



# 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 27<sup>th</sup> February 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 16 <sup>th</sup> January 2025	Chair	3-6
5.	To receive an update from the Glebe Working Party	GWP	7-8
6.	To receive the Clerk's Action Plan and updates on matters arising	Clerk	9
7.	To receive the Business Manager's Action Plan and updates on matters arising	Clerk	10-11
<b>Knowle Village Hall</b>			
8.	To consider quotes for remedial surfacing works to the Knowle MUGA and recommend to Full Council	Chair	12-15
9.	To consider quotes for repainting the Knowle Village Hall car park spaces	Clerk	16-23
<b>Wickham</b>			
10.	To receive an update on the replacement Wickham Recreation Pavilion project	Chair	Verbal
11.	To approve a cost of £275 for Sports Facility Planning & Design Ltd to produce the tender document for the Tennis Courts resurfacing	Clerk	24-25
12.	To delegate to the Clerk to load the tender documents onto Contracts Finder website for the Tennis Courts resurfacing	Chair	24-25
<b>Mill Lane</b>			
13.	To receive an update on the Mill Lane project	Chair	Verbal
14.	To consider the proposal from Cllr Manuel for Deacon Design to complete 2 design options to be used for a Mill Lane consultation as per proposal FP1475-1 and approve the associated costs of £2400. Option 1 Country Park. Option2: Country Park with Sport Provision to meet s106 requirements as per draft vision supplied by Cllr. Craig Manuel.	Cllr Manuel	26-29
15.	To agree the structure of a consultation exercise with residents for Mill Lane and Glebe Open Space	Chair	30-31
16.	To recommend to Full Council a budget for a consultation exercise with residents for Mill Lane and Glebe Open Space	Chair	30-31

<b>Other</b>			
17.	Recent correspondence/ reports from meetings attended of relevance to this Committee	Clerk	-

**Sophie Thorogood**  
**Clerk and RFO to Wickham and Knowle Parish Council**  
**clerk@wickhamparishcouncil.org**  
**20<sup>th</sup> February 2025**



# Wickham and Knowle Parish Council

## Recreation Committee

Minutes of the Recreation Committee held at Knowle Village Hall, Thursday 16<sup>th</sup> January 2025, 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  
5 Members of the Public

1. **Apologies for absence** – none.
2. **Declarations of interest on Agenda:** None declared.
3. **Public Session** – 5 members of public were in attendance. One member of public wished to speak to voice concerns that the website is not fit for purpose and that document packs and draft minutes are not being loaded regularly enough. Cllr Manuel and the Clerk replied that the Council's policy has been to only publish minutes once approved, and that there is no legal requirement to publish document packs, but that they are always available by emailing the Clerk.

The member of public also expressed concerns about the proposed size of the Wickham Recreation Pavilion and asked if the drainage will be ok for the new building. Also expressed concerns that the new pavilion includes an office space whilst the Committee are considering quotes to increase office space at Knowle Village Hall. Cllr N Holladay, Cllr Manuel and the Clerk reassured the member of public that the drainage improvements on Lysander Meadow have made a significant difference to the pitch drainage and therefore no impact to the new building, and encouraged the member of public to load a comment to the WCC planning portal against the application if they have concerns over the proposed building. The Clerk explained that the increase in office space at Knowle Village Hall is needed to enable the Parish Council team to expand from April 2025.

*Cllr Chambers arrived 7:02pm.*

### 4. Minutes of the Meeting 21<sup>st</sup> November 2024

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

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

The preliminary application to the National Lottery Heritage Fund for the Glebe Open Space was successful and the reply had been included in the document pack.

A brief meeting was held between the GWP, Cllr N Holladay and the Clerk to agree location of vehicular access gate from School Road. Discussions were then held regarding the lease for the open space, the transfer of play area.

### 6. GWP Resident's Consultation:

The working party had provisionally booked a room at the Wickham Community Centre for a resident's consultation but it was discussed and agreed to postpone this and hold a joint Mill Lane and Glebe Open Space consultation.



# Wickham and Knowle Parish Council

The GWP members will write text to be included regarding the Glebe Open Space, and another member will work with the Clerk to download maps from the digital mapping software the Parish Council has a licence for.

**ACTION:** Cllr N Holladay and the Clerk to continue putting pressure on the relevant parties to push forward the land transfer and lease for both the Open Space and the play area.

*Due to members of public in attendance, the Chair agreed to bring agenda item 16 forward*

- 16. Tennis Courts re-surfacing:** The Tennis Club have instructed a condition survey of the courts which has highlighted they both need resurfacing within the next 6-18mths. The condition report had been included in the document pack.

The Tennis Club Chair was present at the meeting and advised that there have been a few injuries due to the surface and it should not be left for another financial year. The agreement signed in 2017 needs reviewing, but states Court and Floodlights is Council's responsibility, and the Clubhouse is the Tennis Club's responsibility.

**ACTION:** Cllr K Holladay, Cllr Evans and Tennis Club Chair to review Tennis Club agreement

Cllr K Holladay commented that the courts were built in 2011 with a predicted life of 8-10years so already longer than expected. The courts have not been on the maintenance register.

It is anticipated that as the work will cost circa £30,000, the project will need to be placed on contracts funder. **ACTION:** The Clerk to work with Cllr Evans, Cllr K Holladay and Tennis Club Chair to create a tender document for next Committee meeting.

*4 members of public left 8:08pm*

- 7. Clerk's Action Plan:** Noted. To add in play area review. Cllr Sawyers offered to help visit all play areas.
- 8. Business Manager Action plan:** Noted.
- 9. Quotes to convert ladies' toilets into an extra office:** 3 quotes had been received and circulated with the document pack.

Quote 1 - £5,720 ex VAT

Quote 2 – 10,121.67 ex VAT

Quote 3 - £16,500 ex VAT

**RESOLVED:** To recommend to Full Council to accept quote 1 from RM Carpentry and Building for £5,720 ex VAT, to recommend to Full Council to approve a budget of £1,000 to cover all associated extra desk costs and to make a recommendation to Policy & Finance Committee to approve a virement from reserves for maximum £7,000, as proposed by Cllr Manuel, seconded by Cllr Evans and carried. **ACTION:** Clerk to request references from the contractor.

