



Wickham and Knowle Parish Council

Recreation Committee

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

Dear Committee Member

I hereby give you notice that a meeting of the **Recreation Committee** will be held at **Knowle Village Hall, PO17 5GR** on **Thursday 20th June 2024 at 7pm**. 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 receive apologies for absence	Chair	-
2.	To receive declarations of interest on agenda items	Chair	-
3.	Public Session	Chair	-
4.	To approve the minutes of the meeting held on 30 th May 2024	Chair	2-5
5.	To receive the Clerk's Action Plan and updates on matters arising	Clerk	6
6.	To receive Business Manager's Action Plan and updates on matters arising	Clerk	7
Knowle			
7.	To receive an update on hedge issues at Knowle car park	Clerk	8
Knowle Village Hall			
8.	To review hire charges and booking forms, and any informal hire agreements	Clerk	9-18
9.	To consider a quote for an extra CCTV Camera covering the car park	Clerk	17-18
10.	To consider a quote for a new recycling bin at the hall	Clerk	19-20
11.	To update on current anti-social behaviour issues around the hall	Clerk	Verbal
Wickham			
12.	To delegate to Cllr N Holladay and the Clerk to re-write the tender for the Wickham Pavilion and submit to Full Council on 27th June for consideration	Clerk	Verbal
13.	To receive an update on the Hants FA Pitch inspection and the drainage project	Clerk	21-42
14.	To receive an update on the Glebe Meadow Working Party		43-46
Mill Lane			
15.	To receive an update on the Mill Lane project	Chair	Verbal
Other			
16.	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

Recreation Committee

Minutes of the Recreation Committee held at Knowle Village Hall, Thursday 30th May 2024, 7pm

Committee members present:

Cllr Nic Holladay (Chair), Cllr Malcom Burt, Cllr Sheila Chambers, Cllr Kathryn Holladay, Cllr Craig Manuel, Cllr Sandy Phillips-Lee, Cllr Loraine Rappé

In Attendance: Sophie Thorogood, Parish Clerk & RFO
3 Members of the Public

1. To elect a Vice-Chair for the Committee:

RESOLVED: Cllr Rappé nominated Cllr Burt as the Vice-Chair for the Committee, seconded by Cllr N Holladay and carried.

2. Apologies for absence – Cllr Broad

3. Declarations of interest on Agenda: None

4. Public Session – 1 member of public was in attendance observing only. 2 members of public attended to discuss Agenda Item 16.

5. Minutes of the Meeting 25th April 2024

RESOLVED: Minutes of the Meeting were approved and signed as a true record, proposed Cllr Phillips-Lee, seconded by Cllr Chambers and carried.

6. Clerks Action Plan: Noted. Review of signage to be added

7. Business Manager update: Noted. Knowle Hall CCTV to be checked to see if there is coverage for the car park

Knowle

8. Barbastelle Play Area: The previous tender was not successful as the required installation date was too restrictive. The Clerk was requested to put a new contract tender on the website, removing the required installation date. **ACTION: Clerk**

9. To consider the quote to jet wash Greater Horseshoe Play Area

10. To consider the quote to jet wash Victoria Mews Play Area

11. To consider the quote to clear brambles at Consort Mew's play area

These 3 quotes were discussed and voted on altogether.

RESOLVED: the Clerk was asked to confirm with Siam Landscapes to accept all 3 quotes, as proposed by Cllr Rappé, seconded by Cllr Phillips-Lee and carried unanimously.

The 2 members of public present arrived at 7.30pm to discuss agenda item 16 so the Chair moved the agenda order

16. To consider supporting a summer youth programme:

Due to the increase of anti-social behaviour in Wickham, a group of volunteers have come together offering to host a pilot scheme during the summer holidays of semi-structured youth engagement sessions. These sessions would be held once a week at both Knowle and Wickham, 12 sessions in total. The activities would be a variety of group and independent work, led by youth workers.



Wickham and Knowle Parish Council

Surveys would be taken after each session and the feedback would be used to tailor the session structures and build towards the group becoming constituted formally after the pilot scheme. This would enable the group to apply for grants elsewhere and have their own insurance. As the group are not constituted, they have approached the Parish Council for financial support to host these sessions as they cannot obtain their own insurance.

