



Wickham and Knowle Parish Council

General Purposes Committee

(Chair Cllr Sandy Phillips-Lee **Members:** Cllr Sheila Chambers, Cllr Kathryn Holladay, Cllr Nic Holladay, Cllr Craig Manuel, Cllr Loraine Rappé)

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 20th June 2024 at 8pm**. 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
1.	To elect a Vice-Chair for the Committee	Chair	-
2.	To receive apologies for absence	Chair	-
3.	To receive declarations of interest on agenda items	Chair	-
4.	Public Session	Chair	-
5.	To approve the minutes of the meeting held on 25 th April 2024	Chair	2-3
6.	To review the Committee's terms of reference and recommend adoption to Full Council	Clerk	4
7.	To receive an update from the Clerk on matters arising	Clerk	5
8.	To review the Parish Assembly and agree any changes for the 2025 event	Chair	6
9.	To consider quotes for a replacement noticeboard in Mayles Lane, Knowle	Clerk	7
10.	To receive an update on the Knowle History Boards project	Clerk	To follow
11.	To consider the creation of a Wickham Emergency Plan	Chair	Verbal
12.	To update on the Community Engagement Officer drop-in sessions and anti-social behaviour in the Parish	Clerk	8
13.	To agree content for the next article to be submitted to Wickham Parish Magazine	Clerk	9-11
14.	Recent correspondence/ reports from meetings attended of relevance to this Committee	Clerk	To follow

Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
clerk@wickhamparishcouncil.org
16th June 2024



Wickham and Knowle Parish Council

GP Committee

Minutes of a meeting of the above Committee to be held at Knowle Village Hall on Thursday 25th April 2024, 8pm

Committee Members Present:

Councillors: Kathryn Holladay (Chair), Sheila Chambers (Vice-Chair), Nic Holladay, Craig Manuel, Loraine Rappe, Malcolm Burt, Sandy Phillips-Lee, Leah Greenbank

In attendance: Tracey Molloy, Locum Clerk

Members of public: 3

- 1 **Apologies for absence:** None
- 2 **Declarations of interest on agenda items:** None
- 3 **Public session:** 2 members of public in attendance to discuss agenda item 6.3
- 4 **Minutes of the meeting held on 29th February 2024:** Minutes of the meeting were approved and signed.
- 5 **Updates on current committee projects:**
 - 5.1 **Village gates:** Installed.
 - 5.2 **Tennis courts:** Cleaning complete.
 - 5.3 **Parish Assembly:** Update noted.
 - 5.4 **Summer hanging baskets, flower beds:** Locum Clerk to follow up with Park Place Nursery.
 - 5.5 **History boards Knowle:** Defer to next meeting.
 - 5.6 **Adopt phone box in Wickham Square:** Councillor K Holladay to follow up.
 - 5.7 **Maintenance in Dean Copse (tree survey), Lysander Meadow, Knowle Cemetery, Wickham Village Green:** Locum Clerk to speak to Grounds Maintenance contractors to understand what is in the contract.
 - 5.8 **Wickham Parish Magazine:** Article submitted.
 - 5.9 **Wickham Emergency Plan: Wickham needs and Emergency Plan.** To be followed up to see if any local organisations would like to get involved.
 - 5.10 **5.10 Wickham Horse Fair:** Update noted.

6 Project proposals:

- 6.1 **Casual/Courtesy pedestrian crossing on School Road as a Community update:** Councillor K Holladay to progress and bring back to a future meeting for a decision
- 6.2 **To consider measures to combat increasing vandalism & anti-social behaviour in the parish.** Council to look into employing an Accredited Community Safety Officer (ACSO). Until in a position to recruit, investigate the option of hiring hours of the Swanmore Parish Council ASCO.
- 6.3 **Monthly market on cobbles in front of Square Cow update:** Update noted. No action required. Market is trading correctly.
- 6.4 **To consider the grounds maintenance of the roundabout at Shell Garage:** Roundabout is not owned by the Parish, therefore cannot maintain. Councillor K Holladay to contact County Councillor Stallard to see if the roundabout could be adopted by the Parish Council.
- 6.5 **To consider the opportunity of renting office space in Wickham for a Parish Council office:** Councillor Manuel to contact estate agents to see if there is any scope for negotiations with the rent.

