressure off officers.

Proposed: Councillor L Stevenson **Seconded: Councillor V Manro**
Vote: Agreed unanimously.
RESOLVED: To proceed to support Community Development Committee consultation findings and support further feasibility work for inclusive outdoor provision for children, young people and adults with special educational

needs, disabilities or mobility needs and incorporate findings in a business plan.

CD 067 **COUNCIL'S CHOSEN CHARITY – CAMPAIGN AGAINST LIVING MISERABLY**

Members noted the report and the already relationship that has gained fantastic momentum since HWPC chose to support this vital charity. CALM are now part of the HWPC team and there is a wonderful reciprocal relationship. It was suggested that the term of supporting the charity be extended to May 2029 to provide continuity and therefore allowing sufficient time to develop and utilise marketing materials at Council events and other promotional opportunities. Consideration was also given to create a Council Charity working party with the Calm representative also a member. Members agreed to keep the Charity on aboard until 2030.

Proposed: Councillor S Nukana **Seconded: Councillor L Stevenson**

Vote: Agreed Unanimously.

RESOLVED:

1. **To proceed with the programme of Councillor-led Charity Events for January – June 2027.**
2. **To recommend to Full Council that the Council's support for its Chosen Charity be extended from May 2029 to 2030, to provide continuity, maintain momentum in promoting the charity, and allow sufficient time to develop and utilise marketing materials at Council events and other promotional opportunities.**
3. **To create a Chosen Charity Working Party.**

CD 068 **SCOUT MAIL**

Councillors L Jackson and S Stevenson abstained from the vote and took no part in the discussion.

The Swindon Scout Post scheme brings Scouts, adult volunteers and community supporters together to deliver Christmas cards across Swindon and surrounding communities, including Haydon Wick Parish, while raising funds for Scouting.

The Committee was asked to support the scheme through stamp sales and a Scout Post box at its offices, promotion through the Memory Café, Companion Café and The Haven, and temporary use of the small meeting room for sorting on 16, 17 and 18 December 2026, from 4pm to 7pm.

The Scout Group anticipates seven to eight volunteers at a time. Cllr Leigh Jackson would arrange key holding and access, with secure storage and other practical arrangements agreed in advance. The activity is intended to run without additional officer time.

Committee also noted that the Scouts also support HWPC chosen charity 'CALM'.

Proposed: Councillor S Nukana **Seconded: Councillor J Jackson**

Vote: Agreed with two (2) Abstentions.

RESOLVED: To proceed to Scout Post Stamp Sales and the sales of Scout Post stamps from the Parish Council office. To include the installation of a designated Scout Post box at the Office. To note the use of the Small Meeting Room on 16, 17 and 18 December 2026, between 4pm and 7pm, to enable Scout Group volunteers to sort Christmas cards ready for delivery. Outside these times the room will be used as storage of the Swindon Scout Post.

CD 069 **COMMUNITY LED ACTION PLAN 2026-2029**

The Chief Officer provided a brief verbal update to reinforce the purpose of this regular agenda item, which is to ensure that all Councillors remain aware of the Council's strategic priorities, understand the Community Led Action Plan (CLAP) and are working collectively towards its delivery.

Since the start of May, regular updates and training have helped raise awareness and improve understanding of the Plan and the importance of Councillor involvement in monitoring progress and engaging with residents.

Following the adoption of the CLAP, an action tracker was established, with individual Committees responsible for championing relevant actions and Committee Chairs expected to update the tracker and report progress at their bi-monthly meetings. Although a progress update was not provided at this meeting, the action tracker remains in place and should be used by Committee Chairs to record progress and ensure actions are monitored effectively.

Alongside this, a programme of Councillor-led community engagement has been developed to gather feedback, understand residents' priorities and assess whether Council activities are meeting local needs. Engagement has included visits to community locations such as the Dog Park, Outdoor Gym, North Swindon Library, Orbital Shopping Park and local play areas, as well as the use of surveys and attendance at community events.

A programme of Councillor-led engagement sessions has been developed to coordinate activities and encourage every Councillor to reach a broad cross-section of the community, including residents who may not routinely attend Council meetings or take part in formal consultations.

Going forward, the focus is on ensuring that Committees regularly review and update their CLAP actions, with progress reported at each bi-monthly meeting. This will help maintain collective ownership of the Plan, keep Councillors focused on the Council's strategic priorities and ensure that progress and resident feedback inform ongoing decision-making.

CD 070 **MEDIA, PRESS & COMMUNICATIONS**

Members were asked to consider matters arising from the meeting requiring media or press communication, agree key messages and designate lead Councillor(s), noting that all communications require final authorisation by the Chief Officer.

Most items have already been covered in the media, but a press release on the Christmas Activities and Scouts Mail will be produced this week. No embargoes were set.

CD 071 **BUDGET ASPIRATIONS**

Members discussed some options to be included in the budget setting process:

- Counsellor for Bereavement Cafe
- Bowls Club Room Hire increases

Members were encouraged to review the feedback they'd received during their CLAP engagement session and feed into the budget requirements.

CD 072 **BUDGET MONITORING**

Members noted the report and no questions were asked.

CD 073 **ITEMS FOR THE NEXT AGENDA**

To be passed to the Chief Officer in advance of the next meeting on 5th January 2027.

~~**Exclusion of Public & Press**~~

~~**To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw'. Reasons: Sensitive.**~~

The meeting closed at: 8.41pm **Chairman:**