

# Swanmore Parish Council



## Four Year Plan 2017-2021



This page is intentionally blank

## **Contents**

**Summary of Swanmore Parish Council Activities**

**What is the ‘four year plan’**

**How your council works**

**Future Challenges**

**Summary of each of the parish council committees (main sections 1-5)**

**Annex A - Asset Register**

## Summary of recent Swanmore Parish Council Activities

Over the last few years Swanmore Parish Council has continued to support the needs of the village and has tried hard to enhance the facilities available to all ages. The village centre car park has provided much-needed off-street parking and is well used during the peak school drop-off and pick-up times as well as by users of the Church, the Paterson Centre and other members of the community. We are currently in discussion with Hampshire County Council (owners of the land) about extending both the size of the car park and the lease and hope to achieve this during 2017/18.

For the younger generation, the BMX track was opened in 2011 and is still regularly used, along with the skate park and surrounding play equipment. Plans for a major refurbishment and expansion of the facilities at the New Road Playing Field are now well advanced, and a new committee dedicated to progressing this project has been formed. We hope that work will be well underway during the current year, although financial restrictions may mean that the entire project will need to be phased. As well as a new skate park will be a 400m running track, extended parking and a lavatory block. Last year we updated the play trail in the Swanmore Recreation Ground.

An area of concern for all councillors is the amount of new development within the village and through expanding boundaries. Despite Parish Council efforts a number of our comments were not incorporated in the plans for the 91 houses at The Lakes being built by David Wilson Homes but we hope to use community funding to introduce traffic calming measures in Hill Pound. Production of the Local Plan Part 2 (LPP2) process was a long process but the final version was adopted by Winchester City Council in April 2017, and will hopefully provide a clear strategy that will make any growth a planned-for activity.

As Swanmore grows it is essential that Parish resources are sufficient to meet the needs of our growing population

As well as the items that affect large numbers of people, we have also provided financial support to local groups to ensure they can keep running and support local residents. We have provided two new bus shelters in recent years.

Detailed surveys of all of the local 'habitats', including key open spaces in Brook Meadow, Marsh's Meadows and Green's Wood, were completed in 2015 and we now have detailed long-term management plans for these areas. This will ensure they are properly managed going forwards, and that they remain quality open spaces for the benefit of all residents and attract an increasing number of flora and fauna.

Following the successful re-instatement of the village centre Christmas tree in 2015, we added a community event to celebrate switching on the Christmas lights in 2016, which proved very popular. A similar event is planned for 2017.

## What is the '4 Year Plan'?

This document outlines the vision that Swanmore Parish Council (SPC) plans to deliver over the next four years. 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 sufficient to meet our growing population.

This is the third time Swanmore Parish Council has had a four-year plan, and it will continue to be updated annually in line with the annual review of the precept and corresponding budgets. It is a document to be shared openly with the residents and businesses of Swanmore and input into future issues of the plan is welcome.

## How Your Council Works

The Parish Council comprises three employed part-time clerks 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 Role of the Clerks

The Clerk is the council's "proper officer", appointed by council to discharge its functions. The clerk is also the Responsible Finance Officer.

The Clerk and Assistant Clerks are responsible for supporting the council in carrying out its functions. They have responsibility for ensuring these functions are carried out within local government law and in accordance with the council policies and procedures, for example health and safety or data protection.

The Clerks must know how a parish council must operate, how meetings must be conducted, how responsibilities must be allocated and how to manage council activities and finances effectively, including preparation of the end of year accounts. They also understand how the public and media should be kept informed.

The clerks work as part of a team with councillors to serve the residents and businesses of Swanmore. They draw up and sign agenda for meetings, giving the appropriate notice, and ensure minutes of meetings are recorded accurately. The clerks implement the decisions of the council and provide independent, objective and professional advice, information and administrative support to the council. Clerks are not answerable to any individual councillor or the chairman.

### The Role of the Council

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.

Central to the operation of the Parish Council are its standing orders (Full details are on the Parish Council website [www.swanmore.org.uk](http://www.swanmore.org.uk)) This sets down how the Council operates in detail covering the operation of meetings, voting, minutes, financial controls, communications and many other matters. The standing orders are reviewed each year.

Swanmore Parish Council comprises **four** committees and decisions are made in meetings held regularly and are open to the public. In addition, it is managing trustee of the Swanmore Recreation Ground charity.

