



# Wickham and Knowle Parish Council

## Meeting of the Full Council

**(Chair** Cllr Craig Manuel **Members:** Cllr Robert Broad, Cllr Malcom Burt, Cllr Sheila Chambers, Cllr Leah Greenbank, Cllr Kathryn Holladay (Vice-Chair), Cllr Nic Holladay, Cllr Sandy Phillips-Lee, Cllr Loraine Rappé)

Dear Committee Member

I hereby give you notice that a meeting of the **Full Council** will be held at **Houghton Suite, Wickham Community Centre, Mill Lane, Wickham, PO17 5AL** on **Tuesday 30<sup>th</sup> July 2024 at 7pm**. All members of the Council 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 receive applications for the two Councillor vacancies on Wickham & Knowle Parish Council	Chair	verbal
5	To appoint Cllr Broad to the Committees of the Parish Council	Chair	Verbal
6	To appoint a representative from the Parish Council to attend meetings of the Glebe Working Party	Chair	Verbal
7	To consider a request from Taste of Wickham to draw down the ring-fenced element of the grant for the 2024 event	Chair	2
8	To consider a grant request for the Wickham Festival 2024 bus	Chair	4-6
9	To receive the quotes for Barbastelle play area tender and award the contract	Chair/ Cllr Chambers	To follow
10	To agree re-opening arrangements for Wickham MUGA	Clerk	2
11	To approve an increase in the budget for Axis Architects to draw plans for the Wickham Recreation Pavilion from a maximum of £4,000 to £8,800	Chair	2-3
12	To receive a recommendation from the Planning & Highways Committee to appoint Smart Marketing to carry out a public engagement exercise	Cllr Rappé	7-12
13	Motion for confidential business The following motion will be moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving sensitive business, the public and the press be temporarily excluded, and they are instructed to withdraw."	Chair	-
14	To resolve to co-opt two new members onto Wickham & Knowle Parish Council	Chair	-
15	To receive an update on the outcome of the meeting with Suella Braverman MP	Chair/ Cllr Rappé	Verbal

**Sophie Thorogood**  
**Clerk and RFO to Wickham and Knowle Parish Council**  
**clerk@wickhamparishcouncil.org**  
**24<sup>th</sup> July 2024**

## **Full Council meeting – 30<sup>th</sup> July 2024**

### **Agenda Item 7 -**

#### **To consider a request from Taste of Wickham to draw down the ring-fenced element of the grant for the 2024 event**

At the meeting of Full Council on 9<sup>th</sup> May, the Council approved to award a grant of £1,500 towards the event, with a further £2,300 ring-fenced in the grant budget in case the organisers needed to draw down on it.

The Committee have managed to obtain some donations towards the event, but two grant funding streams at Winchester City Council and Hampshire City Council were closed due to purdah. These two streams have re-opened but the decisions will not be made until early September. These two applications would be for £1,900. This would mean the Parish Council would only be asked to award £400 of the £2,300 ring-fenced amount.

A representative will be attending in person to answer questions in order for the Council to make the decision.

### **Agenda Item 10 -**

#### **To agree re-opening arrangements for Wickham MUGA**

The Full Council approved a 3-part order to install a new bookings system to control the floodlighting at the MUGA. The electrical work was carried out on 24<sup>th</sup> May and the Clerk is waiting for confirmation that everything is set up with the bookings system and any other training needs. The old control box outside of the MUGA is now removed, with the new control box sited inside the school grounds.

The total cost of the work to date is just over £5,100, which includes the annual maintenance charge of the electronic control system.

The Council is asked to consider re-opening arrangements for the MUGA to the public over the summer holidays.

In September, with the amount of regular bookings already requested for the afternoons & evenings, there is not going to be much capacity for public use.

### **Agenda Item 11 -**

#### **To approve an increase in the budget for Axis Architects to draw plans for the Wickham Recreation Pavilion from a maximum of £4,000 to £8,800**

The Full Council approved a recommendation for Axis Architects to draw plans for the Wickham Recreation Pavilion, before going back to tender for a new style replacement building. There was some confusion along the way and the price has increased to £8,800, see attached email.

The Council is asked to approve an increase in the budget to £8,800 and to authorise Cllr N Holladay to sign the order with Axis Architects. This would be funded through the S106 funding for the project or through the Wickham CIL earmarked reserve.