The aim is not to resurrect the two previous Youth Clubs, but instead create 1 organisation that would only need one set of trustees, one set of equipment, and build on the amazing number of volunteers already having agreed to give their time to re-introduce a fully constituted Youth Club in the future.

The Councillors were invited to ask questions of the 2 representatives. The questions were around the age limit as they felt 8-16 years old was too wide and suggested 8-14. The numbers would be limited to 20 children initially but could rise as the volunteers gained more experience.

Cllr Manuel was concerned that according to old minutes of Wickham Youth Club, there is money left in their account after the club was wound up in 2022. The Clerk has emailed an old Trustee to find out more information but had not received a reply in advance of the meeting. One of the members of public explained that any funds left in either old Youth Club cannot be easily accessed unless requests are made to the Charity Commission. The Chair concurred with this point based on experience of setting up a Charity.

RESOLVED: Subject to the Clerk confirming a satisfactory insurance schedule and a suitable way of paying the costs, it was agreed to recommend to Finance Committee in supporting a grant of £2,410 to support the summer youth pilot scheme, as proposed by Cllr N Holladay, seconded by Cllr Burt and carried unanimously.

ACTION: For the Clerk to investigate insurance issues and write appropriate Policies.

2 members of public left the meeting 20:16.

Knowle Village Hall

12. To receive an update on hall extension

12.1 Proposal to complete RIBA Stage 3 with Axis Architects: Cllr Manuel held a meeting on 29th May with residents to show the extension plans. On the night, attendees had been asked to fill out feedback forms on the current plans. He explained that to the meeting that he needed to be able to show Homes England evidence of the extensions planning approval in order to finalise negotiation of the S106 for Ravenswood.

Cllr N Holladay expressed concerns at the size of the extension and the potential cost to the Council. Cllr Manuel explained that the current negotiations with the developers of the 200 new homes in Knowle required planning permission for the extension before the developers would consider S106 funding towards the cost of the extension.

Cllr K Holladay asked if the extension would impede on the football pitch outside of the village hall. Cllr Manuel confirmed that the Architects had measured the extension and FA rules would be adhered to.



Wickham and Knowle Parish Council

Cllr K Holladay also expressed concerns that if grant applications relating to Sports Facilities grants, the priority should be given to the Recreation Pavilion and football pitch. Cllr Manuel confirmed that Sports England grants would be prioritised for the Recreation Pavilion, and said that Planning Permission is normally granted for 3 years

Motion 1: It was proposed to complete RIBA Stage 3 with Axis Architects for a cost of £2,050, as proposed by Cllr Manuel, seconded by Cllr Rappé, with 4 Cllrs voting yes

Motion 2: It was proposed to give a full presentation to Full Council to understand the extension plans, show evidence behind the proposal, present a business plan and not pay the invoice, as proposed by Cllr N Holladay. No Cllrs seconded this motion.

RESOLVED: To complete RIBA Stage 3 with Axis Architects for a cost of £2,050, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried with Cllrs N Holladay and K Holladay voting against, and Cllr Burt abstaining.

In closing this agenda item the Chair re-stated that he expected to see the business plan and evidence for its support for the revised hall structure.

- 13. To review hire charges and any informal hire agreements:** Cllr N Holladay suggested that as the terms and conditions need reviewing, this item be deferred to a future meeting, and the Clerk & Business Manager be asked to compare hall booking rates in the local area for comparison.

ACTION: Cllr N Holladay to pass terms & conditions suggested amendments to Clerk/BM. Clerk/BM to compare hall hire rates.

Mill Lane

- 14. To consider the fee proposals for landscape architect designs:** Two quotes had been received from three companies approached for landscape architect designs and distributed to the Committee in advance of the meeting.

RESOLVED: It was proposed to recommend to Finance Committee to accept the quote from Deacon Designs for £5,250, with the funding taken from the Mill Lane earmarked reserve, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.

Wickham

- 15. To receive an update on the repairs to the MUGA and consider re-opening to the**

Community: The Clerk explained that during the repairs to the net in May half term, the builder had found further damage to the floodlighting control box, which was left with a dangerous live wire. The Clerk was asked to request the School Caretaker switches off the fuse controlling the box, and the MUGA to remain closed to bookings until repair work can be completed.

