



# FORWARD PLAN 2019-2023

## Swanmore Parish Council

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## Vision

*Making Swanmore a great place to live and work*

## Mission

To continue to support, maintain and develop facilities in Swanmore for the benefit of all residents and workers irrespective of age.

## Introduction

Parish councils are elected every four years, although councillors may resign and replacements be co-opted within that time frame. The current council was formed in May 2019.

This document outlines the vision that Swanmore Parish Council (SPC) plans to deliver during its time in office and will be reviewed annually. The main aim of the Council is to provide facilities and services within the Parish that meet the needs of the residents; however, this needs to be delivered in a financially-responsible way, utilising the annual precept and available grants to deliver the maximum value for money for the community of Swanmore. The Council also needs to ensure that as the number of homes in Swanmore grows the Parish resources are enough to meet our growing population.

## Approach

This document explains the activities and responsibilities of the Parish Council and its committees and lists current priorities. It concludes with an outline of some of the activities that village surveys and feedback from both residents and councillors suggest the council should undertake as we move forward.

## How the Council works

The responsibilities of the Council are varied and specified in Acts of Parliament. These powers include those relating to planning, recreational facilities, community transport, some footpaths, some street lighting, litter and open spaces.

The Parish Council comprises three employed part-time members of staff to manage the day-to-day operations of the Council, and 10 unpaid councillors who are elected every four years by the electors of the parish.

The Councillors are governed by a mandatory code of conduct which includes obligations to act in an appropriate way. Councillors have three main components to their work:

- Decision making on money spent, services delivered and policies implemented
- Monitoring the efficiency and effectiveness of services
- Getting involved locally in meeting the wider community and involving local organisations

There are currently three committees each comprising five members; Planning and Highways, Open Spaces and Amenities, and Finance. West Hoe Cemetery, administered jointly with Bishop's Waltham Parish Council has three members. All parish councillors are trustees of the Swanmore Recreation Ground Charity.

The Executive Officer (EO) is the Council's "proper officer", appointed by the Council to discharge its functions. The EO is supported by a Responsible Financial Officer and a Projects and Contracts Officer. All three fulfil the roles traditionally taken by "parish clerk" or "assistant clerk".

The officers work as part of a team with the councillors to serve the residents and businesses of Swanmore. They draw up and sign agendas for meetings, giving the appropriate notice, and ensure minutes of meetings are recorded accurately. They implement the decisions of the Council and provide independent, objective and professional advice, information and administrative support to the council. The Executive Officer also fulfils the role of office manager.

## **Swanmore Parish Council current focus areas**

- **Road Safety and Parking**
  - Work to reduce traffic related issues in the village
  - Work to reduce parking concerns in the village
  - Liaise with Hampshire County Council, Winchester City Council and Hampshire Police.
- **Community Facilities**
  - Maintain open spaces
  - Monitor play equipment
  - Invest in the Pavilion to make it an attractive place to hire
  - Support the Conservation Group
- **Represent Swanmore Interests**
  - Liaise with Planning Authorities
  - Liaise with developers
- **Support village clubs and services**

