



Wickham and Knowle Parish Council

General Purposes Committee

(Chair Cllr Kathryn Holladay **Members:** Cllr Robert Broad, Cllr David Evans, Cllr Leah Greenbank, Cllr Nic Holladay, Cllr Craig Manuel, Cllr Loraine Rappé, Cllr Sandy Phillips-Lee

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 26th June 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.

Agenda item	Title	Lead	Page
GP25/001	To elect a Vice-Chair for the Committee	Chair	-
GP25/002	To receive apologies for absence	Chair	-
GP25/003	To receive declarations of interest on agenda items	Chair	-
GP25/004	Public Session	Chair	-
GP25/005	To approve the minutes of the meeting held on 3 rd April 2025	Chair	2-3
GP25/006	To receive an update from the Clerk on matters arising	Clerk	4
GP25/007	To review the 4 VE80 events on 5 th and 8 th May 2025	Chair	4
GP25/008	To approve a donation to the Royal British Legion for the surplus of funds from the VE80 events	Chair	5
GP25/009	To review the arrangements for the Parish Assembly held on 22 nd May 2025	Chair	5
GP25/010	To discuss arrangements for Parish Council attendance at Taste of Wickham Festival on 14 th September 2025	Clerk	5
GP25/011	To discuss arrangements for Christmas events in both Wickham and Knowle	Clerk	5
GP25/012	To receive an update on current GP Committee projects:		-
GP25/012.1	• Accredited Community Safety Officer (ACSO)	Clerk	6
GP25/012.2	• Wickham Emergency Plan	Chair	6
GP25/012.3	• Knowle Emergency Plan update for new members	Clerk	6
GP25/012.4	• New .gov.uk domain name, new website and emails	Clerk	6
GP25/012.5	• Wickham Shell roundabout	Clerk	6-7
GP25/012.6	• Wickham Red Telephone Box	Clerk	7
GP25/013	To consider a request to sponsor the Red Telephone Box	Clerk	7
GP25/014	To receive an update on the Parish Council support of the Wickham in Bloom competition	Clerk	7
GP25/015	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
22nd June 2025



Wickham and Knowle Parish Council

General Purposes Committee

Minutes of the General Purposes Committee held at Knowle Village Hall, Thursday 3rd April 2025 at 7:00pm

Committee members present: Cllr Phillips-Lee (Chair), Cllr Sawyers, Cllr Chambers, Cllr K Holladay, Cllr N Holladay, Cllr Greenbank (from agenda item 5), Cllr Manuel (from agenda item 5) and Cllr Evans.

In Attendance: Sophie Thorogood, Parish Clerk & RFO

Members of Public: Cllr Robert Broad, Cllr Malc Burt, Cllr Loraine Rappé
Three members of the public.

1. **Apologies for absence:** none
2. **Declarations of interest on agenda items:** none declared
3. **Public Session:** Three Parish Councillors were present (as above) in addition to three members of Wickham in Bloom.

4. Minutes of the meeting held on the 23rd January 2025

Cllr Rappé referenced item 7 (the Shell roundabout) and potential grant opportunities. The Clerk had contacted Winchester Small Districts who rejected the request. Cllr Rappé also raised a concern regarding the quality and storage of the Christmas lights. **ACTION:** Clerk to speak with Chris Hoare regarding the Christmas lights for Wickham and Knowle.

RESOLVED: Minutes of the meeting having been circulated were approved and signed by the Chair, as proposed by Cllr Evans, seconded by Cllr K Holladay and carried.

5. **Update from Clerk:** The Clerk's report had been circulated prior to the meeting. Report noted. **ACTION:** Clerk to speak with GFC to reinstate the tree trunk across the access at Glebe Meadow for the Horse Fair duration.
6. **Update on the VE 80 events in May 2025:** Cllr Evans provided a detailed update for the informal event being held at the Wickham Rec on 5th May, which will include five performing acts on stage, arts and crafts stands, food, the Junior Field Gun, and a display of military vehicles. The formal events in Knowle and Wickham on the 8th May will include flag raising and a beacon will be lit in the evening.
7. **Arrangements for the Parish Assembly on 22nd May 2025:** Cllr Phillips-Lee provided an update referencing the details included (item 7, page 6) in the document pack. The Committee were asked to make final decisions for the team of officers to finalise the event – proposed Cllr Manuel; Cllr Phillips-Lee; Business & Events Manager, and the Clerk. Agreed and confirmed.
8. **Update on the Accredited Community Safety Officer (ACSO).** The Clerk gave an update on the presentation from Swanmore Parish Council. Details were included in the document pack, page 7, as well as the requirement for the GP Committee to make a recommendation



Wickham and Knowle Parish Council

to Full Council. Cllr K Holladay highlighted the availability of a grant from Donna Jones (Hampshire and Isle of Wight Police and Crime Commissioner), which could be applied for this initiative.

