



Wickham and Knowle Parish Council

Recreation Committee

(Chair Cllr Nic Holladay **Members:** Cllr Malcom Burt (Vice-Chair), Cllr Sheila Chambers, Cllr David Evans, Cllr Kathryn Holladay, Cllr Craig Manuel, Cllr Loraine Rappé, Cllr Ben Sawyers

Dear Committee Member

I hereby give you notice that a meeting of the **Recreation Committee** will be held at **Knowle Village Hall, PO17 5GR on Thursday 16th January 2025 at 7pm**. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The meeting will be open to the public unless the Council directs otherwise. Meeting Papers are available on request from the Clerk, except where classified confidential.

Agenda item	Title	Lead	Page
1.	To receive apologies for absence	Chair	-
2.	To receive declarations of interest on agenda items	Chair	-
3.	Public Session	Chair	-
4.	To approve the minutes of the meeting held on 21 st November 2024	Chair	3-5
5.	To receive an update from the Glebe Working Party	GWP	6-12
6.	To consider a proposal for a resident's consultation as part of the National Lottery Heritage bid	GWP	13-15
7.	To receive the Clerk's Action Plan and updates on matters arising	Clerk	16
8.	To receive the Business Manager's Action Plan and updates on matters arising	Clerk	17
Knowle Village Hall			
9.	To consider quotes to convert the ladies' toilets into an extra office for future expansion of the Parish Council team	Clerk	18-22
10.	To consider quotes for remedial surfacing works to the Knowle MUGA	Chair	23-29
11.	To consider a request for a softball club to play on Knowle pitches	Clerk	30
12.	To discuss arrangements with the Wickham Primary School minibus	Cllr Rappé	Verbal
Knowle			
13.	To receive an update on the social value project being organised by L&S Waste	Clerk	31
Wickham			
14.	To receive an update on the replacement Wickham Recreation Pavilion project	Chair	Verbal
15.	To consider quotes to carry out tree work to Wickham skatepark as part of the wider renovation project	Clerk	31-33
16.	To receive the report on the Wickham Tennis Courts surfacing and consider options	Chair	34-36
Mill Lane			
17.	To receive an update on the Mill Lane project	Chair	Verbal
18.	To agree on the format of a consultation exercise with residents regarding the Mill Lane site	Chair	37-40

Other			
19.	To approve the proposed pitch improvement strategy for the Parish and recommend to Full Council	Chair	41-45
20.	Recent correspondence/ reports from meetings attended of relevance to this Committee	Clerk	-
20.1	Email regarding new adult and youth football teams at Knowle	Clerk	46

Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
clerk@wickhamparishcouncil.org
12th January 2025



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.



Wickham and Knowle Parish Council

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.



Wickham and Knowle Parish Council

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.....

GLEBE WORKING PARTY (GWP)

MINUTES OF THE MEETING OF 8TH JANUARY 2025 AT BLACK COTTAGE

Present:

Mark Ashton (MA)	Chair	
Paul Burlingham (PB)	Wickham Society	Secretary
Sheila Chambers (SC)	Parish Council	
Astra Hughes (AH)		
Geoff Phillpotts (GP)	Wickham History Society	

1. MINUTES OF THE LAST MEETING

The minutes of the last meeting were approved.

2. MATTERS ARISING FROM ACTION POINTS AND OTHER MATTERS ARISING, NOT COVERED IN THE AGENDA

Item 1 – Proposed Framework for Community Use of the Glebe

This paper will be held in abeyance until a later date.

Items 2 – Site meeting – PB, SH

Postponed due to weather. To be reorganised at a later date if needed.

Item 3 - forward updated groundworks spec. to the PC This was forwarded and discussed with the parish clerk.

Item 4 Location of the footprint of the Norman manor house – This will be actioned if the bid is successful.

Item 5 – Forward options appraisal and recommendation for the location of gates onto School Road to the PC Rec. Committee - this item has been paused, pending further discussions between MA and NH.

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Item 6 – Forward draft action plan to the PC Rec. Committee – actioned.

3. PARISH COUNCIL UPDATE

A briefing was given on recent work of the PC.

4. PRELIMINARY BID ENQUIRY FEEDBACK AND BID SUB-GROUP FEEDBACK

The HLF officer has responded positively to the preliminary bid enquiry, stating that “There is scope for a full application to be developed”. GP was thanked for carrying out the work to successfully progress the bid to this point. The next step will be to propose to the PC Rec. Committee that a consultation with the community, partners and supporters take place. **PB will forward the Glebe Field Public Consultation Proposal to the PC.**

In readiness for a positive response to this request PB has made an enquiry to the Wickham Community Centre who have accepted a provisional booking for the Wickham Room on Saturday 8th March between 9am and 4pm. This room is being held, pending a decision by the PC.

AH will begin work formatting boards. GWP group members will forward any requests for specific wording, not included in the documentation, to AH in the next 7 days.

PB will contact ST to enquire regarding the WCC copyright licensing officer for maps, so that a map-based plan can be included in the consultation without infringing copyright.

The main item at the next GWP meeting will be to agree the content of the draft boards.

Further action, pending PC approval for the consultation stage of the HLF application

It was agreed that approaches will then be made for support from potential *partners* – Wickham School, Wickham History Society, Wickham Society, WCC Archaeological Adviser (Tracey Matthews), Cotswold Archaeology.

It was agreed that approaches will then be made for support from potential *supporters* – WCC climate lead, Wickham Chamber of Trade, St Nicolas Church, Wickham Scouts.

5. OPTIONS APPRAISAL FOR LOCATION OF THE GATE TO SCHOOL ROAD

MA is consulting further regarding this with NH.

6. GLEBE MONITORING FEEDBACK

- Site conditions – maintenance issues

The condition of the site continues to deteriorate. In the absence of an annual mow, invasive creeping thistles and docks are increasing and blackthorn saplings, which originally formed part of the Southwick Road

hedge, have spread onto the Glebe and are encroaching into an area of the field which the Archaeological Management Plan specifies must be kept clear in order to prevent root damage to archaeology.

- Use of the site – any issues
None

7. NEXT STEPS

The next step is to consult the community, partners and prospective supporters.

8. DATE OF THE NEXT MEETING

The next meeting will take place on Tuesday 21st - January at 7pm at Black Cottage.

PB 9.1.25

Glebe Heritage Lottery Bid

Draft Action Plan Version 5

9.1.25

All suggested dates in this action plan are approximate and provisional. The aim is that any HLF funding should reach the Parish Council as soon as possible after the commencement of the lease agreement.