- 10. Remedial re-surfacing Knowle MUGA:** although 3 quotes had been received, they were for patch re-surfacing and it is felt that it would be better for full re-surfacing. **ACTION:** Business Manager to seek 3 quotes for next Recreation meeting.

- 11. Softball pitch at Knowle:** A softball team in Fareham have requested to use the pitch furthest away from the hall for a trial in summer of 2025, before moving permanently in 2026. Although there was some support from Councillors, this pitch is unavailable during the summer as it is used as the Village Green when football stops in April. **ACTION:** Business Manager to liaise with the team in case the pitch nearest the hall could be used instead.





# Wickham and Knowle Parish Council

**12. Wickham Primary school mini-bus:** Cllr Rappé discussed concerns over the insurance aspect of the Primary School using the KVH car park. **ACTION:** The Clerk to look into the insurance issues.

**13. L&S Social Value Project in Knowle:** The Clerk gave an update on the social value project being planned in Knowle by L&S Waste. Date still to be confirmed.

**14. Update on Wickham Recreation Pavilion project:** Cllr N Holladay and the Clerk provided a verbal update on the project. A meeting was held with the land agent for the Rookesbury Estate and the Council has been updated that the family are in support of the plans. The planning permission was submitted on 10<sup>th</sup> December and the application is now live, closing on 30<sup>th</sup> January.

**15. Wickham Skate Park:** The Clerk has met with an Officer from HCC Estates Department who has confirmed that the trees were last surveyed 2 years ago and all necessary tree work has been carried out. Therefore remaining trees are deemed safe and any tree work will not be paid for by HCC. The Parish Council can approve to pay for the work from Parish funds, and the HCC Officer will authorise the work as long as the contractor has £10million of Public Liability Insurance.

The Clerk has been able to seek 2 quotes so far for the work, a 3<sup>rd</sup> will be requested.

**RESOLVED: To delegate to the Clerk to make a decision on the quotes once a 3<sup>rd</sup> has been received, as proposed by Cllr Rappé, seconded by Cllr N Holladay and carried.**

**17. Mill Lane update:** As per minute 14, Cllr N Holladay and the Clerk had met with the land agent for the Rookesbury Estate and the concept design has been emailed to the family.

**18. Consultation Exercise for Mill Lane project:** Quotes had initially been received from 2 sports consultant companies at £9K and £28K. After the successful Neighbourhood Consultation, Smart Marketing had been approached for a quote for a combined Mill Lane & Glebe Open Space Consultation which was calculated at roughly £1,500-£2,000.

Using a professional agency to do a 3 pronged approach involving a paper survey, an online survey and in person consultation was preferred by the Committee.

**ACTION:** Clerk and Cllr N Holladay to firm up details with Smart Marketing to bring back full details to next Committee meeting. Cllr Manuel to request a quote from Deacon Designs to draw up a 2<sup>nd</sup> option for the country park design with sports pitches overlaid.

**19. Draft Sports Pitch Strategy:** Subject to adding in Recreation Ground play area section and restrictions on pitch use in the Summer at Knowle, the document is now approved. The document to be reviewed every 2 years; next review due January 2026.

**RESOLVED: to recommend to Full Council to approve the Sports Pitch Strategy, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.**



# Wickham and Knowle Parish Council

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

- 20.1 New football teams at Knowle email: Adult football is not permitted at Knowle, but the youth team could be accommodated. **ACTION:** Ask team to contact Business Manager to arrange potential dates.
- 20.2 Request for a dog access gate: A resident has asked the Committee to consider adding a dog access gate next to the stile between the 2 pavilions on the Recreation Ground. Whilst the Committee are sympathetic to the resident, the vehicle access is approximately 90m away and dogs can use this gate. The request was therefore turned down.

Meeting Closed, 9:48pm

Signed.....

Date.....

DRAFT

## GLEBE WORKING PARTY (GWP)

### MINUTES OF THE MEETING OF 21<sup>ST</sup> 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

All action points from the last meeting had been completed.

#### 3. PARISH COUNCIL UPDATE

**School Road access** - The design of the School Road access has been agreed. It includes a recessed farm gate, an accessible kissing gate and an easement to the front garden of number one School Road.

**Public consultation** – The PC has proposed a joint public consultation regarding proposals for Mill Lane and the Glebe. Three events are proposed; one in Knowle and two in Wickham, not on Saturday. It is proposed to use Smart Marketing as the consultant for these events. The GWP was concerned that no decision had been made about the consultation events and that, unless funding was in place, this would cause a significant delay which could mean that the HLF bid could not be submitted until sometime after the transfer to the Parish took place.

**PB will contact Wickham Community Centre and cancel the provisional booking for March 8<sup>th</sup>.**

**MA will request a meeting with GP and Nic Holladay to discuss this further. MA will request that, subsequently, a working group, consisting of Nic Holladay, another councillor (perhaps David Evans?) MA and GP might work with Smart Marketing to develop plans for the consultations.**

**MA and GP will propose to Nic Holladay that Wickham School be requested to be involved in the consultation, by publicising event dates to families and by involving pupils in classroom consultation activities.**

**Current ownership of the Glebe** – the identity of the current owner of the Glebe is not clear. NH is seeking to clarify this in order to expedite the signing of a lease agreement. Although the PC will be owners under the lease, it is not a named partner to the 106 Agreement concerning the lease. Obtaining basic information is therefore proving difficult.

#### **4. BOARDS FOR CONSULTATION EVENT**

AH presented her work on draft boards for public consultation. Suggestions were made regarding content and layout.

**AH will include the suggestions made in a redraft of the boards, including a concept sketch for board 5, and will email this to the GWP.** AH was thanked for the work she had carried out.

#### **5. PROPOSED CROUDACE DEVELOPMENT TO THE SOUTH-EAST OF THE GLEBE**

It was noted that the deadline for objections has been extended until 10<sup>th</sup> February. MA's draft letter to WCC objecting to the development, on behalf of the GWP, was discussed and amendments were suggested

**MA will circulate a redraft of the letter of objection to the GWP for comments, then send the final text to the Wickham Society and the WRA, as well as the PC Clerk and relevant parish councillors, so they are aware of the environmental and ecological impact of the proposal on the Glebe.**

#### **6. GLEBE MONITORING FEEDBACK**

- Site condition – no previously unreported issues.
- Use of the site – no previously unreported issues.

