

Wickham and Knowle Parish Council

Full Council meeting
27th March 2025

Supplementary document pack

Agenda item

14.3
19
20

Agenda Item 14.3 -

To receive a recommendation, as proposed by Cllr Manuel at the Recreation Committee meeting on 27th February 2025, for Deacon Designs to complete 2 design options to be used for a Mill Lane consultation, funding Mill Lane earmarked reserve

On the following pages are 2 options for Mill Lane, as proposed by Cllr Manuel. Option 1 is the original design developed in summer 2024 with Deacon Designs. Option 2 is a design that introduces some sports pitches, for which there is discussion that they may satisfy the S106 requirement without the need to apply to vary it. Legal advice is being sought to clarify this point but would not prevent the Council from moving forward with a consultation with 2 options.

The original quote is £2,400 as recommended by the Recreation Committee. However, having reviewed the original quote, Deacon have increased the quote to £3,500, with an extra quote of £1,000 to cost out option 2 for the consultation. The construction costs of option 1 have already been costed as part of the work carried out last year.

The Clerk is seeking clarification as to the detailed reasoning behind the increase from £2,400 to £3,500 and will have the information in advance of the meeting on 27th March.

Recommendation: To approve the recommendation, as proposed by Cllr Manuel at the Recreation Committee on 27th February 2025, for Deacon Designs to complete 2 design options to be used for a Mill Lane consultation at a maximum cost of £4,500, funding Mill Lane earmarked reserve (current balance is circa £450,000)

NOTE:
 1. This drawing is to be read in conjunction with all other drawings and specifications.
 2. All dimensions are in meters unless otherwise stated.
 3. All green dimensions are in meters.

DRAFT
 PRELIMINARY
 D
 DESIGN DESIGNER
 100 The Square, Victoria, Australia 3180
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OPTION 1

MILL LANE COUNTRY PARK - WICKHAM

MAINTENANCE ACCESS TRACK FOR VEHICLES FROM UPPER FIELD

FRUIT TREES
 APPLES
 PEARS
 PLUMS
 QUINCES
 CHERRY

GRASS EXPERIENCE
 WIDE FOOTPATH

WOODLAND PLAY SPACE (NATURAL PLAY) 5-15 AGE GROUPS

SUCCESSION OF TREE PLANTING

WAY FINDING OPPORTUNITIES
 - INFORMATION BOARDS
 - SIGNAGE
 - MARKER POSTS

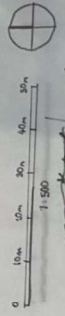
BUFFER CORRIDOR PLANNING

TOILET BLOCK
 CONNECT TO GARDEN WAY / MILL LANE

PICNIC SEATING AREA WITH COFFEE VAN LOCATION

INCREASE BOUNDARY PLANTING FOR GREEN CONNECTIVITY

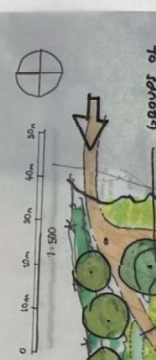
RAMPED ACCESS TO CONNECT TO CAR PARK



1. This drawing is to be used in conjunction with all other drawings in this project. It is not to be used as a standalone drawing.

2. All dimensions are in meters unless otherwise stated.

3. All plant species are native to the UK unless otherwise stated.



DRAFT

PRELIMINARY



DESIGN DESIGN
 Landscape Architecture & Environmental Planning
 100 The Boulevard, London SE18 7PP
 020 7461 2345
 design@design-design.co.uk



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
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): <ul style="list-style-type: none">• Project Setup / Administration• Consultancy / Design Support• Policy Research• Design Review / Stage Sign off / Quality Assurance	300.00
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 Options to be presented using scaled drawings with supporting reference images and text.	2,100.00

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

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.



FEE PROPOSAL

Attention: Sophie Thorogood
Wickham & Knowle Parish Council

Issue Date
24 March 2025

Quote Number
FP1475_2

VAT Number
236593681

Southern Office
1a Purbeck House
Wallington Hill
Fareham
Hampshire
PO16 7BJ
Tel: 01329 557820

info@deacondesign.co.uk
www.deacondesign.co.uk

Land at Mill Lane Wickham, Hampshire PO17

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Budget

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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 (£)
RIBA 2 - Concept Design - 2no. Concept Designs for Public Consultation 2no. Concept Designs for the Wickham Country Park/Recreation facilities.	3,500.00
The design options will comprises an evolution of initial feasibility study and design; to be evolved in accordance with the Client's brief and to incorporate options able to accommodate sports-authority compliant pitches/facilities, to future-proof the works on site. The Concepts will also include appropriate annotations and precedent images to make the concepts clear, and will be presented in a form that is clear and easy to understand by the general public.	
DD Additional Outputs - Cost estimates for each scheme Outline estimated costs for contractors to carry out the works on site. Cosy to itemised in Schedule of Works.	1,000.00

Meeting Allowance / Extras	Quantity	Cost	Amount (£)
Meeting Allowance (Physical) - Cost Per Meeting Based on 2 hours: time charged only as required.	1.00	200.00	200.00
Large format artwork scanning Charge for document scanning for hand-drawn work, including an administration fee.	2.00	48.00	96.00
Total (Excluding VAT)			4,796.00

Optional Additional Services (If required)

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.