Action	Who	Notes
1. Approve the pre-bid enquiry proposal	PC	✓ achieved
2. Draft & Submit outline pre-bid enquiry	BSG	✓ achieved
3. Review feedback & amend bid proposals as necessary.	GWP	✓ achieved
4. a) Share papers plans, measurements and up-to-date technical specs for contractors for access / accessibility (Gates, paths, viewpoints, other seating area)	PB	✓ achieved
5. Obtain quotes for: <ul style="list-style-type: none">• Access / accessibility (Gates, paths, viewpoints, other seating area)	Parish Clerk	January 2025
6. Share HLF feedback with PC Rec. Committee	GWP	At January 2025 Rec Committee Meeting
7. Propose a public consultation process to the PC Rec Committee.	GWP	Jan 2025

<p>8. Request support / approval from the PC to:</p> <ul style="list-style-type: none"> • Plan and carry out a public consultation to inform residents and assess community support. • Include a proposed Friends of Wickham Glebe volunteer support group, to be led by the Glebe Working Party. • Include an opportunity, in the consultation, for people to express an interest in becoming a member of the “Friends of Wickham Glebe.” 	<p>BSG/GWP/ Parish Clerk</p>	<p>Jan 2025</p>
<p>9. Prepare and hold consultation as set out in the Glebe Field Proposals Public Consultation document</p>		<p>Jan to March 2025</p>
<p>10. Analyse responses, review the bid in light of responses, and reference community support in final bid application, submit analysis of community consultation feedback and any amendments to bid proposal to the PC Rec. Committee.</p>	<p>BSG/GWP</p>	<p>Mid-March 2025?</p>
<p>11. Request letters of support, including from Tracy Matthews, HIOWWLT and SDNPA, and partner agreement for bid submission</p>	<p>BSG</p>	<p>Late March 2025?</p>
<p>12. Final Approval of draft HLF Bid application</p>	<p>Full PC</p>	
<p>13. PC Leasehold commences</p>	<p>PC/Diocese/ Croudace ?</p>	
<p>14. Submit finalised HLF bid</p>	<p>GP</p>	<p>After commencement of lease</p>
<p>15. If HLF bid successful: Pass information relating to suppliers and possible contractors to the Parish Clerk when necessary.</p>	<p>MA, GP</p>	

Response to the Wickham Glebe Heritage Lottery Fund pre-bid enquiry 12/24

Dear Geoff,

PE-00019927 Wickham Glebe: 9000 years of history and a future of improved biodiversity

Thank you for your project enquiry form for the project Wickham Glebe at Wickham History Society. There is scope for a full application to be developed for detailed assessment and decision making and I have provided some feedback below.

Remember to use your application to clearly tell us about the [heritage your project will focus on](#) and the need and/or opportunity that has informed the design of the project you want to deliver.

Our four [investment principles](#) guide all our grant decision making under our new [10-year strategy, Heritage 2033](#). You must take all four principles into account in your application. Unlike in our previous strategy these principles are not objectives that you have to meet. Rather you need to decide and demonstrate the strength of focus, and the emphasis on each principle, that your project activities will address. Whilst you have done this to some extent in this project enquiry, for your application you may wish to further consider:

- Providing more detail on how you plan to reach the diverse audiences you have highlighted, the numbers and activities involved.
- Explaining why a five year programme is needed and which of your activities under the four investment principles will be throughout the whole project period.
- How far does this project go in supporting the sustainability of the area?
- Will this project be supporting the development of heritage skills or capacity for your organisation or in the local community?
- What level of evaluation, feedback and testing resource will you need to get the most from this project? The costs for evaluation and contingency for a project of this kind look a little low. How will you know if this project has succeeded? Will you need to complete any further environmental surveys?

You will need to make clear in the application who is managing the project and who your project partners are with partnership agreements in place for major partners. You will also need the lease agreements, permissions to be on the land and any ownership requirements fulfilled at point of application.

You may find the following guidance documents useful as you develop you application:

- [Landscapes, seas and nature good practice guidance](#)
- [Inclusion good practice guidance](#)
- [Evaluation good practice guidance](#)

Yours sincerely,

Mary-Clare

Mary-Clare Hallsworth (she/her/they/them)

Engagement Manager

London and South

GLEBE FIELD PROPOSALS FOR PUBLIC CONSULTATION

GLEBE WORKING PARTY REPORT TO RECREATION COMMITTEE 16/01/25

1. Purpose

- (1) To outline the proposals for the Glebe Field and proposed Heritage Lottery Fund project application, for local feedback and comment to inform the final proposals.
- (2) To demonstrate to the Heritage Lottery Fund that there is local support for the proposed application

2. Outline plan of the consultation

- (1) Informal drop-in event, including a feedback survey, with members of the Glebe Working Party on hand to steward the event and engage with participants.
- (2) An online community consultation will be open (date TBC) with the consultation board and map information and the same survey on the Parish Council website, with the possibility of responding by letter.
- (3) Request to Wickham Primary School to use an age-appropriate approach to the survey to involve the children.

3. Possible provisional dates and venues:

Wickham Room, Wickham Community Centre: Saturday 8th March 2025 from 10.00am - 3.00pm, to enable people of all ages to participate.

4. Publicity:

Leaflet with details of the event and online consultation link delivered to all households in the Parish.

Posters on Parish Noticeboards & local facebook pages with link to on line consultation

Press Release, promotion through local village organisations in Wickham and Knowle

5. Funding:

Hire of Wickham Room:	£101.50
Production of display boards, plan, survey forms, stationery: (395 for 4 A1 boards + 3 hours design + £50 for survey forms/stationery?)	£445.00
Consultation page on Parish Council website with survey:	
Flyer printing and distribution to all households (printing 2000 - design time included in board cost £78.50, distribution cost?)	£ - PC to advise
Total cost:	£ to be confirmed, but below £900

Funding source - Could this be funded from the S106 allocation for the Glebe?

6. Consultation boards, indicative plan and survey

Board 1 Making the most of the gift of the Glebe - Overview

Explaining the background, location and the opportunities of the site while protecting the underlying archaeology and the proposal to approach the Heritage Lottery Fund for support for a five-year community project to restore the site. Timescale, WPC Glebe Working Party role, involving other partners.

Board 2 A special place for nature, recreating a wildflower meadow and native hedges

Describing proposals to create a wildflower meadow over 5 years through careful management, including examples of activities and how to get involved.

Board 3 Where Wickham began - the Glebe's historical and archaeological importance.

Explaining this was where the settlement of Wickham began and the proposals to mark this from hunter gatherers to 2WW through display boards, marking out the site of the manor house, the moat path, interpretation boards, digital reconstructions and walks, talks and displays.

Board 4 A new space for everyone - involving the whole community

A community space open to all: proposals for accessible entrance gates, and accessible seating areas, community archaeology, Scouts bonfire and Fete parking, Primary school involvement, Friends of Wickham Glebe

Board 5 Indicative plan of the Glebe Field

Site plan showing wildflower planting areas, paths, access points and gates, seating, key trees, hedge improvements, Norman manor house marking, interpretation boards and possible community archaeology trenches.

A feedback table, with survey forms and "feedback box"

7. Obtaining feedback

The objective is to give local people the opportunity to share their thoughts and ideas. However, the format will avoid a list of closed questions and will give everyone the opportunity to share the thoughts and feelings that matter to them.