#### **7. NEXT STEPS**

See above action points.

#### **8. DATES OF FUTURE MEETINGS**

To be confirmed.

**Recreation Committee**  
**27th February 2025**  
**Item 6 - Clerk's Action Plan - LAST UPDATED January 2025**

Subject	Action	Date for	Action by	Notes
<b>Wickham</b>				
Mill Lane	Sports Project	Ongoing	Chair	Update on agenda. Consultation with residents on agenda Clerk & NH met with Rookesbury land agent in November and feedback awaited from the family. <b>Briefing document prepared for WCC if needed and copy has been sent to District Cllrs as</b>
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 granted. Clerk & NH met with Rookesbury land agent regarding plans and consideration to extend lease in future. Family have the plans and are supportive of the application. <b>Axis to continue working on tender documents</b>
Glebe	Working with the GWP for indiciative 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. <b>Work has begun on other costings</b>
Annual hedge cutting	All hedges needing cutting	Completed	Clerk	Hedge cutting Hoad's Hill/Winchester Road now complete. Manor Close section now cut. <b>Built into new grounds contract twice annually so will no longer be an issue.</b>
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. <b>Invoice has now been paid as improvements have been noticed to the pitch.</b>
Tennis Courts	Repainting of courts needed in 2025/26	Ongoing	Clerk	SFPD to be asked to prepare tender document due to specialist knowledge needed. On Rec agenda as spending under £500 can be approved without Full Council. Once tender documents prepared, Clerk to load onto Contracts Finder to begin tender process
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. Work continuing to progress renovation
<b>Knowle</b>				
Barbastelle Walk play area	To replace equipment	Completed	Clerk	Equipment installed before Christmas. ROSPA Inspection passed however Siam have noticed some areas where equipment not level. HAGS reply was that whilst not perfect, still usable and did not impact equipment. Invoice therefore paid
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 issues with portal. TPO permission granted 18th February. Work scheduled mid-March.
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 completed 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 & safety file for KVH and regular items like these will be added in.
KVH Sports hall	Flooring needs resanding and resealing	Completed	BM	Hall floor sanded & resealed. KVH sports hall closed for a week whilst work carried out. Floor looks really good!
KVH Office	Quotes for extra room to fit 1 extra desk	Ongoing	Clerk	work to commence 3rd March
KVH MUGA	Surfacing needs resurfacing and repainting	Ongoing	Clerk/BM	Quotes on agenda for consideration. Would have to be funded by sinking fund and in
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 storage container, BM to tidy up storage room
Hall	Extension	Ongoing	CM	Planning permission granted. P&F Committee approved funding to move project to RIBA stage 4. Axis working on tender documents
<b>ALL</b>				
Grounds Maintenance Tender	To re tender contract	31st March 2025	Clerk	Contractor selected and notified. 2 outgoing contractors notified of 31st March contract end. <b>Clerk has completed new contract which is ready to sign by the Council and GFC</b>
Play area review	Review all play areas and equipment to form replacement strategy	Ongoing	Clerk/Cllr Sawyers	All equipment needs reviewing to form a play area replacement strategy. Cllr Sawyers has offered to visit each play area to begin
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**  
**27th February 2025**  
**Item 7 - Business Manager's Action Plan - LAST UPDATED January 2025**

<b>Subject</b>	<b>Action</b>	<b>Date for Completion</b>	<b>Action by</b>	<b>Notes</b>
<b>Knowle</b>				
Hall floor maintenance	The hall floor is complete.	23/02/25	BM	Completed in time frame. looks great
Container	KRA equipment moved from hall into container	18/02/25	BM	Gazebos to be kept at first port offices due to dampness in the container
KRA	Attending all meetings.	Ongoing	BM	Intend on helping when needed.
Excel course	Five week free course provided by Portsmouth CC	27/03/25	BM	To become more confident with IT skills
Kitchen Extractor	Annual service by Anchor	10/02/25	BM	Serviced and all is in good condition.
Fire Care service	Fire care serviced alarms and checked lighting	03/02/25	BM	Annual service as per contract
Knowle hall Car park	Obtaining quotes for re-lining	Ongoing	BM	Three provided
Knowle MUGA	Obtaining quotes for complete new surface and re-lining	Ongoing	BM	Three provided
Appraisal with Sophie	Reflected on the year of employment with WKPC	12/02/25	BM	Discussed targets and areas of where improvements can be made.
<b>Wickham</b>				
MUGA	Maintenace and repairs carried out by HB sports surfaces.	08/01/25	BM	First of six visits for the year to keep MUGA up together.
MUGA	Activeme 360 Football.	17th-21st Feb	BM	WCC/Activeme 360 using the MUGA free of charge. Football for £1
Wickham sports pavillion	Remedial carried out and annual service complete	11/03/25	BM	Flue replaced
<b>Events</b>				
VE day events	Working with Cllr David Evans to organise formal and informal party	Next meet 20/02/25	BM	Lead Cllr David Evans. Attending all meetings.
Quiz Night	Hosted and written by myself	12/04/25	BM	
Bingo Night	Hosted by myself and Cllr Sandy Phillips-Lee	18/04/25	BM	
Muder Mystery	Raising funds for Wickham Twinning	15/03/25	BM	Titchfield Festival Theatre performing.
Line dancing Lessons	Four week beginners Line Dancing	28/03/25	BM	The 2C's Line dancers
Easter afternoon tea	Event on Eventbrite.	17/04/25	BM	£10pp. Afternoon tea and fun and games.

