



Wickham and Knowle Parish Council

Recreation Committee

Minutes of the Recreation Committee held at Knowle Village Hall, Thursday 24th October 2024, 7pm

Committee members present:

Cllr Nic Holladay (Chair), Cllr Malcom Burt (Vice), Cllr Sheila Chambers, Cllr David Evans, Cllr Kathryn Holladay, Cllr Lorraine Rappé, Cllr Ben Sawyers

In Attendance: Sophie Thorogood, Parish Clerk & RFO
3 Members of the Public

1. **Apologies for absence** – Cllr Craig Manuel had sent his apologies. Cllr Sandy Phillips-Lee has resigned from the Committee.
2. **Declarations of interest on Agenda:** Cllr Burt declared an interest in item 23 and will be abstaining from the vote.
3. **Public Session** – 3 members of public were in attendance.
4. **Minutes of the Meeting 19th September 2024**

RESOLVED: Minutes of the Meeting were approved and signed as a true record, proposed Cllr N Holladay, seconded by Cllr Evans and carried with abstentions from Cllr Rappé and Cllr Sawyers.

5. **Glebe Working Party:** Three members of the GWP were present to give a verbal update to the Committee.

The working party asked the Committee to consider granting permission for preliminary application to be made to the National Lottery Heritage Fund for the Glebe. This would not be committing the Parish Council to anything and would give the GWP an indication whether or not a full grant bid would be approved in the future. Detailed costings are not required for the pre-app.

The Clerk asked if this request could wait for approval at Full Council meeting on 5th December. The GWP explained that this is too late and a solution was discussed. **ACTION:** The Clerk to email the Council Chair, currently on holiday, for approval to submit a pre-app.

Cllr N Holladay gave a brief update on other outstanding issues at the Glebe; the bollards are waiting for SSE to connect them. The variation to the S106 is in Croudace's hands. The draft lease has been sent to the Council's Solicitors; **ACTION:** the Clerk to chase this.

6. **Clerk's Action Plan:** Noted. **ACTION:** The Clerk was asked to seek a price for a tree survey of the Wickham Recreation Ground as there is an ash tree in particular causing concern.
7. **Business Manager Action plan:** Noted.

Cllr N Holladay congratulated the Business Manager for her hard work in increasing bookings and therefore revenue for Knowle Village Hall. The Committee asked for changes in the future to the reporting of the income for the hall and sports facilities to include graphs and percentage usage. This will be actioned by the Clerk as workload permits.



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8. Knowle tree work: 3 quotes had been included in the document pack.

Quote 1 - £4,600 + VAT

Quote 2 - £4,180 + VAT

Quote 3 - £6,750 + VAT

RESOLVED: to recommend to Full Council to accept quote 2, from JN Tree Care Ltd for £4,180 + VAT, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.

ACTION: The Clerk was asked to request JN Tree Care to proceed with the TPO applications to Winchester City Council in advance of Full Council approval for the financial cost of the work due to the 8 week turnaround in application time.

9. Quotes to move the fire alarm panel (see item 10)

10. Quotes for remedial emergency lighting repairs: The Council had previously received quotes from Firecare for this work. During the Fire Risk Assessment, the company offered to quote for these two pieces of work as a comparison.

RESOLVED: To accept quotes from Mid Hants Fire Protection to move the fire alarm panel from the Parish Office into the hallway at £600 and to carry out remedial emergency lighting repairs to Knowle Village Hall for £230, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried.

11. Electrician Installation Condition Report (EICR) for Knowle Village Hall: During the Fire Risk Assessment, it was discovered that the EICR could not be found for the hall. 2 quotes had been found for the work.

RESOLVED: To accept the quote of £480 from Voltex Electrical for the EICR of Knowle Village Hall, as proposed by Cllr N Holladay, seconded by Cllr K Holladay and carried.

12. Quote for sanding and resealing sports hall floor: The Business Manager has received complaints about the quality of the floor from some of the hirers. Advice was sought about maintenance that could be carried out. It was discovered that the floor should be being maintained every 3 years and the work has not been carried out for 9 years. The quote was from a specialist flooring company.

