



Wickham and Knowle Parish Council

Minutes of the meeting of the above Full Council held at Wickham Community Centre, Mill Lane, Wickham PO17 5AL on Thursday 5th December 2024 at 7pm.

Present: Councillors: Craig Manuel (Chair), Robert Broad, Malc Burt, Sheila Chambers, David Evans, Leah Greenbank, Kathryn Holladay (Vice-Chair), Nic Holladay, Sandy Phillips-Lee, Loraine Rappé, Ben Sawyers

In attendance: Suella Braverman MP, County Councillor Patricia Stallard, District Councillor Chris Chamberlain, District Councillor Neil Cutler, 1 member of the public, Parish Clerk Sophie Thorogood

- 1. Apologies for absence:** District Councillor Angela Clear
- 2. Declarations of interest:** Cllr Phillips-Lee and Cllr Rappé declared an interest in item 15 as members of Knowle Resident's Association; Cllr Burt declared a pecuniary interest in item 25 and will be leaving the meeting during this item.
- 3. Public Session:** 1 member of public in attendance

Extra Public Session: Suella Braverman, MP attended the Council meeting as an observer and to give an update on some issues she has been helping the Parish Council with. Suella Braverman has been lobbying Fareham Borough Council (FBC) over issues surrounding the Welborne development, in particular the name change of Knowle Road, putting in a formal plea for FBC to reconsider the decision and has spoken to the leader of FBC.

As already publicised, there is a slight reprieve in the boundary drawing for the Wickham GP Surgery. A steady flow of funding is needed from the Integrated Care Board (ICB). The previous Health Secretary had made promises in 2016 regarding the issue, and it is important not to go back on these promises.

The long-term planning for the Surgery has ignored the increase in population. Cllr N Holladay commented that it is understood that the ICB have found another provider and come to an agreement in principle. Suella Braverman replied that there may be a provider but there is no funding.

- 4. Report from County Councillor:** Cllr Stallard's report had been circulated in advance of the meeting.

Cllr Stallard added that she regularly writes to Highways regarding the Wickham crossroads and the numerous incidents. Cllr Stallard asked for feedback on whether the small modifications that have been made have made any significant changes to the crossroads.

A small discussion was had between Parish Councillors over their concerns for the crossroads, in that death is the only measure considered for serious action, and that the Wickham Resident's Association have prepared a report on the accidents and casualties, for which Cllr K Holladay was asked to send the report onto Cllr Stallard. The Parish Council is pursuing the project to install an informal crossing on School Road.

Cllr Stallard also updated that Tapanage Bridge has been demolished, the Bridleway is re-opening on 16th December, foliage cleaned and new gate installed. Horseriders have been in contact with Cllr Manuel regarding issues over having to dismount their horses to open and close the gate.

Finally Cllr Stallard reassured everyone that HCC are using their reserves to balance the books for 2025/26 budget, but that for 2026/27, HCC could find itself in a difficult position if the Government does not provide more funding streams. The Government White Paper on devolution is awaited to understand the potential impact on budgets in future years.

5. Reports from District Councillors:

Cllr Chamberlain gave an update that the re-drawing of the GP Surgery catchment boundary means only the first 10% of the Welborne development will fall under Wickham Surgery.

Cllr Chamberlain thanked the Council for sending through the Mill Lane briefing document prepared for WCC. The 3 District Councillors will review the document and submit any feedback.

The landowners of Crown Golf Course have contacted the District Councillor who would like to meet jointly with the District and Parish Councillors regarding a proposal to develop part of the site. Cllr Manuel commented that the Parish Council want to wait until the Local Plan Regulation 19 is completed before it considers other planning proposals in Wickham.

A report recently circulated that from City Council perspective, WCC are on track to meet their target to reduce carbon emissions by 96%. Cllr Cutler added that the last 4% of this carbon emissions target will be really difficult as the cost for that 4% is huge.

Cllr Cutler spoke about WCC budgets which face the usual concerns. Expecting the Government to implement fair funding review which would hit WCC very hard. An example is a reduction in Business Rates by £3m. Social care and SEN has hit HCC very badly. Funding will be based on deprivation which WCC is not really subject to.