RESOLVED: subject to applying and receiving a grant from the Safer Communities Fund, to recommend to Full Council to proceed with a six-month trial for the ACSO role, as proposed by Cllr N Holladay, seconded by Cllr B Sawyer and carried.

9. **Red telephone box in Wickham Square:** The Clerk provided an update, details of which were included in the document pack. A contractor will soon commence the work to restore the telephone box to its former glory. **ACTION:** Future usage to be discussed at the next meeting.
10. **Wickham Shell roundabout:** The Clerk shared the visuals for the two concept designs. The Committee were asked to choose their preferred design, and the Clerk will then apply for the licence. **RESOLVED: Unanimous vote for design number two.**
11. **Update on the Wickham Emergency Plan:** Cllr K Holladay provided a verbal update using the review document, giving details of the progress made to date. **ACTION:** Cllr K Holladay to meet with Cllr Greenbank to review the outstanding items. An update to be provided at the next GP Committee Meeting on 26th June.
12. **Moving the location of the “Welcome to Knowle Village” sign:** The Clerk will ensure that this is an agenda item on the next Planning Committee Agenda on 10th April as this is a highways issue.
13. **Relevant Correspondence/Meetings: none.**

Meeting Closed: 8:21pm

Signed.....

Date.....

General Purposes Committee meeting – 26th June 2025

GP25/006 To receive an update from the Clerk on matters arising

Planting in the villages was carried out in time for the Twinning visit from Villiers-sur-Mer. The new noticeboard in Mayles Lane finally arrived in May and has been installed in old Knowle. All other items covered on the agenda.



GP25/007 To review the 4 VE80 events on 5th and 8th May 2025

The VE80 picnic, 5th May: General feeling it was a great venue but bad for parking. The Council paid for security for the front gate, possibly too high security and only really need car park marshalls.

There was a good choice of craft stalls and refreshments. Entertainment was great and the stage worked well. The stall fee possibly too low. If a similar event was to be held there, possibly need a different layout.

Huge thanks to all the volunteers, and in particular the Business & Events Manager who took over all the main co-ordination in light of Cllr Evans' accident.

Flag-raising in both villages, 8th May am: These two services went very well, the flagpole was installed in time for the Knowle event.

Beacon lighting, 8th May pm: Although this event went well, it was not well attended, possibly 30 people maximum, despite a lot of publicity. If a beacon lighting to be held in the future to mark an event, need to re-think the location.

GP25/008 To approve a donation to the Royal British Legion for the surplus of funds from the VE80 events

The volunteers who helped organise the VE80 picnic, along with Cllr Evans, hoped that any surplus of funds from the VE80 events could be donated to the Royal British Legion to mark VE80.

The event budget was £5,000, of this £4,965.70 was spent, leaving a budget surplus of £34.30.

Income from stalls, cream teas, and the silent auction was £988

Event proceeds are therefore - £988 + £34.30 = £1022.30

Recommendation – to approve a donation to the Royal British Legion of £1,000 for the surplus of funds from the VE80 events

GP25/009 To review the arrangements for the Parish Assembly held on 22nd May 2025

The general feedback received from everyone is that the catering arrangements worked much better this year with grazing platters and drinks available on the tables for people to consume during the speeches and presentations. The business and community awards went down really well and everyone enjoyed the musical entertainment. A shorter event was also appreciated. The Council was fortunate that the new Mayor of Winchester was available to attend and present the awards.

Overall, it was a really successful evening, and the same arrangements should be used for the event in 2026.

GP25/010 To discuss arrangements for Parish Council attendance at Taste of Wickham Festival on 14th September 2025

Following the change in job description, the Business & Events Manager has made contact with the Taste of Wickham's event manager to offer help planning the event where needed. They will be meeting regularly in the lead up to the event in September. A space for a Parish Council stall has been allocated on the day and the Finance Committee will be considering the purchase of a new Parish Council gazebo for this event and others.

Parish Councillors are needed on the day to volunteer to man the gazebo along with the Business & Events Manager.