Survey format

Please choose a score between 0 and 10 to show how supportive you are of the proposals for the Glebe?

(0 = not at all supportive and 10 = very supportive)

Please make a note here of the reasons for your chosen score.

Thank you for sharing your thoughts.

8. Feedback analysis

A block graph will be produced displaying the number of people responding with each number.

A thematic analysis will be carried out to draw out any themes highlighted by the comments. These will be collated into a report.

8. Next Steps

The outcome of the consultation and the proposed Heritage Lottery Fund bid outline, taking into account any suggested changes as a result of the consultation will be put to the Recreation Committee on 20th March. The results of the consultation will be published on the Parish Council website.

GWP 8.1.25

Recreation Committee

16th January 2025

Item 7 - Clerk's Action Plan - LAST UPDATED October 2024

Subject	Action	Date for	Action by	Notes
Wickham				
Mill Lane	Sports Project	Ongoing	Chair	Update on agenda. Consultation over potential site change needed with residents in early 2025. Clerk & NH met with Rookesbury land agent in November and feedback awaited from the family
Pavilion refurbishment	Pavilion project	Ongoing	Clerk/NH	Axis Architects plans now approved. P&F Committee approved funding to move project to RIBA stage 4 and to submit planning permission. Planning permission now live and ends 28th January. <u>Clerk & NH met with Rookesbury land agent regarding plans and consideration to extend</u>
MUGA	Repairs due to vandalism	Ongoing	Clerk	Repairs to surfacing now complete. Decompaction service missed in November due to <u>company illness but carried out on 9th January.</u>
Recreation Ground Football	Pitch Power work for FA Grant	Ongoing	Clerk	Some of the work built into new grounds tender
Glebe	Working with the GWP for indicative costings and resolving School Lane parking issues	Ongoing	Clerk	Initial contact made with Hampshire Legal Services regarding School Lane access issues. Draft lease received and to be reviewed. <u>Work has begun on other costings</u>
Annual hedge cutting	All hedges needing cutting	Ongoing	Clerk	Hedge cutting Hoad's Hill/Winchester Road now complete. Manor Close section being cut <u>beginning 17th January</u>
Lysander Meadow drainage project	Install drainage solution to improve waterlogged pitches	Completed	Clerk/Nigel Blackman	Drainage completed 18th October, monitoring has taken place to see improvement to pitch. <u>Committee is requested to approve payment of invoice which has been held pending the</u>
Tennis Courts	Cleaning & repainting needed April 2025	Ongoing	BM	On agenda
Skate park	Needs renovation, clearing, concrete works.	Ongoing	Clerk	ROSPA inspection showed only 2 areas of medium risk which the Clerk is seeking quotes for remedial work. HCC Estates have confirmed they have no budget to do tree work and the trees overhanging the site were surveyed on 2 years ago and were considered safe. <u>Tree work on agenda for discussion.</u>
Knowle				
Barbastelle Walk play area	To replace equipment	31st December 2024	Clerk	Equipment installed before Christmas. ROSPA inspection passed however Siam have noticed some areas where equipment not level. <u>Awaiting reply from HAGS</u>
TPO Tree survey	Trees surrounding village green on TPO need a new survey	Ongoing	Clerk	Contractor selected in Oct meeting. PO raised and TPO permission applied but delayed due to <u>issues with portal. Hoping 8 week turnaround from 8th January</u>
Knowle football pitches	Pitch Power work for FA Grant	Ongoing	Clerk	Some of the work built into new grounds tender
KVH remedial work Fire Risk Assessment	Remedial work needed to correct outstanding items on Fire Risk Assessment report	Ongoing	BM	Gas safety check cooker is complete and no issues. Cooker extraction fan cleaning is booked 10th February. EICR was carried out on 23rd Nov, report not yet received so BM chasing. Then all outstanding items will be complete. BM working on a schedule for health & <u>safety file for KVH and regular items like these will be added in.</u>
KVH Sports hall	Flooring needs resanding and resealing	Ongoing	BM	Hall floor needs resanding and resealing. KVH sports hall to be closed w/c 17th February to <u>carry out work. In diary and regular hirers notified</u>
KVH Office	Quotes for extra room to fit 1 extra desk	Ongoing	Clerk	Quotes to find room for an extra desk within KVH for extra staff in the future. Quotes on
KVH MUGA	Surfacing needs remedial repairs and repainting	Ongoing	Clerk/BM	Quotes on agenda for consideration. Would have to be funded by sinking fund and in <u>2025/26</u>
KVH Container	KRA requested to be able to store equipment	31st March 2025	Clerk/BM	Tidy up of container now complete. KRA measuring for shelving. Once equipment moved to <u>storage container. BM to tidy up storage room</u>
Hall	Extension	Ongoing	CM	Planning permission granted. P&F Committee approved funding to move project to RIBA
ALL				
Grounds Maintenance Tender	To re tender contract	31st December	Clerk	Contractor selected and notified. 2 outgoing contractors notified of 31st March contract end. <u>Clerk to work on new contract.</u>
Signs	Replace all signs with new contacts	Ongoing	Clerk/BM	Clerk has begun to take measurements and photos of signs that need replacing

**Recreation Committee
16th January 2025**

Item 8 - Business Manager's Action Plan - LAST UPDATED November 2024

Subject	Action	Date for Com	Action by	Notes
Knowle				
Container	Cleared out. KRA working on shelving.	Ongoing	BM PC KRA	
Knowle MUGA repairs	Three quotes recieved for repairs and line markings	Ongoing	BM PC	Quotes given to Sophie
Pickleball	Gaining new players	Ongoing	BM	
Gas extractor service	Anchor	10/02/25	BM	Service and clean
EICR	Inspection carried out, chasing report	Ongoing	BM	Remedials to be carried out
Water testing	Portsmouth water came out to test water	18/12/24	BM	All clear and could detect a bad taste either
				The cold tap coming out warm to begin may require plumber to investigate.
Wickham				
Pavillion gas boiler service	Anchor to return to repair the flue	Ongoing	BM	
Events				
Line dancing	Party night. First night well attended	10/01/25	BM	Further dates to be arranged
Murder Mystery	Event with Wickham Twinning Association	15/03/25	BM	Final arrangements in process
Quiz	First event of 2025	01/02/25	BM	
Bingo	First event of 2025	17/01/25	BM	
Easter Event	Afternoon Tea with Easter Bunny	17/04/25	BM	Decided not to do on Easter as often people away.
Victourious Coach travel	Return trip to the festival from Knowle Village Hall	24/08/25	BM	

Recreation Committee meeting – 16th January 2025

Agenda Item 9 -

To consider quotes to convert the ladies' toilets into an extra office for future expansion of the Parish Council team

In total, 5 contractors were approached for quotes to convert the 2 ladies' toilets into a new office to enable the Parish Council team to expand. 3 quotes have finally been received and are included on the following pages.