**Recreation Committee meeting**  
**27th February 2025**  
**Item 7 - Business Manager's Action Plan - Income update**

	April '24	May '24	June '24	July '24	August '24	September '24	October '24	November '24	December '24	January '25	February '25	March '25
KVH hirings	1,452.75	1,536.75	3,512.50	2,552.00	1,429.50	3,782.75	2,773.24	2,578.75	2,021.00	2,731.00		
Café	-	-	554.67	554.67	511.99	554.67	554.67	554.67	554.67	470.11		
Grass Pitches	83.00	240.00	300.00	300.00	565.00	1,012.00	675.50	449.00	183.00	289.50		
MUGA	735.00	-	-	-	-	892.50	2,345.00	2,327.50	1,190.00	2,485.00		
<b>Total Income</b>	<b>2,270.75</b>	<b>1,776.75</b>	<b>4,367.17</b>	<b>3,406.67</b>	<b>2,506.49</b>	<b>6,241.92</b>	<b>6,348.41</b>	<b>5,909.92</b>	<b>3,948.67</b>	<b>5,975.61</b>		



## **Recreation Committee meeting – 27<sup>th</sup> February 2025**

### **Agenda Item 8 -**

#### **To consider quotes for remedial surfacing works to the Knowle MUGA and recommend to Full Council**

After the last Recreation meeting, the Business Manager approached all 3 companies asking for a new quote for full re-surfacing of the Knowle MUGA, and painting of different coloured lines on the new surface to include tennis, pickleball, netball and basketball courts. 2 quotes have been received so far and a third will follow in next few days.

Quote 1 - £27,153.75 plus VAT

Quote 2 – £26,400 plus VAT

Quote 3 – to follow

**From:** Business Manager <businessmanager@wickhamparishcouncil.org>  
**Sent:** 24 February 2025 13:17  
**To:** Parish Clerk  
**Subject:** Fwd: Surfacing Village Tennis Court Knowle

Plus £1250 for relining.

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

**From:** **Mark Stride** <[mark@gdmsurfacing.co.uk](mailto:mark@gdmsurfacing.co.uk)>  
**Date:** Thu, Jan 30, 2025 at 12:15 PM  
**Subject:** RE: Surfacing Village Tennis Court Knowle  
**To:** Business Manager <[businessmanager@wickhamparishcouncil.org](mailto:businessmanager@wickhamparishcouncil.org)>

Victoria,

We have carefully reviewed what is required to get this back to its projected use.

Please see the attached specification that we feel is required:

**713m2**

- To take down existing panels and set aside for reuse
- Puncture Holes 50mm Diameter at 1 mtr centres and fill with shingle
- Plane edges/Tie ins
- Raise tennis sockets to 35mm x 2
- Supply and lay by Machine 35mm Thick 6mm Multisport Porous Surface Course
- Re Erect Fence Panels
- Provide Lining in accordance with BS Standard

Total £25,903.75 plus vat

Please note we have allowed for the works to be carried out during the summer Months as we will need to Access across the Grass

If you wish to discuss any aspect of the quote, or meet on site please call.

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](mailto:mark@gdmsurfacing.co.uk)

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

Company No: 3326917

Registered in England & Wales



**From:** Business Manager <businessmanager@wickhamparishcouncil.org>  
**Sent:** 11 February 2025 10:19  
**To:** Parish Clerk  
**Subject:** Fwd: Enquiry

**Flag Status:** Flagged

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

**From:** Haydyn Fairhurst <[haydyn@softsurfaces.co.uk](mailto:haydyn@softsurfaces.co.uk)>  
**Date:** Wed, Jan 22, 2025 at 11:16 AM  
**Subject:** RE: Enquiry  
**To:** Business Manager <[businessmanager@wickhamparishcouncil.org](mailto:businessmanager@wickhamparishcouncil.org)>

Hi Victoria,

I am sorry about this, but I underestimated the value of the resurface!

It would be £24,000 + VAT for the macadam resurface.

The price for line markings would be £600 for each sport if you were to have more than one 😊

It would be suitable to install 4 sets of lines over the area size mentioned below.

*Kind Regards*

*Haydyn Fairhurst*

**Soft Surfaces Ltd**

**Tel: 01625 445760**

**Fax: 01625 525619**

Play Website: [www.softsurfaces.co.uk](http://www.softsurfaces.co.uk)

**Agenda Item 9 -**

**To consider quotes for repainting the Knowle Village Hall car park spaces**

3 companies have been approached for quotes to repaint the lines within the car park, which have almost completely worn away.

Quote 1 - £625 plus VAT

Quote 2 – £845 plus VAT (35 + 2) or £1,270 plus VAT (34 + 2)

Quote 3 – £900 (35 + 2)

**From:** Business Manager <businessmanager@wickhamparishcouncil.org>  
**Sent:** 24 February 2025 13:15  
**To:** Parish Clerk  
**Subject:** Fwd: ROAD MARKINGS

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

From: <[info@apmlining.co.uk](mailto:info@apmlining.co.uk)>  
Date: Mon, Feb 17, 2025 at 11:40 AM  
Subject: Re: ROAD MARKINGS  
To: Business Manager <[businessmanager@wickhamparishcouncil.org](mailto:businessmanager@wickhamparishcouncil.org)>

Hello Victoria , the price is the total price many thanks phil . On 2025-02-17 10:13, Business Manager wrote:

> Hello,

>

> Is that quote for car park lines including VAT?

>

> Regards,

>

> Victoria

>

> On Wed, Feb 12, 2025 at 3:59 PM <[info@apmlining.co.uk](mailto:info@apmlining.co.uk)> wrote:

>

>> many thanks victoria .

>>

>> On 2025-02-12 15:56, Business Manager wrote:

>>> Thank you very much. I shall be in touch if we wish to go ahead.

>>>

>>> Kind regards,

>>>

>>> Victoria

>>>

>>> On Wed, Feb 12, 2025 at 3:55 PM <[info@apmlining.co.uk](mailto:info@apmlining.co.uk)> wrote:

>>>

>>>> Good afternoon Victoria ,

>>>> many thanks for your enquiry , ive looked on google earth and saw

>>>> the

>>>> car park in question , to reline the car park will be £625 many

>>>> thanks

>>>> phil .