Councillors operate within the code of conduct for members (Full details are on the Parish Council website [www.swanmore.org.uk](http://www.swanmore.org.uk)) this code covers governance matters such as the declaration of interests and handling sensitive information. The code is reviewed on a regular basis and updated when necessary.

The National Association of Local Councils provides regular training to assist Councillors in carrying out their parish duties and they operate using "The Good Councillor's Guide".

The Council Committees prepare their budgets in October each year. A final budget is agreed by the full council in January, and a precept request, including the Parish Council Tax Support Grant is forwarded to the District Council. Where possible, other sources of finance such as grants are sought to reduce the cost to residents.

The Annual Parish Meeting is held between 1<sup>st</sup> March and 1<sup>st</sup> June each year and is a meeting, which all electors of the parish can attend. The purpose of this meeting is to allow the Parish Council to report on what it has been doing over the past year. It also enables the electors to have a say on anything that they consider is important. Only electors of the parish may speak and vote at the meeting.

There are currently four committees each comprising five members; i.e. Planning and Highways, Open Spaces and Amenities, New Road Playing Field and Finance. West Hoe Cemetery,

administered jointly with Bishops Waltham Parish Council has three members. All parish councillors are trustees of the Swanmore Recreation Ground Charity. The Community Committee, formed in 2014, had achieved all the objectives with which it was initially tasked, that proved possible has now been disbanded. The Council has thus now taken over responsibility for ongoing Community Committee functions, viz:

- Monitoring the Village Emergency Plan.
- Newsletter, Electronic Media
- Organisation of the village Christmas event
- Support to Community Events
- Liaison with Police/PCSO/PACT
- Provision of IT training to elderly parishioners and web access for others

**Representing the Swanmore Community:** Swanmore Parish Council is committed to listening to and working with residents to ensure that facilities and services meet the current and future needs of the parish as far as possible. To support this, committees regularly send out questionnaires, publish plans on local notice boards, website and present plans at community events.

Regular Saturday morning parish surgeries are held outside Swanmore Primary School (dates on the website and notice boards) when Swanmore residents are invited to talk informally about any Parish matter that they feel the Council could help with as well as meeting a number of Councillors. The surgeries are often used to publicise particular issues such as new housing proposals.

**Grants & Donations:** In addition to funding from the parish precept and from the hire of facilities, Swanmore Parish Council can apply for grants, donations or other funding sources.

## **Future Challenges**

1. Reviewing the parish council staff and resources to ensure that these are sufficient to meet the needs of the parish council.
2. Managing and completing the New Road Project on time and to budget.
3. Expanding the Village Centre car park and achieving a satisfactory lease from Hampshire County Council.
4. Working with other agencies to assist with the well-being of vulnerable residents.
5. Supporting, where appropriate, financially independent associations that provide recreation and support for local residents such as the village hall, and lunch club. The likelihood is that demands on the Parish Council will increase as central government financial aid is reduced, with the burden of local provision being placed on the shoulders of local communities.

# 1. Planning & Highways

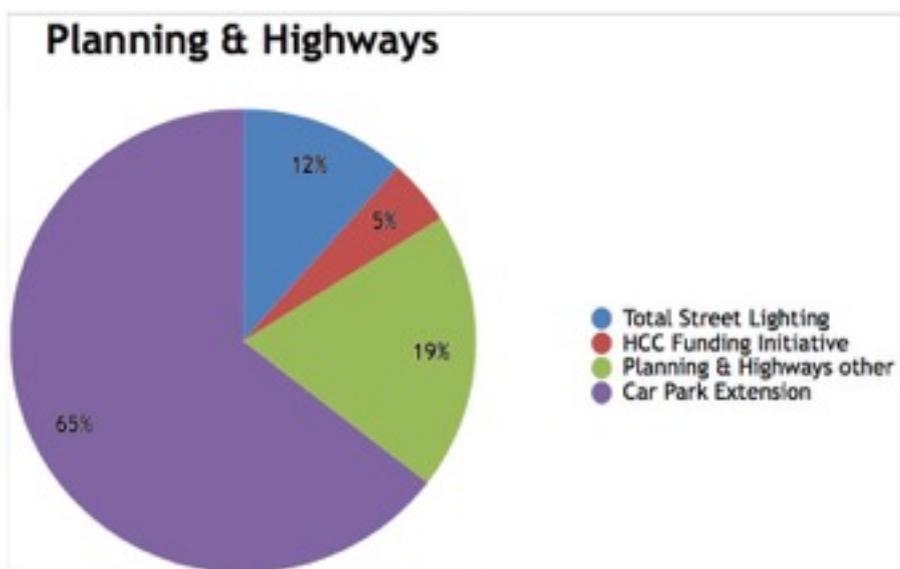
## Day-to-Day Operations

The Planning and Highways (P&H) Committee of Swanmore Parish Council has a range of responsibilities for considering planning applications as well as the maintenance and repair of the following assets within the village boundary:

- Footways (pavements usually found at the side of a road with a hard surface for pedestrian use)
- Roads - marking, drainage etc. (In conjunction with WCC & HCC)
- Street Lights (some)
- Village boundary signs
- Undertaking regular traffic surveys.
- 

The P&H committee is also responsible for the upkeep and relevance of the following documents, either directly or in support of Winchester City Council;

- Local Plan parts one and two (LPP1 and 2)
- Village Design Statement
- Village Plan
- Article 4 Proposal



## Four-Year Plan Proposals and Possible Costs

Proposal	Description	17/18	18/19	19/20	20/21	Estimate
1	The Village Design Statement (VDS) is being updated to reflect changes introduced by LPP2 and fill any gaps of data not covered by LPP2 in support of the planning decisions made by the P & H committee.	x				£1k
2	Provision of new village signs	x				£1k
3	Replacement of existing lamp units with LEDs	x	x	x	x	£1.2k
4	Provision of new footway - Dodds Lane- right hand side refer to HCC for Section 106/CIL	x				S106 funding

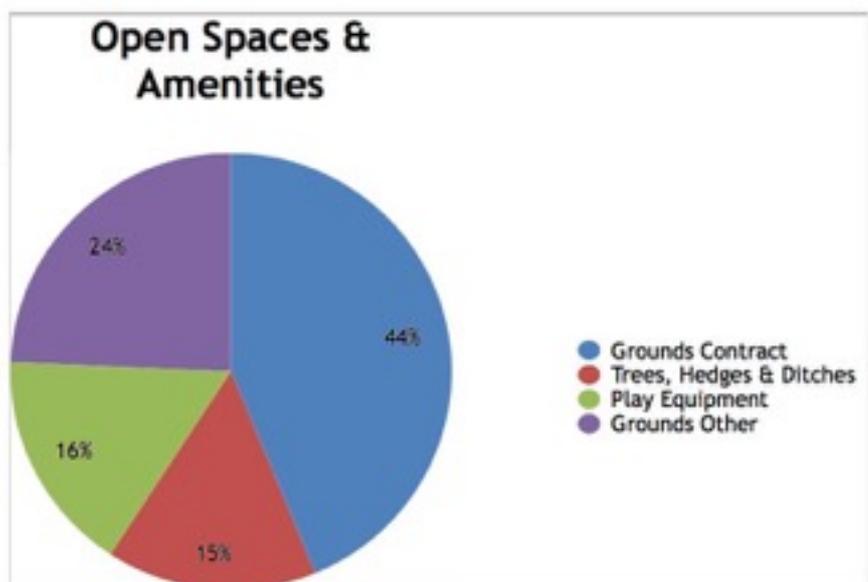
5	Article 4 proposals - Protecting the landscape and significant buildings and their features that are essential elements that make up the character of Swanmore. These are vital assets that must have their form and character protected from change	x				
6	Speed awareness sign for Hill Pound	x				£3k
7	Community Funded Initiative (for minor road improvements)	x	x	x	x	£15k
8	Beautifying the village (grass verges) transferred from Community	x	x	x	x	£2k
9	Extension of the village centre car park	x				£50k

## 2. Open Spaces & Amenities (OS&A) Committee

### Day-to-Day Operations

The Swanmore Parish Open Spaces and Amenities (OS&A) Committee is responsible for supporting the quality of life within Swanmore parish through maintaining and developing key recreation facilities and local amenities. The committee has delegated authority to invest in maintaining and developing Swanmore parish owned open spaces and amenities such as:

- Sports Facilities - Football pitches, basketball court, BMX track and Skate Park.
- Recreational Facilities - Play equipment, play areas, open spaces and meadows.
- Local Amenities - Car Parks, benches and, litter/dog bins, and some village signage.
- To improve the surfaces of the Rights of Way paths.
- The Environment - Tree maintenance, tree and habitat surveys, hedges and ditches, gates and fences, ponds and footpaths and all other environmental issues (from Community)
- Bus shelters
- Maintenance of the village defibrillator, flag pole and flags, and village noticeboards (from Community).
- Improve availability of the Swanmore footpath map with new dispensers (from Community)



In addition the OS&A committee has a working relationship with the Swanmore Conservation Group which meets regularly to manage and develop the general environmental needs of some of the parish's open spaces and facilities, such as habitat, footpaths and ponds through Marsh's Meadows and Green's Wood. A footpath and rights of way warden was appointed in 2016 to improve monitoring of the village's many accessible routes.