On top of the renovation costs, the office space will need to be kitted out to include desk, chair, monitor and associated desk costs which we have calculated to be less than £1,000. The 2 gents' toilets will be converted into unisex toilets and the Business Manager is looking into any health and safety aspects surrounding this.

Recommendation: to approve quote 1 from RM Carpentry and Building for £5,720 ex VAT and recommend to Full Council to accept this quote.

To recommend to Full Council a budget of £1,000 maximum to cover all associated extra desk costs (not including a new laptop which has already been included in the budget for 2025/26). If approved, the renovation and office set up costs would be funded through the Knowle Village Hall sinking fund.



R.M carpentry and building

07803530911
rmbuilds@hotmail.com

ESTIMATE
EST0444

DATE
19 Dec 2024

TOTAL
GBP £6,864.00

DESCRIPTION	RATE	QTY	AMOUNT
Remove stud partition wall separating the two existing toilets. (Assuming not load bearing) Block up existing door opening to the far end toilet. (Insulate wall internally)	£475.00	1	£475.00
Isolate all pipes (Leave radiators in place as discussed) Were possible leave all pipes isolated above the ceiling line to leave as an option to re- instate at a later date. Remove all vanity items Isolate and block off soil pipes accordingly Remove all of all sinks and toilets etc and visiable pipes	£875.00	1	£875.00
Cut out opening for new window Supply and fit new window to match the existing window in the existing office.	£1,200.00	1	£1,200.00
Strip all wall tiles and repair all areas in wall as required in preperation for the room to be fully plastered.	£220.00	1	£220.00
Plaster whole room including the ceiling	£520.00	1	£520.00
Paint whole room Inc all woodwork	£550.00	1	£550.00
Install new skirting boards and install new window board	£290.00	1	£290.00
Supply and fit new carpet tiles	£280.00	1	£280.00
Repair floor area if required were the two rooms currently divide			

DESCRIPTION	RATE	QTY	AMOUNT
Electrical work Add x7 new double sockets as per regulations (To be wired into the main ring main) Isolate any existing hand dryers etc and make safe Electrical certificate supplied and registerd with the council. New downlights if required £90 per lights Additional sockets if required £90 per socket All work carried out by a fully qualified electrician and full certification provided.	£890.00	1	£890.00
Waste removal Skip hire	£420.00	1	£420.00
SUBTOTAL			£5,720.00
VAT (20%)			£1,144.00
TOTAL			GBP £6,864.00

Payment to
 RM CARPENTRY AND BUILDING LTD
 Sort code:
 040003
 Account number:
 50099116

C.B.C.C LTD

69 Longfield Avenue
Fareham
Hampshire
PO14 1BT

07940512491

Job Address

Wickhame and Knowle Parish Council
Parish office
Knowle village hall
Knowle Avenue
PO17 5GR

Toilets to office quote

Remove dividing wall
Block up 1 doorway
Remove tiles, flooring any boxing in
Adjust existing electrics
Add 3 double sockets in UPVC trunking
Supply and fit new window into a newly formed opening
New plaster throughout
Fit new carpet tiles
2nd fix room
Paint room in brilliant white
Remove rubbish and clear site

TOTAL PRICE Inc VAT £12,146

If you have any questions please do not hesitate to get in touch.

KR
Chris

GT (DIGITAL) PROJECTS

Customer

FAO Ms S. Thorogood
Wickham & Knowle Parish Council
Knowle Village Hall,
Knowle, Fareham PO17 5GR

Invoice Date:- 10th January 2025

Invoice Ref:- 250110/Q04

OUTLINE QUOTATION

FULL METHOD OF WORKS AVAILABLE UPON ACCEPTANCE OF QUOTATION

Works -

- Convert 2 toilet cubicles into office space.
 - Remove dividing wall
 - Cut back and cap plumbing. Leaving in a state that can be reinstated should it be necessary at a later date.
 - Removal wall coverings & make good.
 - Remove right hand cubicle door and block up.
 - Convert left hand cubical door to office door.
 - Install dado rail for power and data (data service is not included)
 - Instruct electrician for lights (convert 2 existing lighting office lights) and install power sockets as required.
 - Install window in keeping with existing.
 - Decorate new office and hallway in keeping with existing.

- Supply secure waste management and site services for duration of works

Total - £16500

GT (Digital) Projects thanks you for your enquiry and we hope to work with you very soon. If you have any questions or wish to advance this quotation, please contact myself on the details below. This quotation is valid for 45 days.

Mr G Talt

8 La Frenaye Place, South Wonston, Winchester, HANTS. SO21 3SN
07950939377 gregtalt@gmx.com [facebook.com/gtdigital](https://www.facebook.com/gtdigital)

02381 550 207 | info@resurfacingcontractors.co.uk
resurfacingcontractors.co.uk
 56 Goater Way, Fair Oak, Eastleigh SO50 7HT

08/01/2025

**Thank you for your recent enquiry relating to surfacing works at the below site.
 We have the pleasure in submitting our quotation for your consideration.**

SITE ADDRESS Knowle Village Hall Fareham.

DESCRIPTION – To resurface sunken areas

	QUANTITY	SIZE
<ul style="list-style-type: none"> Wet cut around sunken areas. Excavate existing tarmac. Compact subbase. Lay level and power roll AC 20mm tarmac approx 60mm in depth. Lay level and power roll AC 6mm wearing course tarmac approx 30mm in depth. <p>Cost £6,500 plus VAT</p>	3	
<ul style="list-style-type: none"> White line tennis court <p>Cost £1,800 plus VAT</p>		
<ul style="list-style-type: none"> Power wash and clean where required. <p>Cost £1,273 plus VAT</p>		

**All plant, labour, materials, and removal of waste included. No allowance for material technician or testing.
 Unrestricted access to site based on weekday working only; weekend working will be subject to out of hours uplift price and is subject to site survey**

Quotes are valid for 30 working days from receipt of this email

We trust our proposal will prove of interest and look forward to receiving your further instructions.

If you have any queries please contact Gabriella on: 02381 550 207 or info@resurfacingcontractors.co.uk

Many thanks for your enquiry

From: Business Manager <businessmanager@wickhamparishcouncil.org>
Sent: 13 January 2025 12:43
To: Parish Clerk
Subject: Fwd: Surfacing

----- Forwarded message -----

From: **Mark Stride** <mark@gdmsurfacing.co.uk>
Date: Thu, Dec 19, 2024 at 10:52 AM
Subject: RE: Surfacing
To: Businessmanager@wickhamparishcouncil.org <Businessmanager@wickhamparishcouncil.org>

Victoria,

See attached image,

38m2

To saw Cut edges, remove surface course and inlay low area approx. 30mm Thick Ac 6 open graded

Total £3,378.70 plus vat

Please note that any patching works will be noticeable, let me know if you are looking for a full resurface and re lining?