**From:** Giordana Burns <Giordana.Burns@axismail.co.uk>  
**Sent:** 12 July 2024 09:17  
**To:** cllr.craig.manuel@wickhamparishcouncil.org; clerk@wickhamparishcouncil.org  
**Cc:** 'Nic Holladay'  
**Subject:** RE: Confirmation of pricing for Wickham Recreation Ground designs  
**Attachments:** CIAT cdm-2015-clients-printer-friendly.pdf

REFERENCE EML-OUT/24-050/A/20240712-85435-948

Good morning Craig,

To clarify, we issued two fees on both projects: one for lead designer services (architectural work) and one for principal designer work (CDM coordinator / Health & Safety). These are completely different services. You, as client, can undertake the work as principal designer if anyone in the council is qualified to do so. If not, you have the responsibility as client to appoint a competent Principal Designer under the revised CDM 2015 regulations.

We are happy to undertake either or both roles on any projects, and we could start the architectural work on Wickham Pavilion if time is tight while you discuss the Principal Designer appointment with the council. It is the same with Knowle Village Hall as I didn't realise nobody took that role on board.

I am sorry if I did not explain this to you before, I never know if you are aware of your responsibilities as client, so I usually attach the CIAT CDM guide to the fee proposal. I re-attach for your attention.

Hope this helps.

Kind regards

**Giordana Burns**      RIBA Architect  
*Director*



**Axis Architecture Limited • RIBA Chartered Practice**  
**w: [www.axisarchitecture.co.uk](http://www.axisarchitecture.co.uk)**  
**a : the Old Post Office, Station Road, Wickham, PO17 5JA**  
**m: 07930 470871**  
**t: 01329 832405**

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# Wickham and Knowle Parish Council Community Grant Application Form

Please fill in all sections.

Should you wish to expand on a question please enclose additional information separately.

Only one project per application. Declaration at end of form must be signed and dated.

When completed please return this application form to:

Wickham and Knowle Parish Council, Heatherdene, Turkey Island, Shedfield, Southampton, SO32 2JE. Telephone: 01329 835019  
email: [clerk@wickhamparishcouncil.org](mailto:clerk@wickhamparishcouncil.org)

<b>1. Your organisation</b>	
Name of organisation	Wickham Folk Festival
Contact name	Peter Chegwyn
Position in organisation	Festival Organiser
Address for correspondence	
Tel No.	
Email address	
<b>2. Details of organisation</b>	
Brief description of your organisations aims	To promote an annual arts & music festival in the Wickham area
How long has it been in existence?	Since 2006
Is it run by a committee?	Yes
If yes, how many committee members?	12
Can anyone join?	No
If not what are the restrictions?	Committee membership is by invitation - members all have a role in organising the Festival
How often do you meet?	As necessary
Where are meetings held?	Wickham area
Are they public meetings?	No
How many members do you have?	Festival attendance up to 7000 daily, approx. 20000 over Festival weekend

What percentage of members live within Wickham Parish?	Unknown (see below)
<b>3. Purpose of organisation</b>	
Please give a summary of the activities your organisation has undertaken during the last year. If you are a new organisation, give an idea of the activities you wish to undertake.	The purpose of the organisation is to promote & organise an annual arts & music festival in the Wickham area; to provide high quality entertainment for local residents & visitors; to boost the local economy & generate extra business for local traders
Describe how the local community will benefit from your organisation	Through high quality entertainment including artists of international repute; through extra business for local shops, cafes, restaurants, public houses, hotels, B&Bs, transport providers etc.
<b>4. About the project</b>	
Please give details of your proposed project and what you wish to use any grant awarded for?	4-day Festival: 1st-4th Aug. 2024. Grant requested to help cover (i) Cost of minibus service linking the Festival site and Wickham Square 1st-4th Aug. and (ii) Free entry to the Festival for Wickham Parish residents on Sun. 4th Aug.
What is the project cost? Provide as much detail as possible	Ap[prox. £10k to cover cost of bus hire inc. driver for 4 days and cost of free entry (extra staffing to check local residents credentials, extra security for searches, lost ticket income due to red used sales to local residents etc.). GRANT APPLIED FOR £5k (Half project cost)
Have you received or applied for funding from any other source for this project?	No, although Wickham Chamber of Trade are involved in organising the minibus service
<b>5. Financial details</b>	
Do you receive funding from other sources and if so who?	The Festival is funded solely through ticket sales, trade stall concessions, and a small amount of programme advertising by local businesses
Please supply financial records, as per guidance notes	Annual cost of staging the Festival is approx. £800k-£1m. The Festival has made significant losses since the pandemic due to costs increasing by over 40%

If you have previously received a grant from Wickham Parish Council, please give details.	Annual grant of £3k-£5k over many years since Festival's inception in 2006
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**Please complete the following declaration**

I declare that the information given is correct and agree to adhere to the conditions laid out in Wickham and Knowle Parish Council's Community Grants Policy.