## PLANNING AND HIGHWAYS

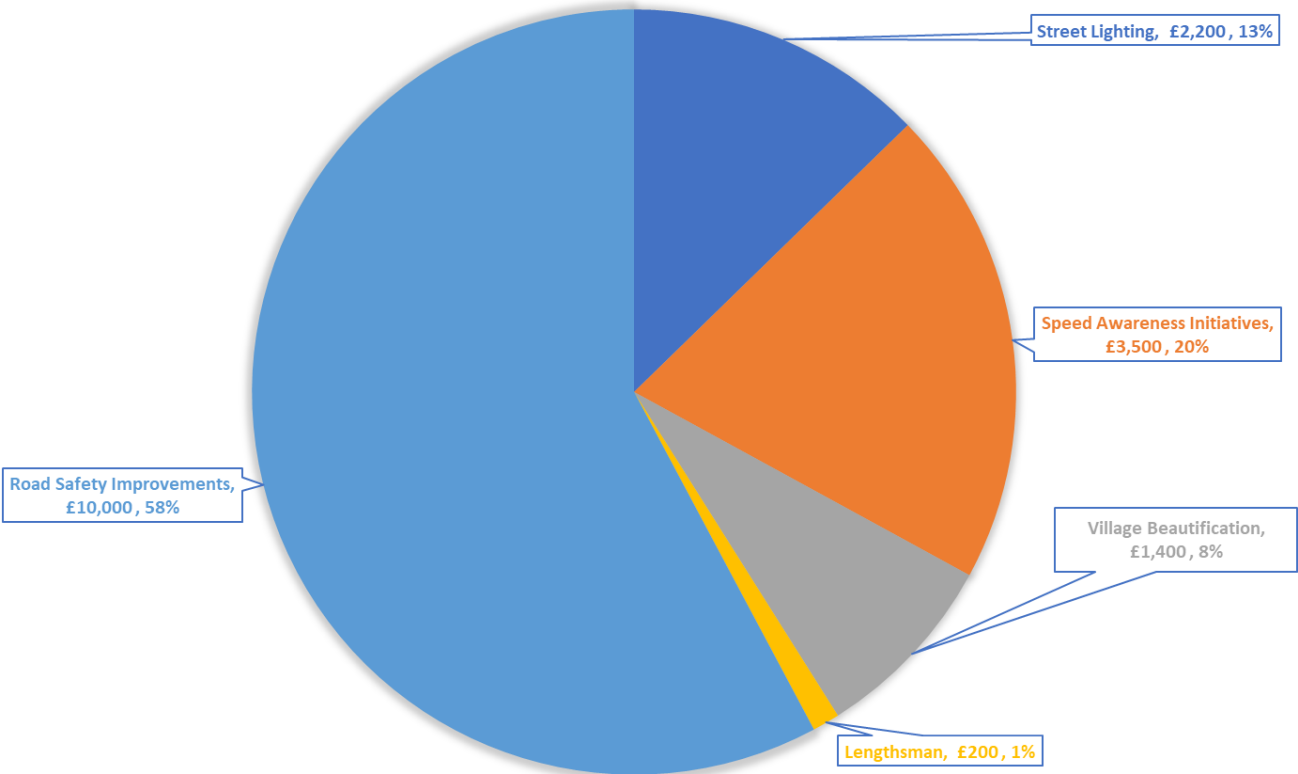
The Planning and Highways Committee meets every month and is kept busy with a range of responsibilities including: commenting on planning applications; highways maintenance – in conjunction with Winchester and Hampshire Councils; road safety; footways; street lighting; and street environment. The community funding initiative instigated by HCC Highways is enabling the committee to develop new road safety projects and other enhancements.

### Current objectives

- Improve road safety outside Swanmore College in conjunction with Hampshire County Council including:
  - Widening the entrance to the Village Hall
  - Enhancing relevant footpath access
- Provide dropped kerbs on busy walking routes
- Review the need for additional street lights on New Road and Lower Chase Road
- Improve the road signage around the village
- Conduct Speed Data surveys
- Support village beautification
- Carry out pavement surveys and improvements



PLANNING & HIGHWAYS EXPENDITURE



## OPEN SPACES AND AMENITIES

The Swanmore Parish Open Spaces and Amenities (OS&A) Committee is responsible for maintaining and developing key recreational facilities and open spaces within Swanmore parish as well as monitoring biodiversity of its conservation areas. It also supports Rights of Way paths, in conjunction with Hampshire County Council and manages the day to day maintenance of the Swanmore Recreation Ground which is an independent charity of which SPC Councillors are trustees.