Kind regards

Mark

Mark Stride

Contracts Manager

GDM (Surfacing Contractors) Ltd

Bottings Industrial Estate

Hillsons Road

Curdridge

SOUTHAMPTON
Hants

SO30 2DY

Tel: 01489-796373

Mob: 07483-974959

E-Mail: mark@gdmsurfacing.co.uk

Registered Office: Wellesley House, 204 London Road, Waterlooville, Hants, PO7 7AN

Company No: 3326917

Registered in England & Wales



From: Mark Stride <mark@gdmsurfacing.co.uk>

Sent: 19 December 2024 10:45

To: Mark Stride <mark@gdmsurfacing.co.uk>

Subject: Surfacing

From: Business Manager <businessmanager@wickhamparishcouncil.org>
Sent: 08 January 2025 14:52
To: Parish Clerk
Subject: Fwd: Enquiry

Victoria Glenister

Business Manager

Wickham & Knowle Parish Council

www.wickhamparishcouncil.org

----- Forwarded message -----

From: Haydyn Fairhurst <haydyn@softsurfaces.co.uk>
Date: Wed, 8 Jan 2025 at 14:35
Subject: RE: Enquiry
To: Business Manager <businessmanager@wickhamparishcouncil.org>

Hi Victoria,

Please see rough prices below which are VAT-exclusive:

Clean the surface and apply moss treatment - £1500

Line markings would be £900 for 1 x tennis markings

If required a macadam overlay would be around £15,000.

We have assumed that there is close water access with good water pressure.

Kind Regards

Haydyn Fairhurst

Soft Surfaces Ltd

Tel: 01625 445760

Fax: 01625 525619

Play Website: www.softsurfaces.co.uk

Sports Website: www.sportsandsafetysurfaces.co.uk

Soft Surfaces Limited, Water House, [35 Water Lane, Wilmslow, Cheshire, SK9 5AR](#)

From: Business Manager <businessmanager@wickhamparishcouncil.org>

Sent: 08 January 2025 12:28

To: Haydyn Fairhurst <haydyn@softsurfaces.co.uk>

Subject: Re: Enquiry

Good Afternoon,

Thanks for your response.

The size of the court is 18.3 metres x 35.8 metres

Address: Knowle Village Hall, Knowle Avenue PO17 5GR

You can access right up to the court with a van.

We would be looking for work to commence from April onwards.

Attached are some pictures. You can see there are two separate patches where water has left marks where it was filled over the last few days. One is on the left and the larger one on the right.

Regards,

Victoria

On Tue, Jan 7, 2025 at 2:26 PM Haydyn Fairhurst <haydyn@softsurfaces.co.uk> wrote:

Hi Victoria,

Thank you for your enquiry. If you can please get back to me with the following, I will be happy to provide you with a more fixed quotation.

1. Please send some photos of the existing surface (particularly the areas that need repair).
2. Dimensions of the court?
3. Site address.
4. What is access like?
5. When are you looking to go ahead with the work?

Kind Regards

Haydyn Fairhurst

Soft Surfaces Ltd

Tel: 01625 445760

Fax: 01625 525619

Play Website: www.softsurfaces.co.uk

Sports Website: www.sportsandsafetysurfaces.co.uk

From: Fat Rank <noreply@leadsimplify.com>
Sent: 07 January 2025 12:12
To: Lucy Crompton <Lucy@softsurfaces.co.uk>
Subject: [Fat Rank] You received a lead!

You purchased a lead from Fat Rank

Lead Details:

Lead Date: Tuesday 07th Jan, 2025
Industry: sportscourtcleaning.co.uk

Lead Details: <https://leadsimplify.net/fatrank/l/v/129023>

Name: Victoria Glenister

Address:

Postcode: PO17 5LE

Telephone: 07568507241

Email: Businessmanager@wickhamparishcouncil.org

Message:

Enter Message: Hello, I am looking for a quote for a surface repair for our Tennis court. When it rains, there is an area that fills up like a pond. We would also be interested in line marking is again as it has faded. We are based at Knowle Village hall in Fareham, Hampshire. We are looking at getting the court up together to increase bookings for the Spring and Summer.

hidden-1635761319967:

Your current balance is: **10000** credit(s)

You can view the full lead details and your purchase history via our admin panel.

<https://leadsimplify.net/fatrank>

Please Note: If you are not already doing so, you can take advantage of our pre pay system which will automatically purchase new leads that match your criteria, this can be turned on and off any time using the **My Preferences** tab in our admin panel.

Fat Rank

--

Victoria Glenister

Business Manager

From: [REDACTED]
Sent: 05 December 2024 19:41
To: clerk@wickhamparishcouncil.org
Subject: Use of Knowle Village Green
Attachments: Screenshot 2024-12-05 at 19.21.35.png

Hello,

As discussed on the phone earlier, my co-ed softball club [The Vikings](#) are looking for a new home venue for the summer of 2026. We play in a league with teams from across the Solent region, from Southampton to Chichester.

Knowle Village Green looks like it could be perfect for us in terms of size and facilities so we would like to explore the possibility of marking a softball field on it and using it throughout the summer.

Our season runs roughly from the beginning of April to the end of September but there can be some flexibility within this (probably up to a month at either end of the season) depending on other existing users of the space. We train on Wednesday evenings (18:00 - 20:00) and Sunday mornings (10:00 - 12:00) and would host 5 league games at the venue per season.

For these league games, I would estimate we would have a maximum of 25 people, including our team, visiting the site and needing to park (but we at least could car share if that would help). For training, we very rarely get more than 10 per session. For league games, we would also be interested in access to the toilet facilities in the village hall, as well as any onsite storage facilities you may have to store equipment so our coach doesn't have to lug it around everywhere all the time!

I have linked [here](#) the dimensions for an adult softball field and, while we would need your assistance to mark up and then maintain the markings, we would be more than happy to have someone from the team or league come down to assist with measuring out etc.. I have looked on Google Earth (attached) and it appears that your larger field would be able to fit our diamond. Unfortunately, your smaller one, closer to the hall, might not as the shorter side is a bit too short - by about 25m.

If this seems like a proposal you would be able to consider, we would have a few questions, including grass cutting schedules throughout the summer as this is our main push factor from our current home on a Fareham Borough Council maintained space. We would also be interested in exploring the possibility of a one off marking up (which we could pay for) for the summer of 2025 to trial the set up and then make any changes ahead of 2026 if we wanted to proceed.

If you have any further questions, please just let me know but otherwise, I look forward to hearing the outcome of your meeting in January and discussing how much such an arrangement may cost.

Many thanks,

[REDACTED]

Agenda Item 13 -

To receive an update on the social value project being organised by L&S Waste

L&S Waste are one of the key waste disposal companies being used in the Welborne development. As part of their work and being so local, they have approached the Parish Council to carry out a social value project in Knowle. The Clerk has highlighted that the Cemetery is an ideal location for such a project.

It would be organised on a Friday afternoon, when the work on the Welborne site winds down for the weekend. Contractors would be asked to participate and can lend their skills to carrying out maintenance at the cemetery including litter picking, hedge cutting, pruning, cleaning etc.