There is a lot of talk about so called devolution, and a Government White Paper is eagerly awaited. Some of the planned proposals under the White Paper are known, such as the combined authority with a Mayor. Cllr Cutler is concerned that so called plans may mean as a rural district, Wickham and Knowle may be forgotten about amongst the rural districts.

Finally, Cllr Cutler commented that WCC have adopted the new Code of Conduct.

6. Chairmans's announcements: Cllr Manuel thanked everyone involved in and for those who attended the two Remembrance Sunday events; the Parish Council was well represented.

The Wickham Christmas Cracker was a big success; a special thank you was given to Chrissie Bailey for her hard work. Cllr Sawyers was also thanked for organising the Christmas trees. Cllr Manuel reminded everyone that the Knowle Christmas Service was being held on 8th December at 5pm.

Cllr Manuel thanked the Councillors involved in interviewing the 3 short-listed contractors for the Grounds Maintenance Contract site visits.

Cllr Manuel gave a special mention to Belinda Pope who deserved special recognition for the petition on the boundary review which should be mentioned at the Parish Assembly. Kayleigh Rooke was also given a special mention for the save trees and hedges in Knowle campaign.

The Knowle Road is changing name. The Parish Council have objected to this name change, however Fareham Borough Council have given permission for the name change and HCC have approved it. WCC did object and as a result, the last 100m will still be called Knowle Road.

Cllr Manuel has complained to HCC about potholes. There is a cut off at the Knowle boundary section which has been left un-tarmacked. There are still lots of potholes remaining, which have been inspected and are not considered severe enough to be filled. The road around the new roundabout is too small. Cllr Manuel is liaising with Cllr Stallard on this.

Finally, Cllr Manuel thanked Councillors and the Clerk for all of their hard work and wished everyone a great Christmas.

7. **To elect a Vice-Chair:** Cllr Manuel thanked Cllr K Holladay for her time as Vice-Chair.

RESOLVED: To elect Cllr Broad as Vice-Chair of the Council, as proposed by Cllr Rappé, seconded by Cllr N Holladay and carried.

8. **Minutes of 26th September 2024 and 10th October 2024:** Errors were spotted in the minutes from 26th September so these will be changed and approved at the next Full Council meeting.

RESOLVED: The minutes of 10th October 2024 were approved and signed as true record, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

9. **Clerk's update:** Noted

10. **Finance Committee (Cllr Manuel)**

10.1. **Minutes of the meeting held 12th September 2024:** received and noted

10.2. **Budget for 2025/26:**

RESOLVED: to approve the budget for 2025/26 for income of £431,910 and expenditure of £392,350, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

10.3. **Precept demand for 2025/26:**

RESOLVED: to approve a precept demand of £381,010, this being a 15% increase on a band D to £195.50, on a tax base of 1,948.90, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

10.4. **New model Financial Regulations:**

RESOLVED: To accept the recommendation to adopt the new model Financial Regulations, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

10.5. **Extend appointment of Lightatouch:**

RESOLVED: To accept the recommendation to extend the appointment of Lightatouch as the Council's Internal Auditor for the 2024/25 financial year, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

10.6. Moving Wickham Recreation Pavilion project to RIBA stage 4:

The Policy & Finance Committee resolved to recommend accepting a quote for moving the Pavilion project to RIBA stage 4. The original quote from Axis was for £4,550 for RIBA stages 1-3, which has now almost all been invoiced (£400 remains outstanding to be invoiced for stage 3).

To move the Pavilion Project to stage 4, a further £11,300 is required for stages 4A, 4B and 4C. This total is £15,850 which will initially be covered by the Wickham CIL earmarked reserve and will be re-imbursed when the S106 funding from WCC begins to be released in stages, as previously approved by Full Council.

RESOLVED: To accept the recommendation to approve the recommendation to accept a quote of £11,300 to move the Wickham Recreation Pavilion project to RIBA stage 4, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

ACTION: Clerk to put the layout plans on the Parish website

10.7. Submission of Wickham Recreation Pavilion project for planning permission:

It has been suggested that prior to going out to tender for the project, that the submission of the project is made for planning permission. Approval is required for the following:

- A quote of £4,250 for Axis to act as Principal Designer for the project
- A quote of £900 for Axis to prepare the planning application to WCC
- An estimate of £1,200 for the Planning Portal Fees
- An estimate of £1,000 for a topographical survey of the Recreation Ground.

