



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.



Wickham and Knowle Parish Council

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.



Wickham and Knowle Parish Council

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.



Wickham and Knowle Parish Council

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.....