The contact within L&S is sourcing equipment and will deal with all waste removal. It would be a positive press item for both L&S and the Parish Council. Date has yet to be arranged but it is anticipated to book this in before the end of the financial year.

Agenda Item 15 -

To consider quotes to carry out tree work to Wickham skatepark as part of the wider renovation project

The Clerk met an Officer from Hampshire County Council (HCC) Estates department regarding the overhanging trees coming from Wickham Primary School site into the skatepark. HCC last surveyed these trees only 2 years ago and the necessary work needed to them has already been carried out. The trees that remain therefore are deemed safe and there is no budget left at HCC to carry out any further work due to ash dieback causing huge financial strain to the County.

The Estates Manager is happy to give permission for the Parish Council to fund clearance work to this side, as long as the contractor has £10million of Public Liability Insurance. If the Parish Council does not fund the work, it is highly unlikely that the trees will be cut within the next 2 years due to them not being deemed as unsafe.

The tree work is part of the wider renovation work highlighted at the skatepark. Remedial work is needed to the concrete skate ramp, the whole area needs grass cutting, fly-tipping needs removing, the benches need painting and the bins need replacing. The Clerk will continue to progress the various parts of the work and bring items to the Committee where needed.



Greenacres Nursery, Aldermaston Road,
Pamber Green, Tadley, Hants, RG26 3AF
Telephone: 01256 814602
Email: info@foremosttreesurgeons.co.uk
Website: foremosttreesurgeons.co.uk

Date: 10/01/2025

Reference: FORE8510RC

Sophie Thorogood
Clerk
Wickham & Knowle Parish Council

Site: Skate Park, Mill Lane, Wickham, PO17 5AL

Option 1 –

Coppice all Hazel from W3W///radically.lays.sketch to holly.elections.invent
1 x Oak remove 2 x lowest branches over skate park back to source.
Cutback Hazel stems to fence line that grow over school fence.

Sub Total	£ 750.00
VAT @ 20%	£ 150.00
TOTAL	£ 900.00

Option 2 –

1 x Willow remove 2 x branches back to source.
1 x snapped Willow fell.
Scrub and vegetation growing between benches and upto MUGA fence fell.

Sub Total	£ 450.00
VAT @ 20%	£ 90.00
TOTAL	£ 540.00

All arising's to be removed from site and disposed of by Foremost Tree Surgeons unless otherwise specified.

Please sign and return this portion of the quotation if you would like us to carry out the above works. Thank You

Signature _____ Print _____ Date _____

Page 1 of 1

ARBORICULTURAL ASSOCIATION APPROVED CONTRACTORS
ALL WORK UNDERTAKEN TO BS3998, REVISED DEC 2010. FORE8510RC 10/01/2025





Quotation

Date: 08.01.2025

For: **Wickham Parish Council**

DESCRIPTION	Notes	TOTAL
Cut back overhanging Hazel and Oak branches. Cut grass and overgrowth back to open the area up.	2 men Arb truck Chipper Equipment	£800 + VAT @ 20%
All waste taken away from site.		
	Total Quote Cost	£960

Telephone: 01489 332 092

Email: jacob@bwl-and-tc.co.uk

Website: www.bwl-and-tc.co.uk

Final payment will be taken on completion of the job.

This quote is valid for 4 weeks from the above date.

10 January 2025

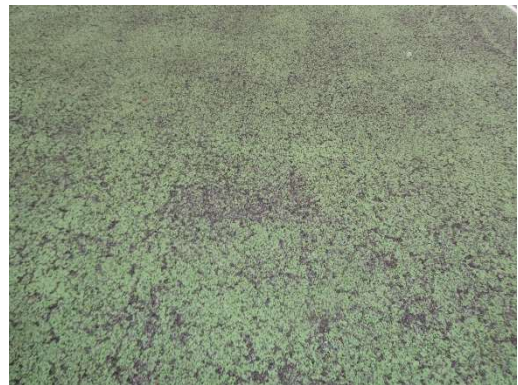
Mr A. Hanney
Wickham Community Tennis Club
Fareham Road
Wickham
HAMPSHIRE.
PO17 5BY.

Dear Mr Hanney

S.F.P.D. REF NR 2024 CAS 060 – WICKHAM COMMUNITY TENNIS CLUB
PROJECT – CONDITION SURVEY OF TWO POROUS ASPHALT TENNIS COURTS

With reference to the above we confirm the following as a record of the site condition survey as follows :-

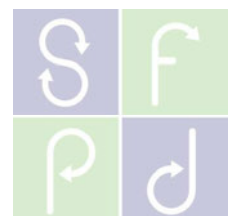
- 1) The existing porous asphalt surface course to court Nrs 1 – 2 is generally subject to a high level of fretting, pitting and aggregate loss (notably to the run backs and the area between the service line and base lines).



The existing court surfaces indicates no signs of sub-base cracking, heave or displacement.

No frost heave bumps present to asphalt surface course of court Nrs 1 – 2 inclusive.

The upper playing surfaces to court Nr 1 – 2 noted as being relatively clean with no substantial dirt build up. However minor moss growth is present and this should be treated as soon as possible as this renders the court playing surface slippery for players. Power washing should be avoided as this is likely to increase the level of aggregate loss to the asphalt surfacing.



CONSULTANCY SERVICES

The asphalt surface course to court Nrs 1 - 2 is also subject to signs of the commencement of the minor cracking and subsequent aggregate loss along the positions of the 50mm wide court markings (outer edges). This type of minor cracking and aggregate loss is commonly associated with older courts where the successive application of line marking paint causes contraction at the upper surface leading to aggregate break down.

There is no long term remedial action to this type of cracking and aggregate loss other than to resurface the courts, in the immediate short term larger voids or holes may be filled, with cold lay asphalt or fine aggregate, but this will not be successful in halting further aggregate loss). As voids are created to the outer edges of the line markings they will eventually affect ball bounce characteristics requiring the courts to be resurfaced.



S.F.P.D. Limited considered that court Nrs 1 – 2 will require to resurfaced within the next 6 to 18 months.

- 2) The court colour coating subject to moderate to high wear.

The current condition of the asphalt playing surface does not warrant the re-colour coating of the existing court surfaces as this would not represent value for money expenditure as the playing surface would have to be in condition to secure another 3 – 4 years of play which is not the case.

Recolour coating the courts will not prevent further aggregate loss and fretting even when combined with a prior application of a binder coat.

- 3) The perimeter edgings were found to be in good condition together with the net post sockets and fencing.

When the courts are resurfaced the perimeter edgings should be maintained with a suitable chase being formed with the new layer of asphalt being bevelled down to the top.

CONSULTANCY SERVICES

- 4) S.F.P.D. Limited were involved with the original specification and construction of the two courts at the site . The courts were completed 9 December 2011 and the existing playing surface should have been envisaged to be resurfaced after 8 – 10 years of use so they have been in use beyond their design life.

If you have any queries with the above, or require further detailed advice, please contact me.