On behalf of\_Wickham Folk Festival & Wickham Festivals Limited

I accept the conditions in Wickham and Knowle Parish Council's Community Grants Policy

Signed Peter Chegwyn Date 13 July 2024

Position in organisation Festival Organiser

If the person signing this form is under 18, an adult organisation member must countersign it

Signed n/a Date\_\_\_\_\_

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**Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole**

**Agenda Item 11 -**

**To receive a recommendation from the Planning & Highways Committee to appoint Smart Marketing to carry out a public engagement exercise**

The Planning & Highways Committee considered 3 quotes for a public engagement exercise and recommended to accept a quote of £1,500 from Smart Marketing. The Full Council is asked to approve this recommendation so that the work can begin during the summer holidays.



Sophie Thorogood  
Parish Clerk  
Parish Office  
Knowle Village Hall  
Knowle  
Fareham  
PO17 5GR

10 July 2024

**RE: TENDER FOR ENGAGING ON CONSULTATION EXERCISES WITH THE PARISH COUNCIL COMMUNITY**

Dear Sophie,

Thank you for inviting Smart Marketing to provide a tender response for the development and implementation of a community engagement consultation process with the residents of Wickham and Knowle.

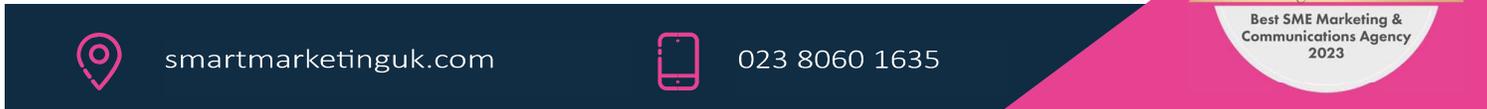
**Previous Experience**

We have worked with a number of local Parish Councils in respect of a variety of community engagement projects – most notably at Hamble Parish Council, where we were heavily involved in co-ordinating the Council’s opposition to the planning application to quarry Hamble Airfield. I have attached a presentation that we prepared on Hamble PC’s behalf for the Hampshire Association of Local Councils (HALC). This was part of Hamble’s submission for the annual HALC Communications award, which Hamble won.

We first met with Curdridge Parish Council in August 2023, when they were in the very early stages of considering the introduction of a Neighbourhood Plan. The challenge that they anticipated was getting the community involved, as without engagement from residents, the Council would have been unable to progress to the next stage in the process.

With this in mind, initially Curdridge PC asked us to organise two workshops to identify what residents wanted to see from their village over the next 10 – 15 years. As part of this exercise, we produced:

- Postcards promoting the workshops (which we hand-delivered to c.650 households)
- A Facebook ad to promote the workshops (within a 1 mile radius of Curdridge/Curbridge)
- Emails and postcards to businesses within the Parish



- Posters for village noticeboards
- A basic website which outlined the reason for these workshops

We then organised and attended the workshops, utilising the ‘World Café’ method of engagement. This is essentially where residents are seated in small groups and are asked to discuss and then provide their feedback on 5 main discussion topics (in Curdridge PC’s case: housing, climate/the environment, transport/traffic, business and employment, community assets). Each group was given post-it notes onto which they were asked to write their main comments regarding each topic, which we then collected at the end of each discussion.

Alongside these workshops, we produced two questionnaires – a long form survey, and a short form questionnaire – which we invited everyone in Curdridge and Curbridge to complete.

At the end of this exercise, we collated the comments on the post-it notes and the questionnaire responses, and produced two reports (a summary and full results) for the Council and residents to consider (you can view these reports here: <https://ourvillage2050.com/results/>).

In February/March 2024, we arranged two further community meetings at which the results of the initial workshops/surveys were presented, as well as a summary of the neighbourhood planning process. We invited residents to provide their feedback and asked those who would be interested in joining a Neighbourhood Planning Working Group to leave their contact details. Nearly 30 people indicated that they would like to get involved as working group members – which was more than had been anticipated.

The Council is now in the process of forming a co-ordinating working group and associated terms of reference, so that we can commence the next stage in the process later in the year.