>>>

>>> --

>>>

>>> Victoria Glenister

>>>

**From:** Business Manager <businessmanager@wickhamparishcouncil.org>  
**Sent:** 24 February 2025 13:14  
**To:** Parish Clerk  
**Subject:** Fwd: FW: Car Park line re-painting quote

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

**From:** Victoria Glenister <[BusinessManager@wickhamparishcouncil150.onmicrosoft.com](mailto:BusinessManager@wickhamparishcouncil150.onmicrosoft.com)>  
**Date:** Fri, Mar 8, 2024 at 12:12 PM  
**Subject:** FW: Car Park line re-painting quote  
**To:** [businessmanager@wickhamparishcouncil.org](mailto:businessmanager@wickhamparishcouncil.org) <[businessmanager@wickhamparishcouncil.org](mailto:businessmanager@wickhamparishcouncil.org)>

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**From:** Victoria Glenister <[BusinessManager@WickhamParishCouncil150.onmicrosoft.com](mailto:BusinessManager@WickhamParishCouncil150.onmicrosoft.com)>  
**Sent:** Friday, March 8, 2024 12:11 PM  
**To:** Victoria Glenister <[BusinessManager@WickhamParishCouncil150.onmicrosoft.com](mailto:BusinessManager@WickhamParishCouncil150.onmicrosoft.com)>  
**Subject:** FW: Car Park line re-painting quote

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**From:** robert smith <[randdsurfacing@gmail.com](mailto:randdsurfacing@gmail.com)>  
**Sent:** Wednesday, March 6, 2024 6:27 PM  
**To:** Victoria Glenister <[BusinessManager@WickhamParishCouncil150.onmicrosoft.com](mailto:BusinessManager@WickhamParishCouncil150.onmicrosoft.com)>  
**Subject:** Re: Car Park line re-painting quote

Hi Victoria,

Thank you for your email requesting a second quotation for the proposed line marking works to be carried out to the Car Park at Knowle Village Hall.

Following our site meeting on Tuesday 5th March i was able to measure the existing bays which are of a standard 2.4m width and calculate how much larger we could make the bays according to the room available.

We calculate that by removing 4no. spaces the bays could become a width of approximately 2.7m. There will now be 34no. parking bays plus the 2no. disabled bays.



This would mean burning off all existing bays (except the disabled bays which will remain the same size) and remarking to the new size.

The bays to be remarked in the same format of `T` and dash markings using a 50mm wide line.

Normal working hours.

All markings to be in hot applied thermoplastic.

**Total Cost £1,270 plus V.A.T.**

**Kind regards Bob Smith**

Solent Road Markings (Southern) Ltd. T. 02380 694825 M. 07775863677

On Mon, Mar 4, 2024 at 7:42 AM robert smith <[randdsurfacing@gmail.com](mailto:randdsurfacing@gmail.com)> wrote:

Hi Victoria,

I will pop out when I get a chance and see what we can do.

Regards Bob Smith

Solent Road Markings Ltd

On Sun, 3 Mar 2024 at 11:44, Victoria Glenister  
<[BusinessManager@wickhamparishcouncil150.onmicrosoft.com](mailto:BusinessManager@wickhamparishcouncil150.onmicrosoft.com)> wrote:

Hello Bob,

Thank you so much for coming out and quoting us.

I'm sorry to make you come out again, but could I ask you to do a requote?

It's been decided that the current parking bays aren't large enough for modern day cars.

Would it be possible to requote on not just repainting but re-measuring and painting in new bays?

Victoria

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**From:** robert smith <[randdsurfacing@gmail.com](mailto:randdsurfacing@gmail.com)>

**Sent:** Thursday, February 29, 2024 4:15 PM

**To:** Victoria Glenister <[BusinessManager@WickhamParishCouncil150.onmicrosoft.com](mailto:BusinessManager@WickhamParishCouncil150.onmicrosoft.com)>

**Subject:** Re: Car Park line re-painting quote

Hi Victoria,

Thank you for your email requesting a quotation for the re-marking of the Parking bays in the Car Park at the Knowle Village Hall.

With the aid of the photos and information provided and following my site visit, i have been able to cost these works and it is with pleasure that i submit the following quotation for your consideration.

I have given a brief description of the works quoted for, however should you require any additional information please feel free to contact me at any time.

**Works to be carried out.**

**To refresh all standard parking bays in the current format of `T` and dash markings (white).**

**To refresh 2no. disabled parking bays (white).**

**All markings to be in hot applied thermoplastic.**

**Works to be carried out in normal working hours.**

**Total Cost £845 plus V.A.T.**

**Kind regards Bob Smith**

**Solent Road Markings (Southern) Ltd. t. 02380 694825 m. 07775863677**

On Wed, Feb 28, 2024 at 11:43 AM Victoria Glenister

<[BusinessManager@wickhamparishcouncil150.onmicrosoft.com](mailto:BusinessManager@wickhamparishcouncil150.onmicrosoft.com)> wrote:

Good Morning,

Please could you give me a quote on repainting our Village hall parking lines in Knowle, Fareham.

2 disabled bays – against a curb/hedge

35 regular- 5 against a curb/hedge

Kindest regards,

Victoria Glenister

Business Manager

Wickham and Knowle Parish Council

07568507241

# **SOUTH COAST LINE MARKINGS LTD**

**PROFESSIONAL CAR PARK & ROAD LINE PAINTING**

**87 COLUMBIA ROAD, BOURNEMOUTH, DORSET, BH10 4EB**

**01202 282118 / 07575 363 789**

E: [info@southcoastlinemarkings.co.uk](mailto:info@southcoastlinemarkings.co.uk) W: [www.southcoastlinemarkings.co.uk](http://www.southcoastlinemarkings.co.uk)

**QUOTE TO:**

WICKHAM & KNOWLE PARISH COUNCIL

17<sup>th</sup> FEBRUARY 2025

**REFERENCE:**

KNOWLE VILLAGE HALL CAR PARK

**JOB DESCRIPTION:**

SET OUT AND REMARK...