The Village Centre Car Park is leased from Hampshire County Council (HCC) by Swanmore Parish Council. It is managed by the Swanmore Car Park Management Committee which may request funds through the Swanmore Parish Council's Open Spaces and Amenities Committee and hence forms part of this plan.

The operational budget for OS&A per year is in the region of £40k-£45k per annum. Of this 50-60% is spent on maintenance, covering grounds contracts, general grounds maintenance, car-park maintenance, dog-bins and meadows & woods(as specified in the Habitat Survey and Maintenance Plan, commissioned by the Parish Council in 2014). A further 12% is spent on trees, ditches and hedges with 24% spent on play equipment maintenance. Finally, a set amount is put aside each year to cover unexpected degradation or unsociable acts.

#### 4 year plan proposals and possible costs

Proposal	Description	17/18	18/19	19/20	20/21	Estimate
1	Ongoing: car park: Maintenance and upgrade to village centre car park and paths					£1.5k
2	Ongoing: Medlicott Way: Equipment maintenance, decommissioning and open space development					£1k
3	Allotment provision (based on availability and cost)	x	x			£15k
4	Future: Open space land purchase or development to meet the growing needs of the community (based on availability and cost)	x				
5	ADD Village centre car park extension	X				£50k
6	ADD Provision of additional seating	X				£5k
7	ADD Provision of bus shelter	X				£10K

### 3. Swanmore Recreation Ground Broad Lane Charity

#### Day-to-Day Operations

The Swanmore Recreation Ground Broad Lane (SRGBL) charity is managed separately to the parish council activities but it is predominantly funded from the precept by Swanmore Parish Council and is managed by a board of trustees made up of current Parish Councillors. The Swanmore Recreation Ground Broad Lane Charity trustees have authority to invest in maintaining and developing the Swanmore Broad Lane recreation ground for assets such as:

- Sports facilities—football and cricket pitches and football kick-wall.
- Recreational facilities—infant play equipment, recreation grounds and the village pavilion.
- Local amenities—car park, benches, litter/dog bins, and local signage.
- The environment—hedges and ditches, gates and fences.

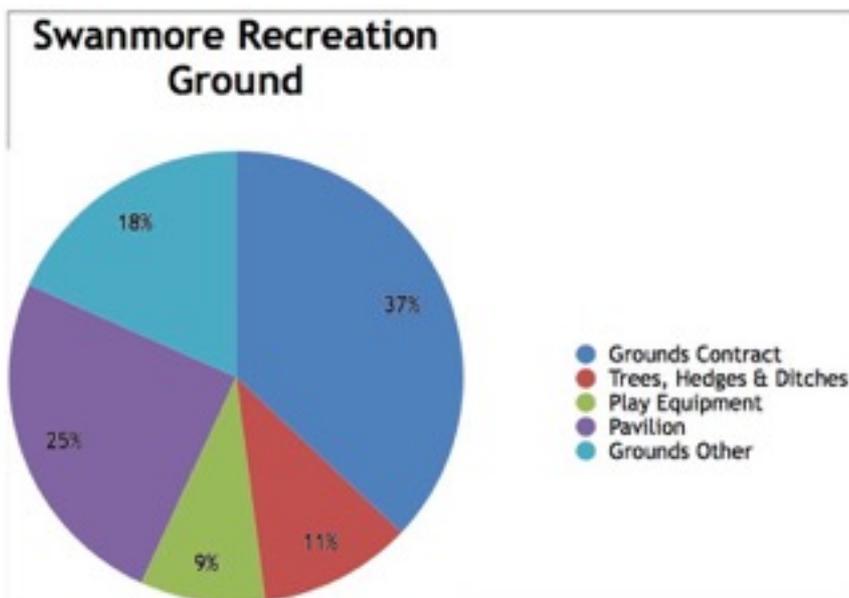
The SRGBL Trustee’s budget will be agreed annually at a Trustee meeting and funds will be sought from Swanmore Parish Council or from grants/donations where appropriate. The trustees manage the rental of the pavilion and grounds and manage the access to the pavilion and car park

The budget for the Swanmore Recreation Ground Charity is in the region of £20k-£25k per annum. Of this nearly 60% is spent on maintenance, covering grounds contracts, general grounds maintenance, car-park maintenance and dog-bins.

