



Wickham and Knowle Parish Council

General Purposes Committee

(Chair Cllr Sandy Phillips-Lee **Members:** Cllr Sheila Chambers, Cllr David Evans, Cllr Leah Greenbank, Cllr Kathryn Holladay, Cllr Nic Holladay, Cllr Craig Manuel, Cllr Ben Sawyers

Dear Committee Members

I hereby give you notice that a meeting of the **General Purposes Committee** will be held at **Knowle Village Hall, PO17 5GR on Thursday 3rd April 2025 at 7:00pm**. 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.

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10.	To receive an update on the Shell roundabout project and approve the design	Clerk	8
11.	To receive an update on the Wickham Emergency Plan	Cllr K Holladay	Verbal
12.	To discuss moving the "Welcome to Knowle Village" sign to the boundary line with Welborne along Knowle Road	Chair	8-9
13.	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
30th March 2025



Wickham and Knowle Parish Council

General Purposes Committee

Minutes of the General Purposes Committee held at Knowle Village Hall, Thursday 23rd January 2025 at 7:00pm

Committee members present: Cllr Phillips-Lee (Chair), Cllr Chambers, Cllr Greenbank, Cllr K Holladay, Cllr N Holladay, Cllr Manuel,

In Attendance: Sophie Thorogood, Parish Clerk & RFO

Members of Public: Cllr Loraine Rappé

- 1. Apologies for absence:** Cllr Evans and Cllr Sawyers
- 2. Declarations of interest on agenda items:** none declared
- 3. Public Session:** Cllr Manuel spoke to bring up two comments received from residents; 1 being a salt bin for outside of the Village Hall, and 2, that the white lines in the Knowle Village Hall car park. **ACTION:** Clerk to investigate issues surrounding a salt bin, and Business Manager to obtain quotes for painting of white lines in the KVH car park.
- 4. Minutes of the meeting held on the 10th October 2024**
RESOLVED: Minutes of the meeting having been circulated were approved and signed by the Chair, as proposed by Cllr N Holladay, seconded by Cllr Greenbank and carried.
- 5. Update from Clerk:** The Clerk's report had been circulated prior to the meeting. Report noted.
- 6. Red telephone box in Wickham Square:** Hampshire Legal Services have completed their review of the contract, and it is ready to sign. **ACTION:** Cllr Manuel and Cllr Phillips-Lee to sign the contract.

The Clerk has met with the handyman who has carried out a successful renovation of a telephone box for another Parish Council. The Council should budget £2,500 for material and labour costs.

The electricity supply to the telephone box will be disconnected. A solar light will be installed in the future to avoid any issues of electricity supply.

The budget for the renovation costs will be on the 30th January Full Council agenda.

- 7. Wickham Shell roundabout:** The Clerk had approached 2 local nurseries who both declined to work with the Council on this project, so the Clerk approached a gardener instead. The quote from the gardener had been circulated with the document pack.

The quote of £2,850 would cover the research into the site, native plants etc to ensure we meet the criteria for the license application; Site survey; Mood boards; Sketches; Measured drawings/plans/3D visuals where necessary; Collaborating with the landscapers regarding structural plans and design solutions; Planting plans; Sourcing/selecting plants. The cost of planting on top of this would be approximately £3,500.



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The Committee discussed the benefits and costs and raised several concerns. The costs of watering plants also needs to be considered. **ACTION:** The Clerk to confirm the following issues with the gardener:

- How much will the on-going maintenance be and how many hours per week would be needed?
- Would all of the plants last 5/6 years or would the Council have to pay for new plants each year?
- Has the height restriction of 2ft been noted by the gardener for the raised bed and also height of shrubs/grasses as they grow?

Motion 1: to apply for the licence with wildflower seed mix included in the details, as proposed by Cllr Manuel, seconded by Cllr K Holladay. No other Councillors voted for this.

Motion 2: to work with Sarah Keeys Gardens, as proposed by Cllr Greenbank, seconded by Cllr Phillips-Lee and Cllr N Holladay and Cllr Chambers voted yes

Motion 2 carried.

RESOLVED: Subject to the Clerk getting further clarification on the above points, to recommend to Full Council to approve the quote from Sarah Keeys Gardens for the Shell roundabout project, as proposed by Cllr Greenbank, seconded by Cllr Phillips-Lee and carried.

8. **New noticeboard in Mayles Lane, Knowle:** The Clerk placed the order for the new noticeboard after Full Council meeting in December and the lead time at present is early March. The handyman has quoted £286 to remove the old noticeboard and install the new one.

First Port have given permission for the new noticeboard as it is their land, and they have also arranged for the area to be cut and weed-killed in advance of the installation of the new noticeboard.

9. **Review of Christmas plans in the Parish:** The Committee reviewed Christmas plans in both Wickham and Knowle. Everything went well despite having to postpone the Knowle event due to poor weather, and no major areas for improvement are needed. The Wickham light switch on is provisionally booked for Sunday 23rd November 2025. This will mean the bus will not have to be re-routed.