35 x STANDARD CAR PARKING BAYS

2 x DISABLED PARKING BAYS & SYMBOLS WITHIN

**MATERIALS:** HOT LAY THERMOPLASTIC

**PRICE INCLUSIVE OF MATERIALS AND LABOUR:** £900.00 no vat

**OUR PAYMENT TERMS:** BANK TRANSFER WITHIN 7 DAYS OF DATED INVOICE

(unless other prior payment terms have been agreed)

**ALL AREAS TO BE MARKED MUST BE GENERALLY CLEAN, FREE OF VEHICLES, OBSTRUCTIONS DEBRIS, RUBBISH, MOSS, MUD & OVERGROWTH, ENABLING THE WORK TO BE COMPLETED UNINTERRUPTED IN 1 VISIT UNLESS PREVIOUSLY ARRANGED. RE-VISIT CHARGES START FROM OUR MINIMUM CALL OUT CHARGE OF £250 + DEPENDING ON THE AREA.**

PLEASE NOTE FOR MARKING REMOVALS: THE BURNING OFF / REMOVAL PROCESS WILL ONLY REMOVE AROUND 90% OF THE EXISTING MARKINGS LEAVING SOME BURNT RESIDUES & A SLIGHTLY BLACKENED SURFACE, WHICH NORMALLY WEATHERS BACK IN WITHIN TIME.

## **Agenda Item 11 -**

### **To approve a cost of £275 for Sports Facility Planning & Design Ltd to produce the tender document for the Tennis Courts resurfacing**

Although it was agreed for a small working party to work on a tender document for the Tennis Courts resurfacing project, this is a very specialist area and the company who produced the condition report are able to prepare a document for the Council to use at a cost of £275. The Committee's terms of reference allow for spending up to £500 without Full Council approval.

Sports Facility Planning & Design Ltd would produce a document of more superior quality to ensure the resurfacing is completed to the correct Lawn Tennis Association standard. If this cost is approved, the order could be placed straight away.

### ***Recommendation: To approve a cost of £275 for Sports Facility Planning & Design Ltd to produce the tender document for the Tennis Courts resurfacing***

## **Agenda Item 12 -**

### **To delegate to the Clerk to load the tender documents onto Contracts Finder website for the Tennis Courts resurfacing**

Subject to approval of agenda item 11, with SFPD preparing the tender document, once the document is prepared, it would be delegated to the Clerk to load the tender documents onto the Contracts Finder website for a suggested turnaround as below:

28<sup>th</sup> February 2025 - Order placed with SFPD

Mid to late March 2025 – tender document loaded onto contracts finder

30<sup>th</sup> April 2025 – closing date for tender

1<sup>st</sup> May 2025 - Responses opened

15<sup>th</sup> May 2025 – Recreation Committee meeting to choose preferred contractor

29<sup>th</sup> May 2025 – Full Council meeting to approve recommendation for preferred contractor

30<sup>th</sup> May 2025 – order placed with preferred contractor.

### ***Recommendation: To delegate to the Clerk to load the tender documents onto Contracts Finder website for the Tennis Courts resurfacing***

**From:** Sports Facility Planning and Design <office@sfpad.co.uk>  
**Sent:** 06 February 2025 21:29  
**To:** clerk@wickhamparishcouncil.org  
**Subject:** RE: Wickham Community Tennis club - Court surface inspection and survey

Dear Sophie

WICKHAM TENNIS CLUB

With reference you email.

I think I confirmed a fee to the Club for a scope of works (pdf format) of £ 275.00 plus V.A.T.

If you have any queries please contact me.

Regards

**LEE WEST M.R.I.C.S. M.C.I.O.B. - DIRECTOR**



**TEL. 01753 850123 / 07770 366259**

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**From:** clerk@wickhamparishcouncil.org <clerk@wickhamparishcouncil.org>  
**Sent:** Thursday, February 6, 2025 3:44 PM  
**To:** office@sfpad.co.uk  
**Subject:** FW: Wickham Community Tennis club - Court surface inspection and survey

Hi Lee

I am the Parish Clerk at Wickham & Knowle. I used to work with Debbie Harding at Colden Common and joined that Council just after the tennis courts upgrade was completed.

I've spoken to Debbie about the tender she did at CCPC and she explained you were paid to produce the tender document. Please could you let me know how much you charge for this service and if it is something you still do now?

The Recreation Committee have asked a few people to form a small working party to work on a tender document but I wondered, cost dependent, whether asking you as a specialist would be something we should do instead.

Thank you in advance

Kind regards

Sophie



MILL LANE  
COUNTRY PARK  
-WICKHAM

MIXED NATIVE HERBEND

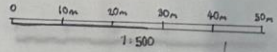
**OPTION 1**

TIMBER GIFT FENCE

FUTURE CONNECTIONS

ORCHARD TREE PLANTING WITH WILDFLOWER

DIFFERENT GRASS CUTTING REGIME TO INCREASE BIODIVERSITY



MAINTENANCE ACCESS TRACK FOR VEHICLES FROM UPPER FIELD

- FRUIT TREES
- APPLES
- PEARS
- PLUMS
- QUINCES
- CHERRY

GLADE EXPERIENCE

WIDE FOOTPATH

WOODLAND PLAY SPACE (NATURAL PLAY) 5-15 Age groups

SUCCESION OF TREE PLANTING

- WAY FINDING OPPORTUNITIES
- INFORMATION BOARDS
- SIGNAGE
- MARKER POSTS

BUFFER COPPICE PLANTING

CONNECT TO GWYNN WAY / MILL LANE

TOILET BLOCK

PICNIC SEATING AREA WITH COFFEE VAN LOCATION

INCREASE BOUNDARY PLANTING FOR GREEN CONNECTIVITY



GROUPS OF TREES + LANDMARK TREES AT KEY JUNCTIONS

MOWN GRASS FOOTPATHS

HOGGIN FOOTPATHS (RAISED TO ALLOW SURFACE WATER RUN OFF)

SEATING PROVISION + BIN PROVISION

MIX OF TREE SPECIES (EVERGREEN + DECIDUOUS)

ROUGH GRASSLAND

AMENITY GRASSLAND

REWILDING ZONE (SCRUB PLANTING)

SHALLOW DEPRESSIONS FOR WATER TO SIT

WETLAND BAIN (Subject to drainage)

BOARDWALK

MEON VALLEY TRAIL

RAMPED ACCESS TO CONNECT TO CAR PARK

NOTES

- This drawing is to be read in conjunction with all relevant contract drawings and specifications and any conflicting information to be brought to the attention of Deacon Design before works commence on site.
- The client shall be responsible for ensuring that all necessary permissions and consents are obtained for any works shown on this drawing.
- All green structures to be built.