GP25/011 To discuss arrangements for Christmas events in both Wickham and Knowle

The Wickham event is scheduled for Sunday 23rd November 2025, to avoid bus stop diversions if the event was held on a Saturday. The carol service in Knowle is scheduled for 7th December 2025.

The Business & Events Manager is happy to lead on the Wickham event should the organiser from 2024 not be willing to do so this year. Volunteers will be sought to help organise this year too, along with contacting Burcot Farm for ordering Christmas trees.

GP25/012 To receive an update on current GP Committee projects:

GP25/012.1 Accredited Community Safety Officer (ACSO)

The Clerk and Assistant Clerk worked on the grant application to the Safer Communities Fund in time for the application deadline and the outcome is still not known. Swanmore Parish Council have confirmed they cannot proceed with hiring a new ACSO on a trial basis so the Parish Council would have to employ their own ACSO if the grant is successful and the trial goes ahead.

GP25/012.2 Wickham Emergency Plan

Cllr K Holladay to give an update during the meeting.

GP25/012.3 Knowle Emergency Plan update for new members

In light of some of the emergency contacts leaving Knowle, this has been reviewed and the Business & Events Manager has been listed as an emergency contact instead, alongside the First Port Manager.

GP25/012.4 New .gov.uk domain name, new website and emails

The Clerk and Assistant have progressed this project and the budget will be discussed in Finance Committee. The new www.wickhamknowleparish.gov.uk domain has been reserved and Aubergine, the selected specialist provider are beginning to work on the new site map.

A resident of Wickham has been approached to help with new aerial photos of the Parish for the new website, and the Assistant Clerk will also help with photography.

At present, Aubergine are working towards either the last week of July for go-live, or third week of August to work around existing holiday commitments.

Aubergine work with two different email providers and more information is being sought from them both. There is a big price difference between them but this also comes with some advantages and disadvantages. The cheaper option does not have a calendar function as it uses their own version of webmail. Many other Parish Councils use the cheaper option around the country without issue.

GP25/012.5 Wickham Shell roundabout

The licence was applied for in early April and the original design with sleepers was rejected by Hampshire Highways. The landscape gardener changed the design to a raised berm with no wood which was re-submitted along with a traffic management plan as requested. Cllr Stallard helped the Parish Council by pursuing an update on the project once the 2 months deadline had passed and it has sadly been discovered that the roundabout is still under a maintenance agreement called S278 and there is no known deadline. The Council understands that this is under Croudace responsibility and as such, Hampshire Highways are unable to grant a licence to maintain the roundabout at present.

Hampshire Highways have confirmed they will be refunding the licence fee; the Council placed a purchase order with the landscape gardener for £2,850, this being the full cost of the design fee but only 50% of this has been paid up front but the design work has been completed. This design can be kept until such time as the S278 agreement expires, the roundabout transfers back to Hampshire County Council and hopefully the application can be re-submitted.

The Clerk will pursue obtaining a copy of the S278 agreement in the meantime, and make contact with Croudace to ensure they are maintaining the roundabout as the grass was left to grow very long.

GP25/012.6 Wickham Red Telephone Box

The restoration work has progressed well and the contractor is working towards the 1st July as completion date in time for the Wickham in Bloom judging day.

It was recently discovered that the wrong glazing kit was ordered back in March; the company have confirmed that they cannot issue a refund as the deadline for returns has passed. The Clerk has ordered the correct glazing kit now and will attempt to sell the brand new unused glazing kit to recoup part of the money.

The Committee need to agree the future use of the red telephone box. The Wickham Men in Sheds are very keen to work with the Parish Council on the interior - the black backing where the telephony was attached can be used as a noticeboard or leaflet holder. Small shelves could be constructed to be used as a book and game exchange.

Progress pictures: [Red telephone box restoration progress](#)

GP25/013 To consider a request to sponsor the Red Telephone Box

South Downs Funeral Care have approached the Parish Council offering to sponsor the Red Telephone Box in return for looking after the inside. Linked to agenda GP25/012.6, if the book exchange and leaflet information is selected, they would be happy to keep this tidy and the Committee can consider what value of sponsorship would be acceptable.

GP25/014 To receive an update on the Parish Council support of the Wickham in Bloom competition

The grant was paid to the group in May, and the Parish Council has also sponsored a new planter near to Hemings and the red telephone box. The judging date has been confirmed as 2nd July 2025. The Council Officers will be involved on the day, standing by the telephone box as part of the judging route.

The contractor will complete as much renovation work to the Water Meadows picnic area as is possible.