7 Recent correspondence/ reports from meetings attended of relevance to this committee: None

Meeting closed 9pm

Signed.....

Date.....



Wickham and Knowle Parish Council

Parish Office, Knowle Village Hall, Knowle, Fareham, PO17 5GR
www.wickhamparishcouncil.org
Telephone: 01329 553254 or 07770 246293 Email: clerk@wickhamparishcouncil.org

Parish Clerk: Sophie Thorogood

Terms of Reference – General Purposes Committee

Summary of Revisions Made	Version	Date
Reviewed by General Purposes Committee		
Adopted by Full Council		

General Purposes Committee Terms of Reference adopted 17th September 2019

1. The General Purposes Committee is constituted as a standing committee of the Pparish ecouncil. The committee composition shall be a minimum of six Ccouncillors as voting members, with three members constituting a quorum.

2. The Committee will meet as workload requires but at least quarterly.

3. All correspondence should be conducted through the pParish eClerk wherever possible.

42. Minutes of all meetings are to be kept and forwarded to the parish clerk for circulation.
The Ccommittee may appoint sub-eCommittees to investigate and report back to the main eCommittee.

54. The Ccommittee will ensure compliance of all health and safety regulations for all Ccouncil employees and property Note this currently sits with the SDPF Committee

65. The eCommittee will liaise with other authorities and take action on public relations, tourism, law and order, trade and commerce, and youth and school activities as involved with Pparish eCouncil affairs. The Ccommittee will consider all other matters not obviously within the remit of the other standing Ccommittees and not allocated or covered by any other Ccommittee (see appendix).

76. The Ccommittee will review Pparish eCouncil policies and standing orders as required by the Ccouncil, for adoption by Full Council. Note this currently sits with the SDPF Committee

87. The Committee is authorised to commit parish council funds to a limit of £500 (five hundred pounds) without formal parish council approval, provided this amount has been provided for in the annual preceptbudget.

Commented [TM1]: Is 6 too much? Are there currently enough Councillors on this Committee?

General Purposes Committee meeting – 20th June 2024

Agenda Item 7 -

To receive an update from the Clerk on matters arising

The Village Gateways have been installed in Wickham and after a review of Committee Terms of Reference, responsibility has been moved to the Planning and Highways Committee. Suggestions of adding an exit sign to say “thank you for driving carefully” to be considered at a future meeting of the Planning and Highways Committee.

The Tennis Club have been invoiced for the overdue rent to 31st March 2024 and this invoice has been paid. The Business Manager will raise the 2024/25 invoice in September 2024.

All the hanging baskets, troughs, planters and beds have been planted and are on the watering schedule for Siam Landscapes for the summer.

The Council Chair attended a D Day Service at St Nicholas Church on 6th June and laid 2 wreaths on behalf of the Parish Council. The bed opposite the Church was decorated with new plants and 2 Tommy statues for D Day.

The car parking arrangements for Wickham Horse Fair seemed to work well. The Business Manager took a list of names of residents and provided them with the code to the padlock used to close the Recreation Ground car park. Hampshire County Council had sent a letter to residents with the incorrect telephone number for the Parish Council and this will be amended for next year to ensure that residents can get through to the correct place. In Knowle, the village hall car park was locked overnight without issues. The Council Chair did however receive a complaint about Mayles Lane being padlocked and residents prevented from leaving the road.

The red telephone box in Wickham Square still has a working telephone inside it so cannot be adopted. The Clerk will add the issue to an action plan to liaise with BT in the future should they decide to remove the telephone and opportunities to adopt the box in the future.

The Clerk has emailed Hampshire County Council regarding possible adoption of the Shell garage roundabout in Wickham and will feedback to the Committee when an answer is received.

Agenda Item 8 -

To review the Parish Assembly and agree any changes for the 2025 event

The Parish Assembly was held on 16th May at Wickham Community Centre. The event was well attended. Thanks to all Councillors and staff who attended and helped run the event.