These extra costs, totalling £7,350, are requested for approval. They have not been taken into account from the original £25,000 requested from WCC for the S106 staged payment and will be funded from the earmarked reserve until 2025/26 when the balance of the S106 will be released to the Parish Council.

RESOLVED: To approve the recommendation to approve submission of the Wickham Recreation Pavilion project for planning permission and approve all associated planning submission costs, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

10.8. Moving Knowle Village Hall extension project to RIBA stage 4:

The original quote from Axis was for £4,550 for RIBA stages 1-3, which has been fully invoiced. Planning Permission has been granted. To move the Pavilion Project to stage 4, a further £12,810 is required for stages 4A, 4B and 4C.

Approval is required for the following:

- A quote of £4,900 for Axis to act as Principal Designer for the Knowle Village Hall extension project
- A quote of £12,810 for Axis to move the Knowle Village Hall extension project to RIBA Stage 4

Recommendation: To approve the recommendation to approve the above quotes, to be funded from the Knowle Village Hall earmarked reserve.

RESOLVED: To accept the recommendation to approve the recommendation to accept a quote of £12,810 to move the Knowle Village Hall extension project to RIBA stage 4, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

10.9. Bank mandate change:

RESOLVED: To approve a recommendation to add Victoria Glenister to the Lloyds bank mandate as a viewer, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

10.10. Market Appraisal of the Boston's barbers:

RESOLVED: To accept a quote of £675 for Ely Langley Grieg to carry out a market appraisal of the Boston's barbers, and for the details and rent review to be carried out by the Policy & Finance Committee, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

Suella Braverman, MP, and Cllr Patricia Stallard arrived at 19:35pm.

11. Planning & Highways Committee (Cllr Rappé)

11.1. Minutes of the meetings held 12th September and 17th October 2024:
received and noted

11.2. Neighbourhood Plan update:

98% consultation respondents were in favour of a Neighbourhood Plan. A briefing was held in October by Steve Tilbury for those who had shown an interest in joining a working party. Cllr Chamberlain asked Cllr Rappé how many responses were received in total; 298. Of those 10 people have come forward to join a working party.

12. Recreation Committee (Cllr N Holladay)

12.1. Minutes of the meetings held 19th September 2024 and 24th October 2024:
received and noted

12.2. Tree work to Knowle Village Green:

RESOLVED: to approve the recommendation to accept the quote of £4,180 plus VAT from JN Tree Care Ltd for tree work to Knowle Village Green, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.

12.3 Knowle Village Hall sports floor:

RESOLVED: to approve the recommendation to accept a quote of £4,800 from RG Floor Services to sand and reseal the Knowle Village Hall sports floor, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried

12.4 Knowle Village Hall kitchen extractor fan:

RESOLVED: to approve a quote of £450 + VAT from Phoenix Cleaning Company to clean the extractor fan in the Knowle Village Hall kitchen, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.

13. General Purposes Committee (Cllr Phillips-Lee)

13.1. Minutes of the meetings held 19th June 2024: received and noted

13.2. Apply for licence to maintain Shell roundabout:

RESOLVED: to approve the recommendation to apply for a licence to maintain the Shell Roundabout in Wickham as proposed by Cllr N Holladay, seconded by Cllr Greenbank and carried.

13.3. Adopt the red telephone box in Wickham:

RESOLVED: to approve the recommendation to adopt the red telephone box in Wickham, subject to the Clerk obtaining legal advice from Hampshire Legal Services, as proposed by Cllr K Holladay, seconded by Cllr N Holladay and carried.

13.4. New noticeboard in Mayles Lane, Knowle:

RESOLVED: to approve the recommendation to purchase a new noticeboard from Parish Noticeboards at a price of £1,890+ VAT for Mayles Lane, Knowle, as proposed by Cllr Phillips-Lee, seconded by Cllr Rappé and carried.

14. Wickham Water Meadows Committee (Cllr Manuel)

14.1. Committee's amended Terms of Reference:

RESOLVED: to approve the recommendation to adopt the Committee's terms of references, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

14.2. Fencing contractor for the Water Meadows fencing project:

RESOLVED: to approve the recommendation to appoint Aquascience to carry out the fencing repairs at the Water Meadows for £6,180 + VAT, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

15. Knowle Resident's Association grant request:

RESOLVED: to approve a grant request of £300 from the Knowle Resident's Association for the 2024 Christmas event, funding to be taken from the Knowle Christmas nominal, as proposed by Cllr Manuel, seconded by Cllr Sawyers and carried with abstentions by Cllr Phillips-Lee and Cllr Rappé.