Agenda Item 19 -

To consider quotes for a new multi-function device printer for the Parish office and enter into a contract

The current office printer is out of warranty and has developed a fault with duplex printing. The call out charge for an engineer to diagnose the fault is £150 before any parts are ordered and the printer only cost £328 to purchase initially.

3 quotes have been sought for a replacement printer but space is a limiting factor due to the size and layout of the office so A3 module is not an option.

Entering into a contract for servicing and maintenance includes price of replacement toners, servicing if the machine has an error.

	Ricoh		Kyocera		Copiers & Printers
	Annual		Annual		
Quarterly cost (5yr contract)	£78.32	£313.28	£21.71	£86.84	
Service & Maintenance					£60.00
Mono printing per page	£0.0030		£0.0053		£0.0120
Colour printing per page	£0.0268		£0.0474		£0.0650
Purchase outright option			£370.32		£770.00

Recommendation: To approve quote 2 from Kyocera and purchase the machine outright, entering into a 3yr contract for the service and maintenance, which includes toner

From: [REDACTED]
Sent: 29 January 2025 10:30
To: clerk@wickhamparishcouncil.org
Subject: Ricoh Printer Proposal

In-Confidence

Hi Sophie,
Good to speak with you this morning.
Please see below details and costings to install a new IMC320F MFD.
This machine prints/scans and copies plus will have the wireless functionality.

Double check the measurements but it should fit,

[IMC320F Brochure Link](#)

5-Year Qtrly Rental £78.32
Cost Per Copies - 0.3 pence mono & 2.68 pence colour
Includes all toner/parts/labour etc..

All Prices exclude VAT

All covered by the Hampshire County Supplies Framework.

Let me know if you have any questions.
Thanks
Mark

Choose your versatile print and multi-function intelligent devices

Easy to use in a streamlined compact design, IM C320F, M C320FW, and P C375 are the perfect additions to your workspace. With fast warm up time of less than 32 seconds, and a print speed of 32 ppm single-sided, they are unrivalled in efficiency.

IM C320F – The multi-function device for all your digital and printing needs

- Enhanced scan speed of 30ipm (simplex), 60ipm (duplex) for increased productivity
- 6GB RAM memory
- Improved 7-inch Smart Operation Panel (SOP) with capacitive touch
- Low TEC value 0.30kWh
- Access to RICOH Intelligent Support for 24/7 device uptime
- RICOH Always Current Technology for the latest security standards and automatic updates

M C320FW – The multi-function device when you need versatility

- Enhanced scan speed of 30ipm (simplex), 42ipm (duplex)
- 512MB RAM memory
- Low TEC value 0.33kWh
- 4.3-inch full colour touch panel

P C375 – The printer for high quality A4 colour printing

- 2GB RAM memory
- Low TEC value 0.32kWh
- 4-line LCD panel



ECOSYS MA3500cix

A4 Colour Multifunction Printer



35 Pages Per Minute

Network Duplex Print/Copy/Scan

1200 x 1200dpi resolution

7 inch full-colour touch panel display

First output of 5.7 seconds or less

Warm up time of 26 seconds or less from power on

100 sheet automatic reversing document processor

250 sheet paper tray

100 sheet multi-purpose tray

Optional paper capacity up to 2050 sheets

120 GSM paper stock

A5 to A4 and custom paper size

HyPAS™ solution platform enables powerful customisations.

Mobile Print

Carbon Neutral Managed Service

Kyocera will be pleased to maintain the equipment as detailed in accordance with the standard terms and conditions of our service agreement at the following costs:

Service Cost per Page:

Mono – 0.527p

Colour - 4.744p

Quarterly Lease Cost:

3 Year - £27.84

4 Year - £25.04

5 Year - £21.71

Purchase Outright Cost:

3 Year - £370.32

Inclusive of: All toner, parts, installation, training and 4 hour response time

All the above prices are exclusive of VAT

Proposed Situation For Wickham & Knowle Parish Council

33 Page Per Minute A4 Desktop Colour & Mono Device (Newly Launched)

Equipment Specification

Model **TOSHIBA e-Studio 339CS A4 Duplex Digital Colour Copier / Printer / Scan / Fax**
 33 page per minute monochrome, 33 page per minute colour digital copier with 100 sheet automatic dual scanning document feeder (simultaneously scans both sides), fully automatic double-siding, 1 x 250 sheet paper cassette, 1 x single by-pass tray, standard catch tray / electronic sorting facility, 2GB memory, network printing and full colour network scanning which includes scan to email and scan to file, fax is also included which will also enable you to forward inbound transmissions to email (if required). 4.3" Touch Screen for ease of use. Will take stock up to 216gsm & automatically double-side stock up to 105gsm. 1200 x 1200 dpi print resolution.