ACTION: The Clerk to make a request to the school caretaker re switching off the control box and investigate other options for netting material and to investigate the possibility of moving the control box for the floodlighting into the Community Centre



Wickham and Knowle Parish Council

16. Recreation Ground football pitch: Hampshire FA have met with the Council on site for pitch inspections, follow up questions need to be answered.

17. To receive an updated timeline for the Grounds Maintenance Contract tender and to consider reviewing the parish maintenance/facilities manager role as part of this process: The revised timeline was included in the document pack for the meeting and no amendments were made.

ACTION: Clerk to review the current tender and prepare a draft document for the working group.

18. Recent correspondence/ reports from meetings attended of relevance to this committee:

- Cllr Burt informed everyone that he has asked a local farmer to prepare a quote for the drainage works needed to Wickham Recreation Ground.
- Cllr Chambers suggested that the Council considers entering Wickham into the Hampshire & Isle of Wight Village of the Year in 2025; the village is not ready to be considered for 2024.
- A resident has approached the Council about a Wickham in Bloom Community Group. There is already a volunteer litter picking group in Wickham and the Clerk will facilitate a meeting with both groups to find out how the Council can be involved. There is potential for cost savings in the future in the Grounds Maintenance contract relating to the hanging baskets & flower beds.

Meeting Closed, 9.23pm

Signed.....

Date.....

Recreation Committee

20th June 2024

Item 5 - Clerk's Action Plan - LAST UPDATED June 2024

Subject	Action	Date for Completion	Action by	Notes
Wickham				
Mill Lane	Sports Project	Ongoing	Chair	On agenda
Pavilion	Repair/patch up toilets	Ongoing	Clerk	Arranging for a deep clean. Passing on to Business Manager
Pavilion refurbishment	Pavilion project	Ongoing	Clerk/NH	On agenda
MUGA	Repairs due to vandalism	Ongoing	Clerk	On agenda
Knowle				
Skate park	To extend skate park apron	31st March 2024	Clerk	Work delayed due to ground conditions - needs chasing
Barbastelle Walk play area	To replace equipment	Ongoing	Clerk	New tender to close 17th July. Will be on Rec Committee agenda 18th July. Full Council decision 30th July
Jet wash Greater Horseshoe Play	Jet wash Greater Horseshoe Play Area	30th June 2024	Siam	Quotes accepted after Rec meeting 30th May. Work should be completed by end of
Jet wash Victoria Mews Play Area	Jet wash Victoria Mews Play Area	30th June 2024	Siam	Quotes accepted after Rec meeting 30th May. Work should be completed by end of
Clear brambles at Consort Mew's	Clear brambles at Consort Mew's play area	30th June 2024	Siam	Quotes accepted after Rec meeting 30th May. Work should be completed by end of
CCTV	Review Car Park coverage	Ongoing	Clerk/BM	Quote for new camera being reviewed on Agenda
Recycling bin	Extra bin for recycling	31st July 2024	BM	Quote for extra bin on agenda
Hedge	Cutting back car park hedge	ASAP	Clerk	On agenda
Hall	Extension	Ongoing	CM	On agenda
ALL				
Grounds Maintenance Tender	To re tender contract	31st December	Clerk	On agenda
Signs	Replace all signs with new contacts	Ongoing	Clerk/BM	Awaiting action