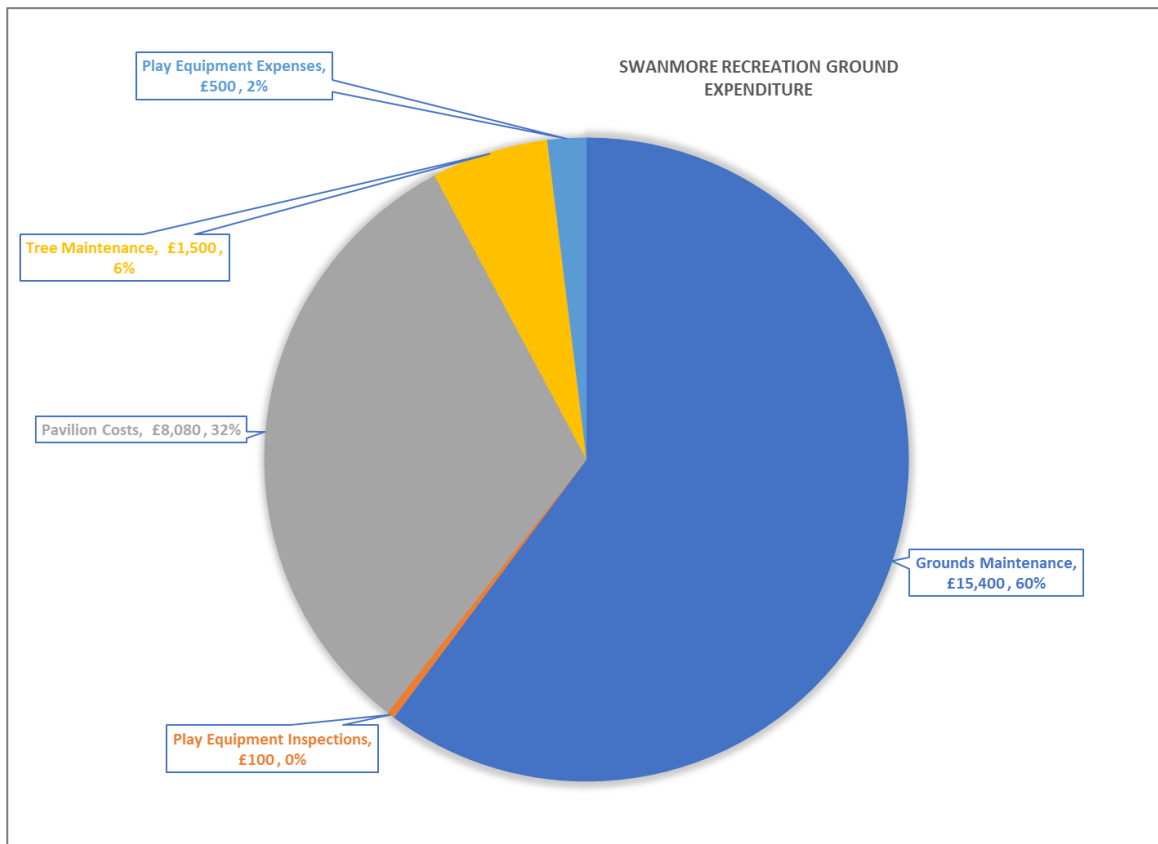