Yours sincerely
for *SPORTS FACILITY PLANNING & DESIGN LIMITED*

LEE WEST BSc (Hons) M.R.I.C.S. M.C.I.O.B.

ref:sfpd/cas24/CAS060wickhamct/csr01



Agenda item 18 -

To agree on the format of a consultation exercise with residents regarding the Mill Lane site

Historical context

1. The PC conducted a resident consultation exploring potential support for the development of a Neighbourhood Plan (NP) in the Autumn of 2024. This was conducted by a card delivery to each home in the parish. The card gave a brief, simple explanation of an NP and called for interested parties to come forward.
2. Prior to the NP survey the PC's last consultations took place in Spring 2022 – a Survey Monkey exercise to elicit views of the proposed Master Plan for sports at Mill Lane and a development site preference survey.
3. There have been no consultations of resident opinion since the formation of a new Parish Council in May 2023.

Current situation

Since May 2023 the Parish Council has made significant progress on a number of projects which have been regularly reported to residents. Several of these have reached stages by which the Council needs to have taken/or needs to take formal soundings to demonstrate that it has support for the decisions it has taken or is about to take.

These projects include:

1. **The future of the Mill Lane Sports Site.** A professional, independent consultation was promised to residents in view of the 50:50 split of opinion in the Mill Lane Forum and the Survey Monkey results showing 80% of residents against the proposed Master Plan. The matter is contentious among residents and the Parish Council would be open to considerable criticism if it fails to honour its consultation commitment. Equally, it will be necessary to demonstrate resident support for seeking to vary the original s106 provisions.
2. **The selection of land south of Lysander Field as the Parish Council's preferred site for 100 new homes in Wickham. (NOTE: consultation on this matter is the prerogative of the Planning Committee and Full Council. It is included here to demonstrate a major current issue for the Parish on which it has not consulted since 2022).** The Parish Council has presented a strong case to the Planning Inspector for selection of this site for the 100 homes forced upon it by WCC's late decision to require these homes as part of the Local Plan. The Parish Council did not respond to WCC's request to nominate a preferred site for reasons that have been well captured in other documents. One reason cited for not making a preference known to WCC was that it gave no time for proper public consultation. A survey carried out in 2022 demonstrated that the PC's preferred site was the most favoured – but there is opposition to the site (as there always is). The Planning Committee may or may not propose consultation on this subject.
3. **The plan to replace the pavilion at the Rec.** This is a major project that should have been considered and dealt with years ago. However, there has been no consultation on design, services etc and although it may not be strictly necessary to consult, the PC should inform and give residents the

opportunity to comment – even improve upon the design. Regardless, it will help obtain approval from the landlord (whose approval is necessary) if residents support it and residents have a right to comment on the costs of construction and any ongoing maintenance costs that will fall to the Parish.

4. **The proposal for ecological and archaeological developments at the Glebe Northern Open Space.** The Glebe Working Party (GWP) has secured preliminary support from the Heritage Lottery to encourage a full formal bid for grants towards the costs of ecological work and archaeological activity that they propose is carried out at the site. To secure the funds, GWP has informed the PC that it will be necessary to demonstrate support not only of the PC but also the public.

Timing

Each of the projects listed above have reached critical stages in their development.

Mill Lane: financial assessment of alternatives and outline plans for a Country Park have been submitted to WCC. PC has asked WCC to vary the s106.

Questions of resident support will hit in Jan/Feb' 25. **Target: Q1 2025**

Land south of Lysander Field: the Inspector is expected to report in March/April 2025. If the PC is called to a hearing to support its case any resident opinion the Planning Committee would need the information needs to be ready in time. See context note at 2 above. **Target: Q1 2025**

Rec pavilion: planning application has been submitted. CIL money has been allocated and initial tranche drawn down. Tender to be issued Feb. Landlord support needs consolidation. **Target: Q1 2025**

Glebe Northern Open Space: the owner (Croudace) has submitted a draft lease, and this, and other matters related to it, is being progressed with an urgency that is unfortunately not matched by the owner. Nevertheless, GWP is keen to gain confirmation of the lottery funding so that plans, other grants and concepts can be consolidated. **Target: Q1 2025.**

Objectives

To construct and deliver a professionally designed and administered major consultation reaching all homes in the parish that covers the three (four) projects outlined.

Process options

Option 1: Hall events only. Materials for display and response gathering would have to be produced. Speedier and less costly solution than other Options but experience shows that response rates are relatively poor (see Croudace application document “Community Engagement” for evidence) and there is an inevitable bias towards extreme responses in either direction – such events are invariably attended by those with the greatest vested interest. But response rates are poor.

Option 2: Survey Monkey/Google Forms. Response rates tend to be higher than Option 1 but restricted to those with online capability – which is inherently less than satisfactory. Least expensive and speediest option. Information package in an online link required. Post codes required to ensure resident only response. Could combine with hall Option 1.

Option 3: Professional research agency. The PC agreed a choice of independent research provider for consultation on Mill Lane following a tender process in early 2024. That provider (MEL) is willing to conduct an expanded programme but will need to consider a wider brief to consult on more than the one project. In view of the time elapsed since they submitted their tender and the broader objectives, they would wish to update their costs also. MEL would produce and deliver an information pack and questionnaire to each household with responses gathered by paper return and online. The agency is skilled at distilling the information required to be imparted. The household delivery would be backed by hall events (at Wickham and Knowle). Key considerations would be speed to completion and cost.

A tabulation of the relative advantages/disadvantages of the options is shown below;

No	Description	Requirements	Indicative costs	+ves/-ves
1	Hall displays	3 sessions each Wickham & Knowle; Presentation boards that take respondent on a journey; Cllrs on hand; Survey form: complete on site/return to location; PC analysis	£2K?	+ves: 1. Cheap 2. Quick -ves: 1. Time limited 2. Low response rate 3. Respondent bias
2	Survey monkey/Google forms	Could be combined with 1; Needs programming; Information pack required online	£3k	+ves: 1. Cheap 2. Quick -ves: 1. Time limited 2. Low historical response rate 3. Weighted to mid-age and younger 4. Cannot target only residents
3	Professional agency	Detailed but succinct paper & online information package; Reach to every household; Paper survey with return provision; Parallel online survey (with reminder messages); External analysis;	£9K	+ves: 1. Delivers the promise made to residents; 2. High response rate; 3. Non-age weighted; 4. Demonstrably independent; 5. Authoritative;

No	Description	Requirements	Indicative costs	+ves/-ves
		Could be combined with "hall launches"/public meetings		6. Clearly better than any prior PC consultation -ves: 1. More expensive 2. Needs more logistical organisation 3. Takes longer to complete

Steps required

Rec Comm to agree process and indicative budget; propose to Full Council(Jan '25)		
Option 1	Option 2	Option 3
PC to write storyboards (Feb)	PC to write information pack & design form (Feb)	PC to write brief & confirm agency (Feb)
PC to brief creative & organise hall dates (Feb)	PC to pilot pack & form & fix hall dates (Feb)	Agency to submit & pilot materials (March)
Print materials and hold hall events (March)	Forms go live (March)	Go live inc hall events (April)
PC (neutral analyst?) analysis & report (April)	PC (neutral analyst?) analysis & report (April)	Agency analysis & report (May)

Wickham & Knowle Sports and Recreation Development Plan 2024 - 2027

Adopted January 2025 Date for Review and update: every 2 years?

