



Wickham and Knowle Parish Council

Recreation Committee

Minutes of the Recreation Committee held at Knowle Village Hall, Thursday 21st November 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,

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

1. **Apologies for absence** – Cllr Craig Manuel and Cllr Ben Sawyers had sent their apologies.
2. **Declarations of interest on Agenda:** Cllr Burt declared an interest in item 23 and will be abstaining from the vote.
3. **Public Session** – 2 members of public were in attendance.
4. **Minutes of the Meeting 24th October 2024**

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

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

The working party had submitted the preliminary application to the National Lottery Heritage Fund for the Glebe 7 days ago and a response is expected in 10 working days.

There are issues with the draft lease which Cllr N Holladay and the Clerk will continue to investigate.

Cllr N Holladay has reviewed the pre-app and noted that the name in the bid needs to be changed to Wickham and Knowle Parish Council, and will provide his review to the GWP for any changes to be made. Cllr N Holladay will also continue to chase Croudace regarding the outstanding items.

6. **Clerk's Action Plan:** Noted. The Clerk added that a company has been found willing to service the boiler at the Recreation Pavilion, the Business Manager is sorting this. The Clerk has booked a play company to carry out a ROSPA inspection of the Wickham skatepark; results will be taken to Full Council for decision on whether it needs to be closed temporarily. The Clerk to speak to the Community Centre regarding the floodlights.
7. **Business Manager Action plan:** Noted.
8. **Knowle Village Hall extension project:** The Clerk gave a verbal update following the planning permission being granted by WCC on 24th October 24.
9. **KVH Kitchen extractor fan:** 2 quotes had been sought for the cleaning which was highlighted as part of the Fire Risk Assessment carried out in September.

Quote 1 - £549 + VAT

Quote 2 - £450 + VAT

RESOLVED: to recommend to Full Council to accept quote 2, from JN Tree Care Ltd for £450 + VAT, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried with Cllr Rappé voting against.

10. **Quotes to convert ladies' toilets into an extra office:** item deferred.



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11. 6-mth review of the Village café: The Committee discussed how the café is working out. Only issues are surrounding the moving of furniture for Parish meetings which is often left to the Business Manager to have to move. **ACTION:** Clerk to draft a letter to the café.

12. Update on Wickham Recreation Pavilion project: The Clerk provided a verbal update on the project. Cllr N Holladay to arrange a meeting with land agent for Rookesbury Estate and the Clerk to update on the plans to submit planning application to WCC.

13. Quote for Smart Access pedestrian gate at the Wickham MUGA: The Clerk had been asked to obtain references/reviews from other businesses or Councils who had installed a gate. A few days prior to the Committee meeting, the Grounds Maintenance Contract working party had visited both the MUGA and skatepark as part of the site visits with the 3 shortlisted companies. Due to the neglected state of the skatepark, it was discussed that spending more money on access to the MUGA was not a good use of Council funds, and instead focus should be on improving the skatepark for the residents.

14. Mill Lane update: Cllr N Holladay and the Clerk gave an update. Cllr Manuel had met with the 3 District Councillors to show them the draft country park plan. They were mostly supportive but asked to see a few minor changes to allowing a football pitch sketched out over the top of the design to cover eventualities if the Recreation Ground lease is not renewed in 30 years time, and also to allow for a small parking area at an entrance from Mill Lane.

The Locum Clerk covering Planning & Highways Committee is working with WCC to pursue the process for varying the S106 agreement.

Cllr N Holladay and the Clerk will discuss the Mill Lane site with the Rookesbury Estate land agent during the meeting to be arranged as per minute 12.

The Council will also need to progress with a consultation exercise with the residents regarding the Mill Lane site use.

15. Approval of briefing document regarding Mill Lane site: Subject to adding a section on PWLB rates and impact on precept demands in the future, the document is ready to be approved and can be sent whenever requested by WCC if the process to vary the S106 agreement is not possible.

RESOLVED: To approve the briefing document regarding Mill Lane site, as proposed by Cllr N Holladay, seconded by Cllr K Holladay and carried.

17. Draft Sports Pitch Strategy: one more pass before formal approval at the next Committee meeting. Cllr Rappé was asked to comment on the Knowle section in particular and the Clerk to amend the skatepark section in light of the work needed.

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

- Parish Liaison meeting had been cancelled at short notice today but will be rearranged. Attendees are allowed to request for items to be added on the agenda.
- The Tennis Club Committee met recently and Cllr K Holladay attended to represent the Parish Council. There are some questions over which responsibilities fall to the Council and which to the Tennis Club. Cllr K Holladay to find out more and liaise with the Clerk.



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Cllr Burt left the meeting

22. Confidential session.

23. Grounds Maintenance Contract tenders: The working party held site visits with the 3 shortlisted tenderers on 18th and 19th November. The working party then scored the site visits and the scores were as follows:

Grounds Maintenance Tender Score Sheet				
		Company 1	Company 2	Company 3
Stage 3 - Scoring				
Quality = 20% (50% of shortlisting %)		14.0	15.3	15.3
Methodology & Approach = 10% (50% of shortlisting %)		6.7	7.3	7.0
Commercial = 30% (75% of shortlisting %)		30.00	29.69	23.80
Site Visit Discussion = 20%		10.67	7.67	14.33
Third Party Enquiries = 10%		9.00	4.00	8.50
Committee Discussion of the above = 10%				
Total %		70.33	64.02	68.96
Rate from highest to lowest (1st = highest)		1	3	2

Due to the number of Councillors not present for the Committee meeting, it was agreed not to award any score for the Committee discussion as 3 of the 5 Councillors remaining for this confidential item formed the working party. The Clerk had also scored separately but those scores did not change the overall position and were therefore ignored.

RESOLVED: to recommend to Full Council to award the Grounds Maintenance Contract to company 1, being General Farming and Contracting Limited, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried with Cllr Rappé voting against

Meeting Closed, 9:23pm

Signed.....

Date.....