Cllrs expressed concern that only 1 quote has been sought and the loss of income from closing the hall for a week. **ACTION:** The Clerk to request more information about scheduling and temperature conditions needed for drying the varnish.

RESOLVED: To recommend to Full Council to accept a quote of £4,800 from RG Floor Services for sanding and resealing the sports hall, as proposed by Cllr N Holladay, seconded by Cllr K Holladay and carried.

13. Free hire for a charity pickleball event: The Business Manager is organising a 12-hour overnight pickleball event to raise money for Ickle Pickles, a national charity who provide equipment to neonatal units. The request is for the Parish Council to offer free hire to the group so that the 12-hr cost is instead donated to the Charity.

RESOLVED: To approve free use for charity pickleball event at Knowle Village Hall, as proposed by Cllr Burt, seconded by Cllr Sawyers and carried.



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14. Lysander Meadow drainage project: The drainage project was completed in early October. The contractor hit sand at 12 feet down. The ditch began working before the drainage installation was complete. Remedial work to damage caused by the contractor in accessing Lysander Field between the goal line and Manor Close boundary was carried out. The Council will continue to monitor pitch conditions for a few weeks before the invoice for the work is paid.

15. To receive an update on the Wickham Recreation Pavilion: The final architect's plans were circulated with the document pack. The Committee were pleased with the final layout, the only change requested being to change the name from "disabled changing" to "accessible changing". **ACTION:** Clerk to request this name change with the Architect.

Cllr K Holladay asked about grants; the Clerk confirmed that the layout of the new pavilion is FA compliant so the Council would be able to apply for grants from the FA.

RESOLVED: It was proposed to accept the new design for the Wickham Recreation Pavilion and move to the next stage of the project, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried.

16. Smartaccess pedestrian gate for the Wickham MUGA: The Clerk had obtained a quote for a new pedestrian gate to be installed next to the current double gate as requested by the Committee. **ACTION:** The Committee were concerned at the high cost and asked the Clerk to research recommendations from other Councils about the software and keypad, particularly focusing on tamper evidence. Item deferred to next meeting.

17. Tennis court cleaning: Item deferred.

18. Mill Lane update: Cllr N Holladay gave a brief update to the current state of the project. As requested, the Council submitted an objection to the Winchester City Council Local Plan Regulation 19 process with regards to sports pitches at Mill Lane.

19. Approval of briefing document regarding Mill Lane site: Cllr N Holladay's draft document assessing the financial implications of installing sports pitches at Mill Lane had been circulated for comments with the document pack. Cllr Sawyers wished to have his views noted that the site (however it is eventually configured) needs more parking and is a good opportunity to increase parking provision within the village. It was agreed for the Committee to feedback to Cllr N Holladay regarding the document and to approve a final version at the next Committee meeting.

20. Draft Sports Pitch Strategy: Comments were invited on the draft playing pitch strategy document for the next Committee meeting, particularly from Knowle Parish Councillors.

21. Recent correspondence/ reports from meetings attended of relevance to this Committee:

- Barbastelle Walk play area bin – The Clerk to ask Siam Landscapes to turn the bin 90 degrees to enable more regular bin emptying. Situation to be monitored and reviewed.
- Rotten elephant play equipment in Victoria Mews – Clerk to ask Siam Landscapes to remove the elephant in entirety.
- Water Meadows grounds maintenance – the request from PC Garden Contracts to continue to maintain the Water Meadows should be discussed by the Water Meadows Committee. The Clerk to add to next Committee meeting scheduled for January.



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22. Confidential session.

23. Grounds Maintenance Contract tenders: From over 30 expressions of interest in the project, 5 tenders were received by the deadline. These were circulated to the working party for review and scoring.

- Quote 1 - £71,987.04
- Quote 2 - £220,17.07
- Quote 3 - £89,805.00
- Quote 4 - £94,104.00
- Quote 5 - £71,232.62

The 5 tenders were scored as per scoring agreed within the Invitation to Tender document.

RESOLVED: It was proposed to shortlist the tenderers behind quotes 1, 3 and 5, and invite them to site visits in November, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried with an abstention by Cllr Burt.

Meeting Closed, 9:23pm

Signed.....

Date.....