The overall evening was successful and positive feedback has been received. However, there was a complaint received from one of the performers about the change in scheduling which negatively impacted them. The Policy & Finance Committee resolved to make a donation towards their organization, as has been done in previous years. .

The Scout group's talk was also well received and instead of a donation to the group, they have indicated they will be making a grant application in the future towards a trip.

The Business Awards were very successful and it is hoped that the Chamber of Commerce will take on these awards next year.

It was felt that the event was over-catered as a lot of food remained at the end of the evening. Some alcohol also remains which will be used at future Council events. So catering amendments would be needed to ensure less wastage next year.

Comments and suggestions are welcomed for changes needed to the 2025 event.

Agenda Item 9 -

To consider quotes for a replacement noticeboard in Mayles Lane, Knowle

The Clerk and Business Manager have begun a project to visit all assets owned in the Parish; part of the project involved looking at the noticeboards and what work is needed.

The notice in Mayles Lane, Knowle is in a poor state of repair and is also too small for current needs.



The current noticeboard has display of 92cm x 120cm and can fit a maximum 6 sheets A4 each side at a push. It is difficult to push pins into, has water ingress and insects living inside. The verge around it is also not being maintained.

Fitzpatrick Woolmer offer an oak A1 double door magnetic-backed noticeboard, which would fit 8 A4 sheets at £1,857 with the headerboard an extra £274. They do not offer a triple door version

<https://www.fwdp.co.uk/notice-boards/>

Greenbarnes offer a 3 door oak magnetic-backed noticeboard, which would fit 12 A4 sheets at £2,585, with the headerboard an extra £339.

<https://www.greenbarnes.co.uk/product-category/external-noticeboards/>

Parish Noticeboards offer a 3 door A1 oak magnetic-backed noticeboard, which would fit at £2330, with the headerboard included.

<https://www.parishnoticeboards.co.uk/oak-parish-noticeboards/>

There is a man-made timber would be more durable and would need less maintenance. As an example, Greenbarnes has a 3 door man-made timber magnetic-backed noticeboard, which would fit 12 A4 sheets at £2,121, with the headerboard an extra £313.

The costs could be reduced by having a laminated sheet stating name of Council instead of an expensive headerboard.

None of these quotes include delivery or installation. The Clerk can get further information on these extra costs once the Committee has decided what style they like best.

Agenda Item 12 -

To update on the Community Engagement Officer drop-in sessions and anti-social behaviour in the Parish

The Community Engagement Officer held a drop-in session at Knowle Village Hall on 24th May. There were a few attendees, and the Officer was able to talk to them about their issues.

The Officer hopes to host another session in September.

The Council have also been contacted by the cyber crime team from Hampshire & Isle of Wight Constabulary, who are hoping to hold cyber fraud awareness sessions at Knowle Village Hall and Wickham Community Centre. The Business Manager is liaising with the Police to arrange suitable dates.

Due to the increase in anti-social behaviour around Knowle, the Business manager has reported several crimes through 101, which will help build up a pattern and highlight to the Police where patrols are needed in the future.

The Clerk will post on the Council's Facebook page encouraging residents to report all instances of anti-social behaviour with the poster from Winchester City Council.

Staff

The Parish Council is delighted to welcome our new, full time Parish Clerk and RFO (Responsible Financial Officer), Sophie Thorogood. Sophie has many years of financial and local government experience, and she will be working from the current Parish Office at Knowle Village Hall on Monday-Thursday between 9am and 2pm. Please do check in advance of visiting that no meetings are planned to avoid any clashes. She can be contacted on clerk@wickhamparishcouncil.org and 01329 553254 or 07770 246293.

For bookings and organisation of all Parish owned facilities, Vicky Glenister our Business Manager, can be contacted on businessmanager@wickhamparishcouncil.org and 01329 553254 or 07568 507241.

The Mill Lane Sports site

The Parish Council has discussed with Officers at Winchester City Council (WCC) a detailed financial analysis of the work necessary to enable sports pitches to be laid out at Mill Lane together with costs of installing the pitches and likely ongoing costs.