The contractor engaged to install all of the lights in both villages was present to highlight that new lights are needed to be purchased for Knowle. Cllr Greenbank commented that the lights on the buildings around Wickham Square are dated and the Council should budget for replacements white lights only in the future.

The Council needs to ensure that it is involved in any reviews of both Christmas events as the grant provider. The grant application for Wickham event will be made earlier in 2025.

10. **Donation to Firefighter's Charity:**

RESOLVED: To approve a donation of £150 to the National Firefighter's Charity in recognition of volunteer work carried out for the Christmas trees decorating, as proposed by Cllr N Holladay, seconded by Cllr Greenbank and carried.



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11. Wickham Emergency Plan

Cllr K Holladay and Cllr Greenbank prepared an update which was circulated with the document pack for the meeting. Updates to be provided at a future Committee meeting.

12. VE80 event 8th May 2025: The working party has met to discuss initial plans for events to mark this special day, and there is another meeting to be held on 27th January. The intended plans are for an informal picnic on Monday 5th May at Wickham Recreation Ground, then a formal day of events on Thursday 8th May. **ACTION:** Clerk to register both events.

13. Flagpole for Knowle: The Committee considered purchasing a flagpole for Knowle to mark the VE80 and future events. However as the flagpole was not included in a budget, it was agreed not to move forward with this idea. **ACTION:** The Clerk to find original quote for replacement Wickham flagpole and obtain up to date quotes for the GP Committee to discuss in a future meeting for consideration in a budget.

14. Parish Assembly arrangements: The Council have access to the hall from 5pm for setting up, doors to open to the public at 6.30pm and the formal part of the evening to begin at 7pm. There will be similar format to last year – Chairs of Committees reports, short presentations from recipients of grants through the 2024/25 financial year, music on a speaker, business and community awards, the catering will be put out on the tables with alcohol on a table at the back.

The Local Associations will be invited to have stands around the outside who can also set up from 5pm.

15. Parish Assembly date going forward: The Wickham Community Centre have asked the Council to book the same Thursday each year going forward to ensure no booking clashes. It was agreed to book the first Thursday of each year, so Thursday 2nd May 2026.

16. Wickham Horse Fair arrangements: Winchester City Council have begun to co-ordinate arrangements for the Horse Fair due to be held on Tuesday 20th May 2025. The Recreation Ground car park will be locked and offered as an alternative parking solution for residents impacted by road closures on the day. The Council is not willing to help advertise anything either through its Facebook page nor noticeboards. But the Council's telephone number will be placed on the letters delivered to residents for booking a car park space.

17. New .gov.uk domain name: The Clerk has progressed this project and attended an initial session with the Parish Domains Helper Service. Sadly, the funding for the £100 grant which the Council had registered an interest in receiving has run out.

The Clerk had circulated 5 suggestions for potential domain names to all Councillors, alongside 3 options for registered providers of the .gov.uk domain. The Clerk has obtained 2 quotes so far and is awaiting a 3rd quote.

The Committee discussed their preferences and selected wickhamknowleparish.gov.uk as their preference.

18. Parish Accredited Community Safety Officer (ACSO): The Committee has previously discussed the possibility of a Parish ACSO. **ACTION:** The Clerk to arrange a presentation session with Swanmore Parish Council to find out more about the scheme and the discussions to be brought to a future GP meeting.



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RESOLVED: for the Clerk to request an in-person meeting with Swanmore Parish Council to discuss the ACSO scheme, as proposed by Cllr Phillips-Lee, seconded by Cllr N Holladay and carried.

19. Relevant Correspondence/Meetings

19.1 – Winchester Mayor’s Award. It was decided to not nominate too many different residents or groups as the Council will be holding awards in the Parish Assembly. **ACTION:** Clerk to nominate Nicki Baker for the Mayor’s Award, as the recipient of volunteer of the year at the 2024 Parish Assembly.

Meeting Closed, 9:18pm

Signed.....

Date.....

DRAFT

General Purposes Committee meeting – 3rd April 2025

Agenda Item 5 -

To receive an update from the Clerk on matters arising

For items not covered under agenda items – There is no update to the expected delivery date for the new noticeboard in Mayles Lane, Knowle. Clerk and Business Manager are chasing.

Donation to the National Firefighter's Charity was made and an email of thanks was sent to the volunteer.

The Parish Assembly date from 2026 is now confirmed as the first Thursday of May every year.

The nomination from the Council for the Winchester Mayor's Award was made and the nominee and Cllr Manuel attended the ceremony.

Agenda Item 6 -

To discuss arrangements for the VE 80 event on 8th May 2025

The VE 80 working party have been working hard behind the scenes to plan both the informal party on Monday 5th May at the Wickham Recreation Ground and the formal day of celebrations on Thursday 8th May. Cllr Evans will give a more detailed verbal update during the meeting.

Agenda Item 7 -

To discuss arrangements for the Parish Assembly on 22nd May 2025

The hall is booked from 5pm, the doors to open to the public from 6.30pm with the formal part to begin at 7pm.