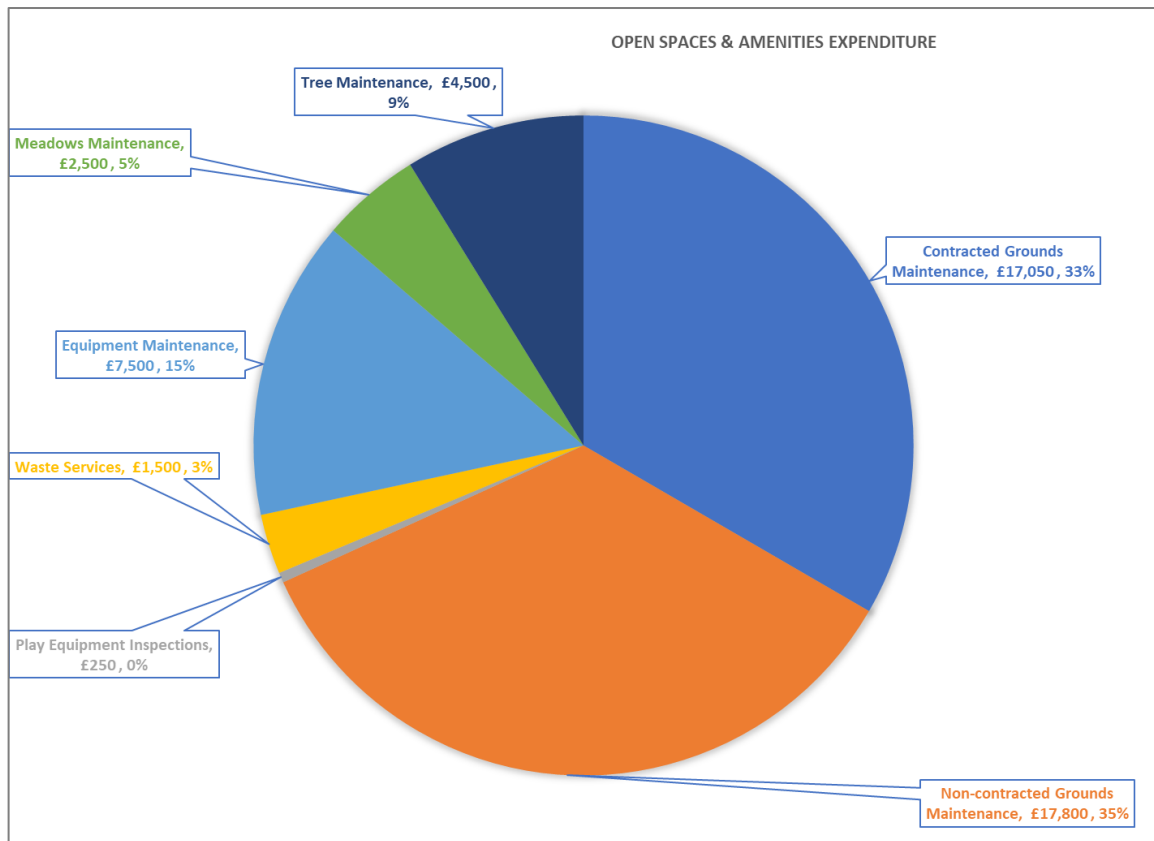
### Facilities:

- **Sports:** football pitches, Multi Use Games Area (MUGA), BMX track, skate park and running tracks
- **Recreational:** play equipment, play areas, open spaces, meadows, and Green's Wood.
- **Village amenities:** car parks, benches, litter/dog bins, and some village signage.
- **The environment:** tree maintenance, habitat and biodiversity surveys, hedges and ditches, gates and fences, ponds and footpaths and all other environmental issues.

### Current objectives

- Deliver allotments
- Review and update outdoor play equipment
- Resurfacing Broad Lane Recreation Ground Car Park
- Upgrading the Pavilion
- Improving Rights of Way
- Managing and monitoring grounds maintenance contracts
- Commissioning tree surveys
- Introducing additional dual-use bins to replace the red bins
- Supporting Swanmore Conservation Group

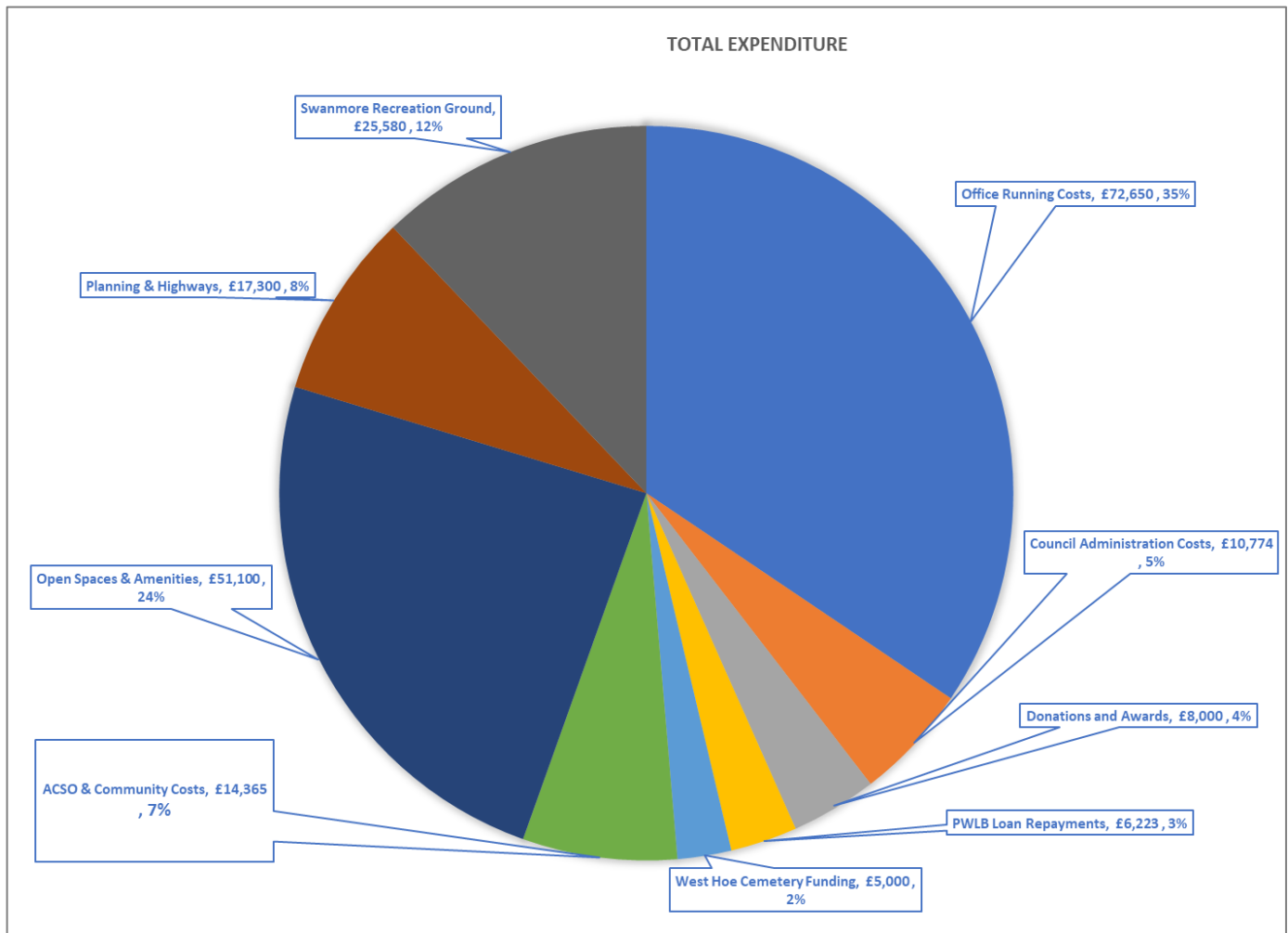






## FINANCE

The Finance Committee comprises the chairman and vice chairman of the council, the chairmen of the other two committees plus additional representation. Its main focus is on monitoring expenditure to ensure the Parish Council is delivering services within budget.





## FULL COUNCIL

Full Council meets six times a year and is the ultimate decision-making body for the Council. All recommendations from other Committees are approved, amended or otherwise in this forum. Full Council also approves recommendations and requests from various ad hoc “working groups” created to manage specific projects and directs the office staff as required.