### Costs

The cost to complete all of the above for Curdridge (including the hand-delivery of postcards to c.650 households) has been £1,375 to date (plus VAT). There have also been printing costs of c.£100 – so around £1,500 plus VAT in total. Given that Wickham and Knowle has around 1,850 households, I would suggest that printing and delivery costs may be a little higher – but not significantly so.

However, we are also happy to offer more/less support, as required. For example, if hand-delivery of postcards/leaflets was not required, and you did not need us to organise/attend the public workshops, the cost would be in the region of £750-£850 plus VAT (plus printing costs). Similarly, if you wanted us to arrange more public workshops and produce more collateral/materials, we could of course do so. We would never incur costs without first getting your approval, so if you decide you would like to pursue this matter further, we could discuss all of the various options available, and price them fully so that you can ensure you remain within budget at all times.





We do not make any additional charge for attending Full Council or Planning Committee meetings to discuss projects such as this, and if these initial thoughts were of interest, I would be very happy to attend an upcoming meeting to discuss the various options.

I hope that this response provides you with an appropriate indication of costs and community engagement methodology, but please do come back to me should you have any further queries, or if there is any more information I can provide.

With thanks and best wishes,

Claire Price

Managing Director

[claire@smartmarketinguk.com](mailto:claire@smartmarketinguk.com)

023 8060 1635



**From:** Planning Committee <planningcommittee@wickhamparishcouncil.org>  
**Sent:** 29 July 2024 19:09  
**To:** Parish Clerk  
**Subject:** Fwd: Neighbourhood Planning Community Engagement Exercise | Phase 1

Did you want to share this update with Full Council? Essentially the Council are getting two phases of consultation for the price of 1.

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

**From:** **Claire Price** <[claire@smartmarketinguk.com](mailto:claire@smartmarketinguk.com)>  
**Date:** Fri, Jul 26, 2024 at 1:02 PM  
**Subject:** Neighbourhood Planning Community Engagement Exercise | Phase 1  
**To:** Loraine Rappe <[cll.loraine.rappe@wickhamparishcouncil.org](mailto:cll.loraine.rappe@wickhamparishcouncil.org)>, Planning Committee <[planningcommittee@wickhamparishcouncil.org](mailto:planningcommittee@wickhamparishcouncil.org)>

Hi Loraine and Tracey,

I hope you are both well.

Further to our discussion on Tuesday, I thought I would write to confirm next steps and action points.

- You hope to get our proposal signed off at the Full Council meeting on 30 July.
- We will then start Phase 1 of the community engagement plan – namely identifying whether residents in Wickham and Knowle would like to proceed with the Neighbourhood Planning process.
- This community engagement process will comprise the following:
  - A very simple one or two page website, which initially will contain information regarding Neighbourhood Plans in general, what is involved in the Neighbourhood Planning process, and how they differ from Village Plans.
  - A poll on the website, asking residents whether they would like the Parish Council to proceed with the NP process. As part of this poll, we could also give residents the option of registering for updates – this will hopefully give us a list of people that we can email directly regarding the workshops in Phase 2.
  - A set of social media posts which drive residents to the poll.
  - A Facebook ad which drives residents to the poll.
  - A poster which can be put on noticeboards throughout the village, containing a QR code to drive residents to the poll.
  - Something which can be delivered through doors which drives residents to the poll. This could be something simple like a postcard, or we may opt for something a little more detailed. We'll provide options for both.
- The marketing collateral listed above will be complete by 5 August, with a view to 'going live' from 7 August.
- Phase 1 will run until 4 September. We will then prepare a short report on results by 9 September, for you to take to the Planning Committee meeting on the 12<sup>th</sup>.

- Cost for Phase 1: £150 plus VAT. This cost excludes printing or delivery costs (although we can help you source both).
- If the community would like to press ahead with a Neighbourhood Plan (Phase 2), we will start to prepare for this in September, with a view to running workshops in early October (once approved by Full Council).
- The costs for Phase 1 and Phase 2 will not exceed £1,500 plus VAT and are likely to remain within the £1,375 plus VAT already quoted. As above, these costs relate to our time only, and do not include any third-party costs such as printing or delivery.

I hope that this is helpful, and provides all the information you require initially, but please do not hesitate to contact me should you have any further queries.

Have a lovely weekend.

With best wishes,

Claire

**Claire Price**

Tel: 023 8060 1635

Mob: 07979 792871

Email: [claire@smartmarketinguk.com](mailto:claire@smartmarketinguk.com)

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