16. Committee membership review: Membership and changes needed are detailed below:

Recreation Committee

Chair – Councillor N Holladay

Members: Councillors; Manuel, Rappé, K Holladay, Burt (Vice-Chair), Chambers,

Planning and Highways Committee

Chair – Councillor Rappé

Members: Councillors; N Holladay, K Holladay, Manuel, Broad (Vice-Chair)

CHANGES: Add Cllr Evans

General Purposes Committee

Chair – Councillor Phillips-Lee

Members: Councillors; Manuel, K Holladay (Vice-Chair), N Holladay, Chambers, Greenbank, Rappé, Evans, Sawyers

HR Committee

Chair – Councillor Rappé

Members: Councillors: Manuel, N Holladay, Evans, Sawyers

Open Spaces Committee – deferred

Wickham Water Meadows Committee

Chair – Councillor Manuel

Members: Councillors: Burt, Chambers, Sawyers (Vice-Chair), Greenbank

CHANGES: Add: Cllr Greenbank, Cllr Sawyers

Policy & Finance Committee

Chair – Councillor Manuel

Members: Councillors: N Holladay, Rappé, Phillips-Lee (Vice-Chair)

CHANGES: Add: Cllr Broad

Remove: Cllr K Holladay

RESOLVED: to approve the Committee membership as detailed above, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.

17. HR Committee's terms of reference:

RESOLVED: to approve the HR Committee's terms of references, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

18. Delegate two new roles to the HR Committee:

RESOLVED: to delegate to the HR Committee to finalise job description and person specification for the two new roles beginning 1st April 2025, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

19. Wickham skatepark: Following the Grounds Maintenance Contract site visits, a ROSPA inspection of the skatepark had been ordered and report was received in time to be discussed at the Full Council meeting. No issues were deemed high risk and therefore no decision was needed to temporarily close the skatepark. **ACTION:** The Clerk to seek quotes and push forward repairs to the concrete, fencing, order tree work and generally improve the health and safety of the skatepark.

20. Conversion of toilets into new officer: Item deferred.

21. Council's response to the National Consultation on remote meetings and proxy voting: The Councillors had been invited to respond to the National Consultation individually and the Clerk was asked to submit a Council response stating that the Council supported remote meetings but did not support proxy voting. Cllr Rappé did not support either, but the Council's response was a majority. **ACTION:** Clerk to submit the Council's response.

22. Meeting calendar for 2025:

RESOLVED: to approve the meeting calendar for 2025, as proposed by Cllr Manuel, seconded by Cllr Greenbank and carried.

ACTION: Clerk to distribute meeting calendar to Parish/District/County Councillors, and book meeting rooms in both Wickham and Knowle.

23. To receive correspondence/details of meetings attended:

- 23.1** Cllr Chambers attended the HALC County Forum on 21st November and will distribute the meeting notes. HALC are encouraging all Councils to report their issues over speeding to HALC. Cllr Stallard added that the Parish could apply to HCC to join the 20 is Plenty Campaign. K Holladay attended a meeting with Cllr Broad and the Locum Clerk regarding installation of a pedestrian crossing at School Road. This item will be discussed at a future meeting of the Planning & Highways Committee.
- 23.2** Cllr K Chambers also attended the WINACC meeting on Leading Action on Climate Emergency and will distribute these meeting notes too.

8.56pm All members of public and Cllr Burt left the meeting room

24. Motion for confidential business:

25. Grounds Maintenance Contract for 1st April 2025: Full details of this are contained in a confidential minute.

RESOLVED: To award the Grounds Maintenance Contract beginning 1st April 2025 to General Farming & Contracting Limited, as per scoring contained under the Invitation to Tender under the legal procurement process, as proposed by Cllr Evans, seconded by Cllr N Holladay and carried with abstentions from Cllr Manuel, and with Cllr Rappé and Cllr Phillips-Lee voting against.

ACTION: Clerk to write to the 2 out-going contractors to give notice and to also draw up the contract with General Farming and Contracting Ltd.

Meeting closed 10:00pm

Signed.....

Date.....