A further 15% is spent on cleaning and maintaining the pavilion, but plans also need to cover major updates or developments.

A further 26% is spent on play equipment maintenance, covering the recreational equipment and unforeseen requirements.

In addition, where the SRGBL needs to make capital purchases, it will seek external funding to support this.



## 4 year plan proposals and possible costs

Proposal	Description	17/18	18/19	19/20	20/21	Estimate
1	Cricket pitch: Annual inspection by Trustee and Cricket Club to determine if replacement is required - budget for replacement every 5 years		x			£5k
2	Pavilion CCTV: Annual inspection by Trustee - budget for upgrading every 6 years		x			£3k
3	Pavilion : Interior and exterior decoration		x			£3k
4	Play equipment replacement of old equipment			x		£5 - 10k
5	Toddler equipment		x			£3k
6	Future: Pavilion: major overhaul including structural updates			x		£50k
7	Future: Car park: major overhaul such as resurfacing			x		£50k
8	Future: Adult fitness equipment: potential capital purchase of additional equipment			x		£23K

## 5. New Road Playing Field Committee

### Day-to-Day Operations

This committee was set up specifically to manage the project to deliver an update to the current New Road Playing Field facilities. The key aspects of the project being managed by the committee are as follows:

- Over-all project management
- Solution design
- Public consultation
- Contractor tender process including selection
- Contracting
- Project sign off

It is recognised that for such a large project the Council requires professional support, so assisting the committee is a qualified architect who has extensive experience of this type of project. He will ensure the correct processes are followed and to provide a quality assurance role when we get to the build stage. Please see the plans on the SPC website or on Winchester City Council's planning portal (reference 17/01300/FUL) for details of the proposed layout/design.

The project objectives are to upgrade the current facility as follows:

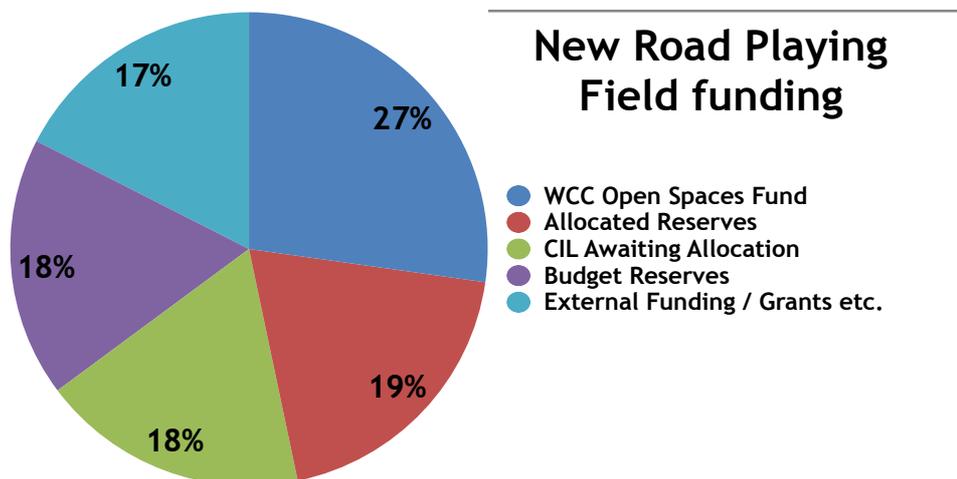
- New concrete skatepark
- New 500m jogging/cycle track
- New 100m four-lane running track
- Extension to the existing Car Park
- New toilet block

### Timescales

The project is scheduled to be delivered in late July 2018.

### Funding

The current working budget has been set at £350,000 for the complete project by the Council. However, most of the funding provision required is external to Swanmore itself and also assumes that a significant element of external funding through grants etc. is achieved. The graphic below gives a breakdown of that funding.