Location Plan



DRAFT

PRELIMINARY



DEACON DESIGN  
Landscape Architecture | Horticulture | Urban Design  
15a The Square, Wickham, Hampshire PO17 5SL  
www.deacondesign.co.uk | info@deacondesign.co.uk  
Copyright Deacon Design Ltd



MILL LANE  
COUNTRY PARK  
-WICKHAM

**OPTION 2**

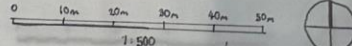
MIXED NATIVE HERBEND

TIMBER CLEFT FENCE

FUTURE CONNECTIONS

ORCHARD TREE PLANTING WITH WILDFLOWER

DIFFERENT GRASS CUTTING REGIME TO INCREASE BIODIVERSITY



NOTES:  
1. This drawing is to be read in conjunction with all relevant contract drawings and specifications and any conflicting information to be brought to the attention of Deacon Design before works commences.  
2. Do not scale from this drawing, request for planning application, please only always work to these dimensions.  
3. All green dimensions in m.

MAINTENANCE ACCESS TRACK FOR VEHICLES FROM UPPER FIELD

- FRUIT TREES  
APPLES  
PEARS  
PLUMS  
QUINCES  
CHERRY

GLADE EXPERIENCE  
WIDE FOOTPATH

WOODLAND PLAY SPACE (NATURAL PLAY) 5-15 Age groups.

SUCCESSION OF TREE PLANTING

- WAY FINDING OPPORTUNITIES  
- INFORMATION BOARDS  
- SIGNAGE  
- MARKER POSTS

BUFFER COPPICE PLANTING

CONNECT TO MILL LANE  
TOILET'S / CHANGING BLOCK

PICNIC SEATING AREA WITH COFFEE VAN LOCATION

INCREASE BOUNDARY PLANTING FOR GREEN CONNECTIVITY

Pickleball Pitches'

Grass Football Pitch  
1 x Adult or 2 x Child

Petanque pitches

WILDFLOWER MEADOW

WILDFLOWER MEADOW

INFORMAL RECREATIONAL GRASSLAND

WETLAND ZONE

GROUPS OF TREES + LANDMARK TREES AT KEY JUNCTIONS

MOWN GRASS FOOTPATHS

HOGGIN FOOTPATHS (RAISED TO ALLOW SURFACE WATER RUN OFF)

SEATING PROVISION + BIN PROVISION

MIX OF TREE SPECIES (EVERGREEN + DECIDUOUS)

ROUGH GRASSLAND

AMENITY GRASSLAND

REWILDING ZONE (SCRUB PLANTING)

- ELM  
HORNBEAM  
FIELD MARIE  
OAK  
PINES  
WALNUT

SHALLOW DEPRESSIONS FOR WATER TO SIT

WETLAND BASIN (Subject to drainage)

BOARDWALK

MEON VALLEY TRAIL

RAMPED ACCESS TO CONNECT TO CAR PARK

DRAFT

PRELIMINARY  
**D**  
DEACON DESIGN  
Landscape Architecture | Interiors | Urban Design  
21a The Square, Wickham, Hampshire RG11 1AB  
www.deacondesign.co.uk | info@deacondesign.co.uk  
Copyright Deacon Design Ltd



## FEE PROPOSAL

Attention: Craig Manuel  
Wickham & Knowle Parish Council

**Issue Date**  
23 January 2025

**Quote Number**  
FP1475\_1

**VAT Number**  
236593681

**Southern Office**  
12a The Square  
Wickham  
Hampshire  
PO17 5JQ  
Tel: 01329 557820

[info@deacondesign.co.uk](mailto:info@deacondesign.co.uk)  
[www.deacondesign.co.uk](http://www.deacondesign.co.uk)

**Land at Mill** Lane Wickham, Hampshire PO17

### Scope of Works

Scope of Services and Fee Proposal in relation to providing landscape architect consultancy services for the above project, as set out in your email dated 7th May 2025.

Further to our recent discussions, we are pleased to provide our scope of services and fee as detailed below, in relation to the above Project. Our Services are provided in accordance with the terms and conditions set out in this letter and its attachments.

#### Scope of Services

We understand the extent of works to include a feasibility of the site's potential to form a new community country park as set out in the briefing document attached to your email which should include:

1. One or more concept sketches for landscaping an area of land at the above location to create a "country park" on an area of worked agricultural land
2. Cost estimates for creation of each option proposed
3. Cost estimates for annual maintenance of the sites proposed

#### Budget

There is an amount up to £450,000 for the task from initial concept(s) through final planning proposals to completion of the site as a country park and the landscape design fee is to be included within this budget.

The overall scope of services included in this fee proposal is from RIBA Plan of Works Stage 1 to 2 and is detailed below.

Please follow the link at the bottom of this fee to our Standard Terms and Conditions of Appointment.

Deliverables / Outputs	Amount (£)
01_Project Management Allowance To include (as required):	300.00
<ul style="list-style-type: none"> <li>• Project Setup / Administration</li> <li>• Consultancy / Design Support</li> <li>• Policy Research</li> <li>• Design Review / Stage Sign off / Quality Assurance</li> </ul>	
RIBA 2 - Concept Design - Public Consultation Panels Prepare 2no. Public Consultation concept sketch scheme options based on agreed draft sketch scheme and amendments/option agreed in meeting 23/01/2025	2,100.00
Options to be presented using scaled drawings with supporting reference images and text.	

Meeting Allowance / Extras	Amount (£)
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<b>Total (Excluding VAT)</b>	2,400.00
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**Optional Additional Services (If required)**

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Meeting Allowance (Physical) - Cost Per Meeting Based on 2 hours: time charged only as required.	200.00
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Project Contingency (10%) Budget allowance for post completion / Stage issue amends to be drawn against as required using our current time charge rates	240.00
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**Additional Information**

Expenses, other than specified above, are not included  
This quote is valid for 90 days from date of issue.

**Payment Terms**

Strictly 28 Days from date of invoice.

Deacon Design Ltd will be entitled to submit interim (progress) invoices at the end of each month and on the conclusion of the project.

**Terms of Business**

Our Services are provided in accordance with the terms and conditions set out below.