Apple Air Print is also standard on the 339CS if you choose to enable it – Provided your iPad, iPhone or iPod is connected via your Wi-Fi you can print direct without the need for any app. There is also a free app available for Android devices so you can also print via those (Mopria which is Androids equivalent to Air Print).

Quantity **One, Brand New & Current Model (As Of Oct 2023) – Dimensions: 476mm W x 479mm D x 492mm H**

Financial Details (Choose Only One Payment Option)	Outright Purchase	10 Month 0% Purchase Plan (10 Monthly Payments)	5 Year Lease Rental (20 Quarterly Payments)
As Described Above	£770.00	£77.00	N/A
Delivery, Installation & Training	Included	Included	N/A

As you can see above, we also offer the product on a genuine 10 month's 0% finance option which we offer internally so no finance paperwork to sign and the product is yours once the 10th (final) payment is made. Thereafter only service charges apply. Value must be over £1,000 to Lease a product

Some Additional Options Adding Some Options will Add To The Machines Dimensions	Outright Purchase	10 Month 0% Purchase Plan (10 Monthly Payments)	5 Year Lease Rental (20 Quarterly Payments)
Additional 550 Sheet Cassette & 100 Sheet Bypass	£120.00	£12.00	N/A
Additional 550 Sheet Paper Cassettes	£120.00	£12.00	N/A
Adjustable Printer Stand	£180.00	£18.00	N/A
Convenience Stapler (Off-line Stapler)	£200.00	£20.00	N/A
Swivel Cabinet	£150.00	£15.00	N/A
500GB+ USB Hard Disk Drive (Backpack)	£400.00	£40.00	N/A
Intelligent Storage Device (ISD) – Bulk Storage (2GB)	£250.00	£25.00	N/A

(Prices Only Applicable On First Installation & Not Retrospectively)

Service & Maintenance Agreement for the Toshiba e-Studio 339CS	
The service and maintenance agreement for the above product is charged as illustrated below and includes call-outs, all parts, labour, black / cyan / magenta / yellow toner cartridges, drums, fusers, transfer belts, waste toner units, service and support. In short; everything except the paper you use, the staples you use (where applicable), IT and the electricity you use.	
The product is supplied with two sets of toner cartridges on delivery, as you go to replace each toner cartridge, you need to call up and order its replacement so you again have a full spare set. Meter Readings are sent direct from the machine.	
Basic Monthly Charge	£5.00
Charge For All Monochrome Copies / Prints	1.2p each (£ 0.012) - £12.00 per each 1,000
Charge For All Colour Copies / Prints	6.5p each (£0.065) - £65.00 per each 1,000
No Minimum Volume; You Pay For What You've Printed Quarterly In Arrears - No Charges For Scanned Pages – 12 Month Initial Term NO LIMIT ON TONER COVERAGE – WE DEFAULT TO BLACK AS STANDARD – EASY 90 DAY TERMINATION EACH YEAR AT MONTH 9 THESE MACHINES ARE CURRENTLY AVAILABLE	
Our Devices Should Easily Pay For Themselves Over Time Based On The Running Costs Against A Device Where You Buy Your Own Toners etc.	

ALL PRICES QUOTED ARE SUBJECT TO VAT

Agenda Item 20 -

To consider the purchase of a flagpole for Knowle Village Green, to be funded from nominal 7010 Knowle New Projects

The GP Committee would like to purchase a flagpole to be installed near the entrance to Knowle Village Hall car park. This is not an item budgeted for in the current 2024/25 nor the 2025/26 budget.



Winchester City Council Planning Officers have confirmed that the Parish Council does not need to apply for planning permission to install a flagpole even though it would be over 4m high. Whilst there is no specific budget for purchase of a new piece of street furniture but the Knowle new projects nominal could be used.

A 5m fibreglass flagpole with hinged base and topper from Flagpole Express is £341 before delivery <https://www.flagpoleexpress.co.uk/>

A 5m fibreglass flagpole with hinged base and topper from Hampshire Flag Company is £430 before delivery <https://hampshireflag.co.uk/product/glassfibre-flagpole/>

A 6m aluminium flagpole with topper from Flags and Flagpoles is £257 before delivery <https://www.flagsandflagpoles.co.uk/collections/ground-flagpoles/products/deluxe-flagpole-with-internal-halyard>

Installation costs would need to be considered, alongside annual maintenance. The Council would also need to ensure it follows the Government's protocol on flag flying.

Recommendation: To approve the purchase of a flagpole for Knowle to a maximum budget cost of £1,000 to be taken from nominal 7010 Knowle New Projects to include purchase, installation and first year maintenance. On-going maintenance would be included when preparing the 2026/27 financial budget.