## 6. Finance Committee

### Day-to-Day Operations

The Finance Committee's main responsibility is overseeing the council's finances by monitoring income and expenditure against its agreed annual budget using laid down procedures designed to safeguard the council's finances. Regular reviews of the council's financial regulations and its operating procedures are undertaken to ensure that they are fit for purpose.

Individual council committees have authority to spend within their budget, but if additional expenditure is required, the Finance Committee will consider the matter before referring it to the full council for approval.

The key Committee activities are as follows: -

- To ensure that the full council receives reports at each of its meetings on the progress of actual expenditure against budget and to highlight where expenditure is over or below budgeted levels
- To consider individual committees estimate of annual income and expenditure for inclusion in the annual budget

- To operate the council's bank accounts
- To manage administrative items including staff appointments, working practices, IT, office procedures and health and safety for all Council property and activities
- To consider all legal, insurance, audit and Risk Assessment matters
- Oversee grants to local organisations
- Community Awards and Grants e.g. Community Project Grant & The Services to the Community Award (from Community)

The committee's detailed terms of reference are available on the Parish Council website or from the Parish Council office.

### **Funding**

The Finance Committee is reliant on the Parish Council Precept, Grants and Community Infrastructure Levy (CIL) or section 106 contributions from developers building in the local area.

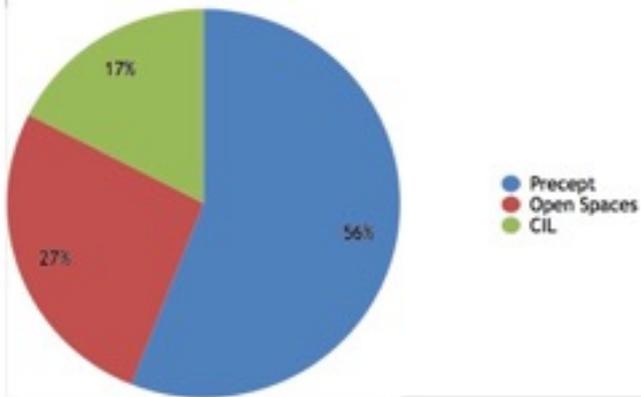
### **Four-Year Plan Proposals**

The majority of the Council's forward plans are developed through the individual committees of Planning & Highways, Open Spaces & Amenities and the Community Committee. However, the Finance Committee is responsible for planning the administration and support for the Council and as such needs to ensure that its resources match the growing needs of the community. Particular attention needs to be given to the growth of Swanmore's population as new homes are built by 2031 as contained in the Winchester District Local Plan Parts 1 and 2.

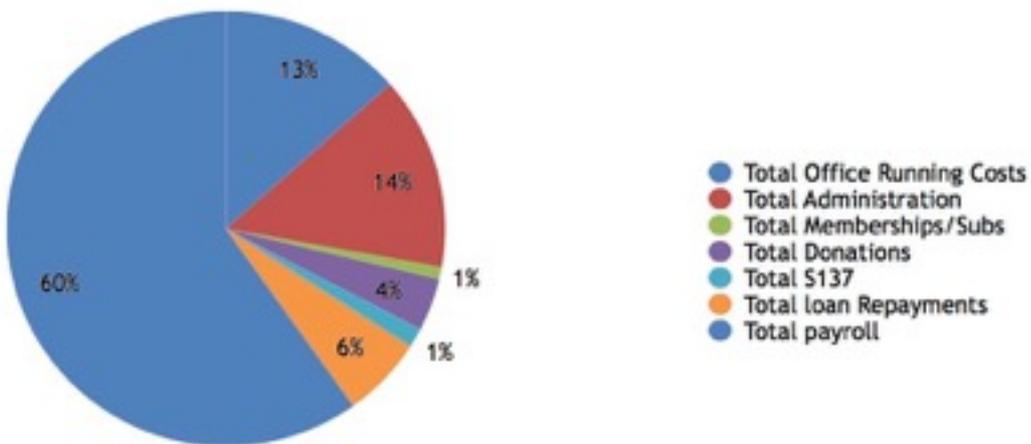
A growing issue is the withdrawal or scaling back by central government of local authority funds that flow into the village to provide services for the village as a whole, such as effective policing in the area and support for local groups.

The costs of maintaining the Parish Council beyond the plans developed by the individual committees should remain at current cost plus inflation, but if a reduction central funding threatens the continuance of services that Swanmore residents rely upon, the Parish Council may step in to ensure the continuance of those activities and fund them through an increase in the precept. As of the time of writing this current four-year plan, the Parish Council is not aware of any services withdrawal that would cause a specific increase to the precept. The continuance of the ACSO provision will be met by precept.

