



Wickham and Knowle Parish Council

Recreation Committee

Minutes of the Recreation Committee held at Knowle Village Hall, Thursday 20th June 2024, 7pm

Committee members present:

Cllr Nic Holladay (Chair), Cllr Malcom Burt, Cllr Sheila Chambers, Cllr Kathryn Holladay, Cllr Craig Manuel, Cllr Sandy Phillips-Lee, Cllr Loraine Rappé

In Attendance: Sophie Thorogood, Parish Clerk & RFO
Business Manager from item 6 (19:07pm)
6 Members of the Public

1. **Apologies for absence** – Cllr Broad
2. **Declarations of interest on Agenda:** None
3. **Public Session** – 6 members of public were in attendance.
4. **Minutes of the Meeting 30th May 2024**

Matters arising: Cllr N Holladay requested that with regards to item 12.1 from the minutes, that the need for a business plan for the Knowle Village Hall extension is not lost amongst the other work necessary.

Cllr N Holladay requested an update on the repairs to the MUGA. The Clerk explained that there is 3 part quote to the repairs which was not received in time to be discussed at this meeting. It will however be taken to the Full Council meeting on 27th June for a decision.

Cllr N Holladay requested a brief update regarding the Grounds Maintenance Contract timetable. The Clerk explained that the Council has received information that TUPE may be a consideration for the new tender and is seeking further legal advice.

Cllr Manuel requested that potential sponsorship of Wickham Cricket Club is placed on a future agenda of the Recreation Committee.

RESOLVED: Minutes of the Meeting were approved and signed as a true record, proposed Cllr N Holladay, seconded by Cllr Phillips-Lee, and carried.

5. Clerk's Action Plan: Noted. Clerk to investigate Knowle skate park work and move project forward. Clerk & Business Manager to look into the outstanding Wickham Pavilion toilet issue. Review of play area signage to be added.

2 members of public were present to discuss agenda item 14 so the Chair moved the agenda order

14. To receive an update on the Glebe Working Party:

A member of the GWP gave an update on the current situation. Heritage Lottery Fund receives bids up to £250,000. A draft grant application will soon be ready to be presented to the Parish Council. There are 3 sections to the grant; first being the archaeological section, which is led by Geoff Philpotts. It will be proposed that the Parish Council apply for 100% Heritage Lottery funding for the archaeological section, and this grant application will be checked by Tracey Matthews, the archaeologist at WCC in advance of submission.

Mark Ashton is leading the Ecology section. The proposal will be for 100% Heritage Lottery Funding which will cover all biodiversity improvement over a 5yr period. The Parish Council has already approved the Ecological Survey.



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Paul Burlingham is working on the Accessibility element of the grant application. There is a proposal; that the Parish Council draw down on the S106 funding for the Glebe. There is now an outline design for accessible gates for which the Parish Council needs to be involved in the costing.

If the bid proposals are approved by the Parish Council, this would protect the Heritage Lottery Fund from reputational damage from an incomplete lottery funded project.

The Heritage Lottery Fund does not ask for 3 quotations for work, just an indicative cost.

The GWP have 3 current requests:

1. That the Parish Council authorise the Clerk to work with the Glebe Working party to work on access proposals to be presented to the Parish Council when the grant bid is completed and ready to be considered.
2. That the Parish Council verify School Road tractor access is part of the leasehold. This is a legal query. In all the maps, it is shown within the right boundary. This will become the main entrance so is an important entrance. There is currently casual parking at this entrance. This entrance is on the western side of School Road, adjacent to #1 School Road, and will become the disabled entrance into the Glebe. This entrance will also link into the proposed casual crossing on School Road.
3. That the Parish Clerk or a Parish Councillor attend future Glebe Working Party meetings in the future to provide a good link. ACTION: To put this on a future meeting of the Full Council to appoint a representative

Cllr N Holladay requested that the GWP put these requests in writing ready for the next Recreation Committee meeting, scheduled for 25th July.

The 2 members of the GWP left the meeting at 19.30pm and the agenda returned to number order.

- 6. Business Manager's action plan:** Noted. Cllr Rappé asked for an update on the hall cleaning. It was explained that 1st Klas cleaning are currently cleaning the hall once a week and the Business Manager will continue to monitor the service. Cllr Phillips-Lee commented that the café owner had received a good report from Environmental Health. The Business Manager left at 19:39pm.

Knowle

- 7. Hedge issues at Knowle Village green car park:** The quote and report on the hedge was received and circulated the day before the meeting.

RESOLVED: to accept the quote of £2,650 for cutting of the hedge surrounding the car park, as proposed by Cllr Burt, seconded by Cllr Rappé and carried with abstentions by Cllrs K Holladay and N Holladay.