Please sign and return the enclosed copy of this letter to us to confirm your acceptance of its terms. If you fail to do this but instruct us to proceed with the provision of the Services, we shall proceed on the basis that you have been deemed to have accepted the terms set out in this letter in any event by instructing us to proceed.



Stage	Timeline	Proposed Actions	Who	SM Cost	Third Party Costs	Alternative / Notes	Alternative Costs
Production of Collateral Required	Weeks 1-2	<b>Messaging and survey questions:</b> agree key messaging for both Mill Lane and The Glebe projects, survey questions, imagery, and main discussion points for use in collateral and at events	SM/WKPC	0			
		<b>Leaflet design:</b> for hand-delivery through Wickham and Knowle - I would suggest a 'W' fold DL leaflet as this will provide 8 'sides' for information (front page: logo, introduction; back page: large QR code, survey URL, and contact details; 4 pages on Mill Lane; 2 pages on The Glebe.	SM	£195			
		<b>Leaflet printing:</b> standard quality, uncoated, 2,200: For an example, see <a href="https://www.helloprint.co.uk/zfoldleaflets8pages-wfold-portrait-dlflyers-matt-170s-nofinishing-2500-days7">https://www.helloprint.co.uk/zfoldleaflets8pages-wfold-portrait-dlflyers-matt-170s-nofinishing-2500-days7</a>	SM		£175	<i>N.B. Third party costs are estimated</i>	
		<b>Website design and hosting:</b> this site will host the Mill Lane & Glebe surveys. It will also provide a central reference point for information about both projects. As discussed, each consultation will have its own 'area' on the site, but the surveys will be linked - upon completing the first survey, the respondent will be prompted to also complete Survey 2. It is as part of this task that the surveys will be produced and tested	SM	£250			
		<b>Offline survey design:</b> there will also need to be an option for people who are not online to complete the survey. We will produce an offline (paper) version of each survey.	SM	£60			
		<b>Offline survey printing:</b> I would recommend one document comprising both surveys to encourage a response for both. Printing costs are based on an A3 document, folded in half (4 A4 pages in total) - but this may be subject to change, depending on the number and type of questions. Price provided for a quantity of 250: <a href="https://www.helloprint.co.uk/halffoldleaflets-halffold-portrait-a4-matt-170s-nofinishing-250-days2">https://www.helloprint.co.uk/halffoldleaflets-halffold-portrait-a4-matt-170s-nofinishing-250-days2</a>	SM		£63	<i>N.B. Third party costs are estimated</i>	
		<b>Poster design:</b> to promote the consultations on noticeboards throughout the village	SM	£50			
		<b>Social media post design:</b> these posts will use imagery which aligns with the 'brand' of the consultations, so there is a common look and feel to all collateral relating to this project	SM	£75			
		<b>Design of Facebook ad:</b> the WKPC social posts will only reach those who are following you (although you can widen the scope of this by sharing the posts in local Groups). However a low-cost social media ad will ensure that everyone within Wickham and Knowle who uses Facebook will receive the messaging in their timeline	SM	£45	£100	<i>Suggest a budget of £10 per day for 10 days</i>	
		<b>Plan for in-person consultation events:</b> discuss and decide upon the approach and arrangements for the in-person events	SM/WKPC	£0			
		<b>Design boards for in-person consultation events:</b> these could also be used when exhibiting at the school (The Glebe)	SM	£90			
		<b>Printing of boards for in-person consultation events:</b> typically these cost c.£25 for each A1 board. I suspect you may need 6 - 8 foamex boards (for an example, see <a href="https://www.samedayprinting.co.uk/print/same-day-foamex-printing-2-2/same-day-3mm-foamex-board-printing/">https://www.samedayprinting.co.uk/print/same-day-foamex-printing-2-2/same-day-3mm-foamex-board-printing/</a> )	SM		£200	<i>N.B. Third party costs are estimated</i>	
Consultation Launch	Weeks 3-5	<b>Leaflet delivery:</b> to c.2,200 homes in Wickham and Knowle	SM	£495		<b>Alt 1:</b> Community groups to deliver all leaflets; <b>Alt 2:</b> SM to deliver 50% of leaflets	Alt 1: £0 Alt 2: £250
		<b>Poster distribution:</b> noticeboards, community halls, post office, churches	WKPC				
		<b>Offline survey distribution:</b> a few of the hard-copy surveys should be left at community hubs, churches, possibly pubs, for people who are not online to complete. There will also be paper surveys at the in-person events for people to take away with them	WKPC				
		<b>Social media posting:</b> SM will provide the posts and schedule for WKPC to post	WKPC				



		<b>Set-up and attendance at 4 events:</b> as discussed, we would recommend that the events are 'run' by WKPC councillors/The Glebe Working Group members, as you are best placed to outline the detail of the projects, and answer any questions. SM to support by setting up the event (displaying the boards, setting up tables and any collateral required etc), collating the feedback at the events, and incorporating this qualitative data into the final report. We have found 'cafe style' meetings to work well - whereby attendees form small groups to discuss various parts of the consultations, and then feed back key points or questions to the room. There are typically some small sundry costs associated with these events - A1 paper and post-it notes (for people to write comments), pens, tea, coffee etc. I have assumed that tables, chairs, and stands/places to display the consultation boards will be provided - these have not been included in the price. We have also found it helpful to video the 'opening statement' at these in-person events, to share on the website and social media for those who cannot attend to view.	SM	£480	£50	<i>N.B. Third party costs are estimated</i>	
		<b>Collection of hard-copy surveys</b> from distribution points and delivery to Smart Marketing	WKPC				
<b>Reporting</b>	<b>Weeks 6-7</b>	<b>Provisional draft results and discussion:</b> in previous community engagement projects, we have found it helpful to produce a set of draft results (comprising online and offline survey results, and feedback from consultation events) and to discuss this with the Parish Council before writing the full report	SM/WKPC	£0			
		<b>Delivery of full report</b>	SM	£350			
		<b>Website update:</b> consultation website to be updated with results, report, and next steps	SM	£35			

**Totals (exc. VAT):**    **£2,125**    **£588**    *N.B. The Smart cost includes £495 for the delivery of leaflets. If you were to use community organisations for some/all of this task, the cost would be significantly reduced*