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
1	Wickham Recreation Ground	Tennis – partnership agreement with Wickham Community Tennis Club to occupy courts	Maintain a sinking fund for the courts as the LTA grant conditions - £3,900 from 2021 Repaint courts in (date to be agreed with Tennis Club)	Wickham PC and Wickham Community Tennis Club (WCTC)	WCTC	
		Tennis and football	Support viable proposals for improvements from clubs	Wickham PC, Wickham Tennis Club, Football teams	PC/self funding	Proposals welcomed
		Football	Improve drainage to prevent seepage from Lysander Field Replace pavilion Pitch improvements to decrease cancelled match dates. Increase	Wickham Dynamos & others Wickham Dynamos, Tennis Club, other football clubs, residents (to include external WC available to play users) Wickham Dynamos, Hants FA, grounds contractors	CIL contribution from Wykeham Vale CIL contribution from Wykeham Vale plus grants CIL contribution from Wykeham Vale plus	September, 2024 March 2025 Ongoing commencing

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
			annual hire income through PC Business Development Manager		grants, annual precept	September 2024 Income from hires target gain: FY24/25 20%; FY25/26 30%; FY26/27 10%
2	Wickham Community Centre/School	All weather pitch (MUGA)	Maintain adequate sinking fund for maintenance and replacement of the carpet	Primary School	PC/self funding	Next carpet replacement 2028/2030 or earlier depending on inspection
			Installation of anti-social behaviour defences and controlled entry system	Primary School, booked users, Community Centre	P/C self funding	New provisions to be in place by Jan 2025
		BMX, scooters skateboarding	Maintain adequate sinking fund for improvements	Wickham PC	PC	
		Indoor sport / dance/recreation	Support proposals for viable additional activities for adults and children	Wickham PC, Wickham Community Association	None identified	Summer youth activity programme to be tested and long-term adoption to be reviewed September 2024
3	The Circle, Wickham	Play	Play area equipment replaced in 2023	Wickham PC	PC/grants to be researched	

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
4	Mill Lane, Wickham	Options between sports pitch provision and country park to be considered	Data gathering from sports clubs Financial viability and design options Options analysis to be scrutinised by WCC with consideration of planning implications of both options Resident consultation PC decisions and planning applications Capital work to start	Wickham Parish Council, Wickham CE Primary School, Sports clubs, residents, FieldForm, landscape design architects	Developer funding; grants	Complete Complete Autumn 2024 Q1/2 2025 Q2/3 2025 Q1/2 2026
5	Knowle Village Green	Girls, boys, youth football. 3 junior pitches on east side of green; 1 youth 11v11 pitch on west side of the green.	Improve quality of pitches to maximise usage and hire income	Atalanta Girls, Waltham Wolves, other clubs Waltham Wolves, other clubs	Grants; contractual annual grounds maintenance programme	Target year-on year income growth: FY 24/25 20%; FY 25/26; 30%; Fy26/27 15%
6	Knowle hard court (MUGA)	Informal kickabout with tennis / netball lines	Resurfacing work as necessary Maintain adequate sinking fund for the ongoing and refurbishment works	PC	PC	As necessary

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
			Repaint court lines and consider general overhaul 2026/27 Tennis net available for public use, potential for local coaching to be explored			
7	Knowle Skatepark	BMX, scooters skateboarding	Consider upgrade and include £5K budget 2026/27 Annual maintenance plan in budget	PC	PC/possible lottery grant funding	Ongoing
8	Consort Mews, Barbastelle Walk, Greater Horseshoe Way, Victoria Mews play areas, Knowle	Play	Consort Mews and Greater Horseshoe Way maintenance. Review for refurbishment Upgrade to Barbastelle Walk and Victoria Mews play areas Maintain sinking fund for maintenance and improvements	PC / Knowle Residents Association PC	PC	Ongoing 2026 Q1 2025
9	Knowle Village Hall Dual use for sports and recreation.	Currently used for table tennis, badminton, karate, rugby tots, fitness training	Support proposals for viable additional activities for adults and children through PC Business Development Manager	Sports groups / Wickham PC	PC/self funding	Ongoing

No	Sites	Sport/Recreation	Project	Proposed Partners	Funding	Target Completion/Notes
		Sport/recreation	<p>Finalise business case for an extension to allow additional community and sporting activities</p> <p>Initial design proposals</p> <p>Consultation with residents</p> <p>Funding plan approved by PC</p> <p>Planning application</p> <p>Commence works</p>	Existing users / residents / KRA	Possible CIL fund from Ravenswood development; other grants. Will not proceed if fully funded from CIL/grants	<p>Q1 2025</p> <p>Complete</p> <p>Q2 2025</p> <p>Q2/3 2025</p> <p>Q3 2025</p> <p>Q2 2026</p>
10	Knowle Water Meadows	Potential for Informal recreation opportunities and additional play facilities	Engage with the reserved matters planning proposals to meet the needs of new and existing residents	PC / Developer / TBC	Developer for Ravenswood not yet identified s106 provisions to be resolved	Q 1 2025
		Fishing	Parish Council will take ownership of fishing lakes and fishing hut as part of the agreement.	PC/ Knowle Resident Assoc/TBC.	<p>To be confirmed.</p> <p>Investigate possible permit/licences as income generator to offset some costs of management</p>	TBC

From: [REDACTED]
[REDACTED] 29 December 2024 10:24
To: clerk@wickhamparishcouncil.org
Subject: Knowle Village Football Club

Flag Status: Flagged

Good morning, I hope this email finds you well.

I would like to enquire about starting a football team in Knowle Village, many moons ago I played for Knowle Village Rovers but the team folded as many of us retired or moved away.

I run a football club which has teams based around the county, they all have a focus on reducing social isolation and being part of the community.
And while its a large club each team has a focus on being a community team.

I would like to start a mens, womens and a youth team there which would mean that it would be sustainable and be something the village could get behind and most importantly play for.

Kindest Regards

[REDACTED]

[REDACTED]

*Solent Sports FC is a football club with a difference, we want to have a positive impact on our community.
We are unique as we aren't defined by a geographical area and we have teams and locations based across the south.*

*We have 3 strands to the club
-Recreational, these are our weekly casual games open to all, with a focus on positive play and wellbeing.
-Charity & Social impact teams, these are our fundraising games Social Impact teams like our Refugee and Pride inclusive football teams.
-League teams, these are the more traditional football teams which play in affiliated leagues, they still have the same ethos around wellbeing but they also play to win.*

"Many teams, One Club, One Family"