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- 8. To review hire charges and booking forms, and any informal hire agreements:** Cllr N Holladay had reviewed the original booking forms and amended terms and conditions, along with a new format for booking request and booking agreement forms. These amended documents had been circulated to the Committee with the agenda.

The revised booking forms and terms and conditions were accepted other than a minor change to section on car parking, number of people classed as a large event increased from 30 to 40.

The Business Manager had also completed a comparison of other local village hall hiring charges; this comparison had been circulated with the document pack.



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Room	Current price per hour	New price per hour (1 st October 2024 onwards for regular hirers)
Main Hall	£25.00	£25.00
Main Hall discounted for regular hirers	£14.00	£16.00
Meeting room	£12.50	£14.00
Meeting room discounted for regular hirers	£8.25	£16.00
Shared kitchen use	£5.00	£5.00

RESOLVED: to recommend to Full Council adoption of amended booking forms and a new pricing structure for Knowle Village Hall, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.

9. To consider the quote for an extra CCTV Camera covering the car park:

RESOLVED: to accept the quote for £525 for an extra CCTV covering the car park, as proposed by Cllr Phillips-Lee, seconded by Cllr Rappé and carried.

10. To consider a quote for a new recycling bin at the hall:

RESOLVED: to accept the quote for a new 660L recycling bin at £6.83 weekly charge, as proposed by Cllr Phillips-Lee, seconded by Cllr Burt

11. To update on current anti-social behaviour issues around the hall: The Clerk gave a verbal update on the issues. It was also noted that following a visit by the Police, the resident who graffitied the hall has agreed to pay the bulk of the removal costs and an invoice has been raised to them.

12. To delegate to Cllr N Holladay and the Clerk to re-write the tender for the Wickham Pavilion and submit to Full Council: two tenders were received by the closing date. Although both tenders were good in their own right, it was felt that neither building was quite the look that was desired for Wickham Recreation Ground.

The wooden building design by Passmore would be a suitable style for the Recreation Ground. They do not offer installation though, only manufacture. So a new tender would be needed for installation of their building.

Cllr Manuel suggested that appointing Axis Architects to create plans from which an installation could be based would be a good idea to push this project forward. The work Axis have done on the Knowle Village Hall extension has been of very good value.

It was decided that Cllr N Holladay to let both tenderers know that neither bid was successful on this occasion, and for an item to be added to the Full Council agenda for 27th June to approve a £4,000 spend from the Wickham CIL earmarked reserve to pay for new plans to be designed by Axis Architects.

13. To receive an update on the Hants FA Pitch inspection and the drainage project the pitch power inspection report for Wickham had been circulated to the Committee in advance of the meeting.

Cllr N Holladay felt that this agenda item was best broken into a 4-part recommendation:

- a. *that the Council adopt the proposals with funding from the Football Foundation and any other grant source that is possible*
- b. *that the Council ask the current Grounds Contractors to quote for doing the work that is possible to do in time for the start of the 2024/25 season*
- c. *that the full annual maintenance programme suggested by Hants FA is incorporated in and costed within the proposed new Grounds Contract.*



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d. that the Council obtains quotes too for the drainage work to prevent pitch improvement works being compromised by continuing flow of surface water from Lysander Field onto the pitch.

The Committee felt that it would be best to begin the pitch renovations by first getting the drainage project underway, part d, then working through the pitch renovations recommendations once the drainage for the pitch had been improved.

3 quotes had been submitted for the drainage to Lysander Meadow.

Quote 1: £4,300

Quote 2: £30,000 - £35,000

Quote 3: £6,377

Cllr Chambers asked where the stream is actually sited; Cllr N Holladay explained its location. Cllr K Holladay asked where the spoil would go from the trench; Cllr Burt explained it would be refashioned into Lysander Meadow. Cllr Manuel asked how long this drainage improvement would last; Cllr N Holladay would anticipate for this to last at least 10 years.

RESOLVED: to recommend to Full Council to accept quote 3 from Nigel Blackman to carry out the drainage works to Lysander Meadow at a cost of £6,377, as proposed by Cllr N Holladay, seconded by Cllr K Holladay and carried with abstention from Cllr Burt.

RESOLVED: to bring back parts a, b and c to a future meeting of the Committee, as proposed by Cllr N Holladay, seconded by Cllr Burt and carried.

ACTION: Cllr Burt to give fixtures list to the Clerk

15. To receive an update on the Mill Lane project:

There is not much to update since the last meeting. The recommendation to appoint Deacon Designs to provide an initial concept design for a country park at Mill Lane is being approved by Full Council on 27th June.

16. Recent correspondence/ reports from meetings attended of relevance to this Committee: Nothing to report.

Meeting Closed, 8:38pm

Signed.....

Date.....