### Priorities

- to ensure smooth-running of the parish office
- to improve community engagement and create a sense of belonging within the parish by:
  - upgrading the Swanmore Parish Council website
  - developing and distributing new residents information packs
- supporting village clubs, organisations and services via e.g. Grants and Community Awards
- Support the primary school and college



## The Council's Forward Vision

The following activities have been identified both from village surveys and feedback from residents and councillors as areas where the Parish Council should support or provide investment in order to help the wider community.

- Review office requirements
- Invest in the Village Hall to develop it as a more comprehensive Community Centre
- Investigate the possibilities for improved cycle routes to Bishops Waltham
- Explore a web-based booking portal for all Swanmore facility bookings including church facilities.
- The development of a serviced office/co-working area for local business people to use/rent

### Forward Plan Action Plan 2019-2023

Cttee	Item	Ranking (High, Medium, Low)	Estimated Cost	Allocated Budget	Financial Year	Status
P&H	Improve road Safety outside Swanmore College - Widening the entrance to the Village Hall	H	£18,527.29	£18,527.29	2019-20	In Progress
P&H	Improve road Safety outside Swanmore College - Enhancing relevant footpath access					
P&H	Improve road safety on Gravell Hill - Village Entrance Gates, hooped speed limit signing	H	7,840.00	7,840.00	2019-20	In Progress
OS&A	Complete delivery of the planned allotments	H		£50,000	2020-21	In Progress
P&H	Provide dropped kerbs on busy walking routes	H	£8,785	£8,785	2019-20	COMPLETE
P&H	Improve the road signage around the village	M	3000	£1,400	2019-20	In Progress
P&H	Support village beautification	M	£1,000	£1,000	2019-2023	ONGOING
OS&A	Reviewing and updating outdoor play equipment Phase 1	H	£14,836	£14,836	2019-20	In Progress
OS&A	Managing and monitoring grounds maintenance contracts	H	N/A	N/A	2019-2023	ONGOING
OS&A	Supporting Swanmore Conservation Group	M	£1,000	£1,000	2019-2023	ONGOING
P&H	Install additional street lights on New Road	L	£10,000	£0	2021-22	
P&H	Install additional street lights on Lower Chase Road	L	£6,000	£0	2021-22	
P&H	Conduct Speed Data surveys and analysis	M	£350	£0	2021-22	
P&H	Pavement improvement survey and works	H	£5,000	£5,000	2020-21	In Progress
OS&A	Reviewing and updating outdoor play equipment Phase 2	M	£30,000	£0	2021-22	
OS&A	Resurfacing Broad Lane Recreation Ground Car Park	M	£20,000	£12,000	2020-21	
OS&A	Improving Rights of Way					
	* Medicott Way - The Lakes	H	£15,000	£3,050	2020-21	
	* Pre School Footpath and village centre car park footpaths	H	£10,000	£10,000	2020-21	In Progress
	* Lower Chase Road Parallel to College	M	£50,000	£0	2021-22	
OS&A	Commissioning tree surveys	H	£1,500	£1,500	2019-2023	ONGOING
OS&A	Introducing additional dual-use bins to replace the red bins	H	£1,265	£1,265	2019-20	COMPLETE
FC	Support the Primary School (playing field drainage works)	H	£50,000	£0	2020-21	
FC	Upgrading the Swanmore Parish Council website	H	£0	£0	2019-20	COMPLETE
FC	New residents packs	M	£0	£0	2019-20	
FC	Supporting village clubs, organisations and services - General Power of Competence Grants/ Community Award	H	£8,000	£8,000	2019-2023	ONGOING
FC	Support Village Events - Christmas, New Road Playing Field	M	£3,000	£3,000	2019/20	ONGOING
Future	Review office requirements					
Future	Invest in the Village Hall to develop it as a more comprehensive Community Centre					
Future	Investigate the possibilities for improved cycle routes to Bishops Waltham					
Future	Explore a web-based booking portal for all Swanmore facility bookings including church facilities					
Future	The development of a serviced office/co-working area for local business people to use/rent					
Future	Upgrading the Pavilion					