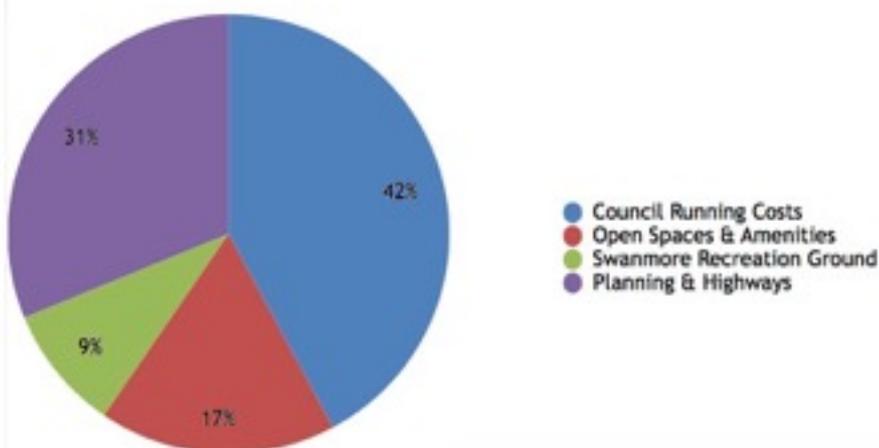
### Expected 2017 Income



### Running Costs



### Total Budgets



## Appendix A: Swanmore Parish Council Assets

The following is a list of Swanmore Parish Council assets. Swanmore Parish Council has a duty to keep these assets operable, safe and clean, a more detailed schedule is maintained by the Swanmore Parish Council. Major assets, such as the pavilion, car parks, skate park and BMX track tend to require specialist support and maintenance.

The Broad Lane Recreation Ground is managed by members of the Parish Council as Trustees of the Swanmore Recreation Ground Broad Lane (SRGBL) charity. The majority of funds to support this charity are provided by the Swanmore Parish Council and hence form part of this plan.

The village centre car park is supported and managed by the Village Centre Car Park Management Sub-Committee with funds provided through the Swanmore Parish Council Open Spaces and Amenities (OS&A) Committee and hence form part of this plan.

<b>Medlicott Way</b>	<b>New Road</b>	<b>General</b>
Infant play equipment	Football pitches	62 street lights
Seat	BMX track	Dog bins
Balancing pond	Skate Park	Signage
Litter/Dog bins	Basketball court	Footpaths
Trees & hedges	Car park	Hedges & Ditches
	Zip wire	
	Litter/Dog bin	
	Trees & hedges	
	Play equipment (x2)	
<b>Church Road</b>	<b>Marsh's Meadow</b>	<b>Greens Wood</b>
Public Car Park	Pathways	Pond
Trees & hedges	Trees & hedges	Footpaths
Gates & fencing	Fences	Trees
Dew pond and field	Trees	Fences
	Picnic tables and litter bins	Gates
		Dog bin
<b>Brook Meadow</b>	<b>Village Centre</b>	
Footpaths	Bus shelters	
Trees	Benches	
Fences	Notice Boards	
Gates	Village centre planters	
Dog bin		

## Summary

The four-year plan is designed to bring openness to the direction that Swanmore Parish Council is travelling by outlining the key areas in which it is planning to invest. The four-year plan will be reviewed on an annual basis when the Parish Council draws up its budget for each new financial year. This review is essential to ensure that the plan remains relevant and is directed at activities that Swanmore residents support.

The Parish Council welcomes comments and suggestions from Swanmore residents as to any areas that they feel are not adequately addressed in the plan. Additionally, if you feel that you want to become more involved, why not consider becoming a Parish Councillor? By playing a part in the affairs of your local community you can make a real difference. If you want to find out more about becoming a councillor or just want to give us feedback on the four-year plan,

please contact us by attending a committee meeting or by talking to a councillor at one of our Saturday morning surgeries, calling in at the parish office, e-mailing the clerk, or just viewing the latest information on the council website, your suggestions, views and interest in the council will be very welcomed.

Drawn up by Councillors of Swanmore Parish Council

Adopted Full Council	February 2015	
Revision 1	February 2016	Adopted Full Council (May 2016)
Revision 2	December 2017	Adopted Full Council (Feb 2018)