This analysis included:-

- fixed costs of site preparation (levelling, drainage, access road, carpark, fencing the site, services of water, drains, electricity etc)
- costs of installing various sports facilities.
- potential operating income and expenditure of the proposed football and other sports facilities over a 10year period.

The Parish Council analysis concluded that the costs involved in delivering the project exceeded the money currently available. WCC Officers have been consulted and have suggested that the Parish Council investigate alternative use of the site for community open and informal recreational space. A consultancy firm has been selected from a short list of providers to investigate the options, feasibility, and costs of delivering this alternative use.

After further discussion with WCC officers and the landowner, residents will be presented with clear communication of the costs/benefits/disadvantages of each alternative. A survey of residents will be carried out by an external agency to establish residents' views.

Wickham Recreation Ground and Knowle Green

The Parish Council is collecting responses to the tender for the replacement of the pavilion at Wickham Recreation ground and for pitch improvements at Wickham Recreation Ground and at Knowle Green.

Summer Youth Scheme pilot

Overseen by an experienced, qualified youth worker, a team of local volunteers are willing to take part in a pilot holiday youth scheme for children aged 8-14 years in Wickham and Knowle. This pilot scheme will run for 6 weeks during the summer holidays from 6 – 8pm. There will be a range of activities (sport, craft, quiet) at a hub in Wickham one evening per week, and one based at Knowle on another evening during the same week. The team running the programme will be publicising this scheme in the coming weeks. The Parish Council will be supporting this pilot scheme financially and are very appreciative of the number of volunteers who have stepped forward to participate in what we believe will be an important contribution to social cohesion in the Parish.

Knowle Hall Extension

Following a presentation to residents in May, the Parish Council has agreed to progress this project with Axis Architecture to the third stage for detailed drawings to be drawn up, which will then be submitted to Winchester City Council for planning permission. With planning permission, the Council will then be able to

apply for grant applications towards the building costs and speak to developers currently involved in the new houses planned in Knowle regarding potential S106 developer's contributions.

Litter Pickers

The Parish Council would like to express their gratitude, on behalf of residents, to all the volunteer litter pickers in Wickham and Knowle who, in their own time, help to make our villages look so clean and tidy.

Vandalism at the Wickham MUGA (Multi Use Games Area)

It is very disappointing that this much-used recreation area next to Wickham Primary School has had to remain closed in recent weeks due to vandalism. The netting above the area was cut, the carpet surface was burnt and the control box for the floodlighting was left dangerous and unusable. The Parish Council are reviewing how to make this valuable community asset more secure in the future, as well as undertaking repairs to make it useable again.

The Glebe Open Space

Agreement has been reached in principle between the owners of the Glebe Open Space and Croudace, the builders of Wykeham Vale, to agree the repositioning of the boundary between the open space and the housing, so that the large oak trees remain in the open space under the management of the Parish Council, as the original plans intended. Once this boundary change has been agreed, the transfer of land ownership to the Parish Council can take place and the group of volunteers, the Glebe Working Party, can begin to oversee the area. The Parish Council thanks the Glebe Working Party for their enthusiasm and knowledge in preparing for what will be a valuable green space for the community.

Neighbourhood plan

The Parish Council is considering the developing a Neighbourhood Plan, similar to the Parish Plan survey of 2020, which if undertaken and completed, will provide the Council with a stronger voice in decisions over development within the parish. If you are interested in participating or to find out more information, please contact Cllr Loraine Rappé, cllr.lorainerappe@wickhamparishcouncil.org

Flower beds and baskets

As usual Park Place Nursery has provided a very colourful display of hanging baskets in Wickham Square, planters in Knowle Village Square and a beautiful bed of flowers on Wickham Green for the D Day memorial celebrations on 6th June.



Southern Water Consultation

The Hampshire Waste Transfer and Water Recycling Project is currently in an 8-week consultation which began on 29th May and will finish on 23rd July 2024. Consultation events were planned around Hampshire. For details of the consultation and how to respond please view the website:

www.HampshireWTWRP.co.uk