Tasks:

- Invitation letters to MP, County Councillor, District Councillors, WCC Mayor – Cllr Evans
- Catering & refreshments – B&E Manager/Clerk/Asst. Clerk to place order/buy
- Invitation to local organisations to have stands around the room – B&E Manager
- Advertising on noticeboards, magazines, website, FB – B&E Manager and Clerk
- Business and Citizen award nominations – Cllr Manuel & Clerk
- Annual report preparation – Clerk & Asst. Clerk
- Each Committee Chair to write a short speech about what their Committee highlights were for 2024/25
 - Finance – Cllr Manuel
 - Planning & Highways – Cllr Rappé
 - Recreation – Cllr N Holladay
 - General Purposes – Cllr Phillips-Lee
 - Water Meadows – Cllr Manuel
 - HR & Policy – Cllr Rappé

The main decision for the GP Committee is to agree what presentation would follow after the Committee Chairs' speeches. Discussions previously suggested inviting a few selected grant recipients to give a short presentation on how the Parish Council grant has helped them.

The list of recipients are as follows:

- Scouts
- Wickham Festival
- Taste of Wickham
- Wickham Twinning Association
- Knowle Emergency Plan
- Youth Club initiative
- New pickleball net at KVH
- Home Start Hampshire
- Citizen's Advice
- Meon Valley Foodbank

The Council could also invite another speaker to give a presentation such as one of the community groups in the village or possibly the Glebe Working Party regarding the Glebe Open Space. There could also be a presentation regarding the Knowle Emergency Plan and the progress of the Wickham Emergency Plan. The Primary School could also be approached to provide musical entertainment.

The Committee is asked to make final decisions for the team of officers to finalise the event.

Agenda Item 8 -

To receive an update on the Accredited Community Safety Officer (ACSO) presentation from Swanmore Parish Council and make a recommendation to Full Council for an ACSO trial in 2025/26

8 Parish Councillors attended an information session with Cllr Jon Woodman and the Clerk from Swanmore Parish Council on 10th March.

SPC are keen to expand the ACSO Scheme they already have in place and offered to act as the Administrators. The cost would be 10% to Swanmore. This would therefore remove the need for the WKPC Clerk to undergo the training to become accredited.

During the information session, the advantages of an ACSO was discussed in depth to act as the first port of call for members of the public to report Anti Social behaviour, together with checking on the older members of the community and anything falling into the Social Services domain.

The cost seems to be £20ph at an initial 20-40 hours per week (**£400 - £800pw**).

A trial period was discussed of either 6 months or 12 months to really gauge how this will impact Wickham and Knowle.

Whilst it was seen as a relatively positive step forward some issues were raised about how many hours our Parish would need to make this viable (20 hrs seemed too few) the cost to the Parish needs to be weighed up against how much it will potentially reduce vandalism against the costs involved in remedial work currently being paid out.

There is no budget for an ACSO position in the 2025/26 financial year. The Finance Committee will be meeting at 8pm following the GP Committee and will discuss potential funding options.

The Parish Council have also been notified that Donna Jones, the Police and Crime Commissioner for Hampshire, has been given funding for new Police Officers for rural Parishes and it could be that Wickham is considered. Donna Jones will hopefully attending the May 2025 Full Parish Council meeting and if it is offered that our Parish is allocated a Police Officer, an ACSO role would not be needed.

As an example of the cost of known ASB last financial year:

- Repairs to netting over the MUGA - £310
- Repairs to floodlighting damaged by the catapult - £1,228.50
- Repairs to the MUGA surfacing damaged by burning - £1,560.00
- New Floodlighting control box, software, remove damaged control box - £4,026.40
- New floodlighting control software for bookings management - £1,140.00
- New stile at Wickham Rec Ground due to vandalism - £165
- Repairs to vandalised bin Wickham Rec Ground - £55

The Tennis Clubhouse has had 5 incidents of broken decking now in the past year which is being funded by the Community Tennis Club.

The GP Committee is asked to discuss the ACSO Scheme further and make a recommendation to be approved by Full Council.

Agenda Item 9 -

To receive an update on the adoption of the red telephone box in Wickham Square

The adoption of the red telephone box is complete and the telephony services have been removed. The materials from the official website have been ordered and delivered and a contractor will soon begin the work to restore the telephone box to its former glory.

Agenda Item 10 -

To receive an update on the Shell roundabout project and approve the design

Following the Full Council meeting end of January, a purchase order was placed with the gardener for the design and a payment of 50% of the cost was made.

The gardener produced an initial concept design, which following a variety of feedback received, has then produced a second concept design.

Although the aspiration was to create a similar design to the Villers-sur-Mer roundabout, there are some drains on the roundabout making that design not achievable so a workaround has been found in design number 2.

The Committee are asked to choose their preferred design and the Clerk will then apply for the licence.

Agenda Item 12 -

To discuss moving the “Welcome to Knowle Village” sign to the boundary line with Welborne along Knowle Road

The Council have received numerous requests as to the possibility of moving the “Welcome to Knowle Village” sign which is currently just outside the hedge near the exit from the roundabout, to the boundary of Welborne with Knowle.

Cllr Manuel to meet with Buckland to agree the position. As it is on the highways, permission would also need to be sought from HCC.