RECREATION COMMITTEE MEETING - 20TH JUNE 2024
AGENDA ITEM 6 - BUSINESS MANAGER ACTION PLAN - LAST UPDATED June 2024

Subject	Action	Date for Completion	Action by	Notes
Knowle				
Café	Monitor the running of Knowle Café	Ongoing	BM	Café opened 04.06.24
CCTV	Review Car Park coverage	Ongoing	Clerk/BM	Quote on agenda
Hall	Review Hire Charges and informal agreements	Ongoing	Clerk/BM	On agenda
Maintenance man	New company chosen to use for repairs	Ongoing	Clerk/BM	Started 07.06.24
Ink cartridge recycle bin	For community use	Ongoing	BM	Donating to Second chance animal charity
Recycling bin	Quotes received. Monitor cafe waste	Ongoing	BM	Quote on agenda
Graffiti	Removed by Clint	14.06.24	Clerk/BM	Removed
Closure with police ref.graffiti	Liase with police. Culprit to pay for removal	17.06.24	BM	Awaiting payment
Security light above keybox	Craig to supply LED pair of lights	Ongoing	BM	Craig supplying, handyman to install
Bollard installation	Dark area in carpark, extra bollard needed	Ongoing	BM	Craig supplying, quote expected from CPE
New booking	Stepping up Dance school. Private lessons x 2 wee	06/06/24 start date	BM	Taster session on 11/06 for future public sessions
New booking	Yoga with Laura	15/07/24 start date	BM	Trialling sessions to become permanant
Pickleball	Pickleball set purchased with grant money	19/06/24	BM	Awaiting delivery
First aid at work	Joining a training group booked here	25/07/24	BM	To be completed by end of July
Wickham				
Youth club	Attending meetings to help set up youth club.	Ongoing	BM	Grant accepted, 6 week pilot being organised
Protyre	Payment recieved for 2023. Invoice sent for 2024	Ongoing	BM	Awaiting communication ref. payment for 2024
Events				
General Election	Request to use hall instead of meeting room	04.06.24	BM	£600 accepted for hire of main hall
Bingo	A possible regular event	21.06.24	BM	Trial to see if good attendance
Quiz	Third Quiz Night	20.07.24	BM	Excellent feedback from previous nights
Sports day	Community engagment event	13.07.24	BM	Hoping to be an annual event

Recreation Committee meeting – 20th June 2024

Agenda Item 7 -

To receive an update on hedge issues at Knowle car park

Complaints have been received from residents about the dangerous sightlines leaving/entering the village hall car park.

The hedge cutting is only included once in the contract; this is to be amended for the future as it needs cutting twice a year, either side of nesting season.

Due to concerns over nesting season and potential licences, a different contractor is currently assisting the Council in seeking a quote.

Councils are allowed to do work to hedges within nesting season if there is a potential danger to pedestrian safety, as long as the hedges are checked for any nesting birds before work is carried out.

The quote should be with the Council on 19th June to be circulated in advance of the meeting.

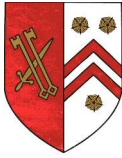
Agenda Item 8 -

To review hire charges and booking forms, and any informal hire agreements

Cllr N Holladay sent a list of suggested amendments to the booking forms and terms and conditions, which the Clerk & Business Manager have reviewed and incorporated along with a few other changes.

A quote for a new projector and mobile screen are being sought, and due to the expected cost, will be taken to Full Council for a decision on price. This projector will be used during Parish Council Committee meetings at Knowle Village Hall, and can be hired by organisations wanting the use of a projector for corporate events in the future.

A comparison table of hire charges will be sent under separate cover in advance of the meeting for reviewing.



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

Knowle Village Hall

Booking and hire agreement for private functions.

Please complete this form and ~~post to~~ send/deliver to the Business Manager, Parish Office, Knowle Village Hall, Knowle, Fareham, PO17 5GR or email: Businessmanager@wickhamparishcouncil.org.

Knowle Village Hall is owned and managed by Wickham Parish Council and hirers must abide by the terms and conditions attached.

Name of hirer	
<u>Name of organisation (if applicable)</u>	
Address	
Contact <u>telephone</u> no.	
Email address	
Purpose of <u>booking</u> <u>(s)hire</u>	
Date(s) of <u>booking</u> <u>hire</u>	

Booking charges

<u>Room/space</u>	<u>Booking fee/hour</u>	<u>Start time</u>	<u>Finish time</u>	<u>Total hours</u>	<u>Total fee</u>
<u>Sports hall</u>	<u>£25.00</u>				
<u>Meeting room</u>	<u>£12.50</u>				
<u>Kitchen shared use</u>	<u>£5.00</u>				
<u>Kitchen sole use*</u>	<u>£10.00</u>				
<u>Projector use (per booking)</u>	<u>£10.00</u>				
<u>Total</u>					

*Please note, the kitchen is **only** available for sole use when the Knowle Village Café is closed. Please ask for the Business Manager for the current opening times.

Hours of Operation

The hall and rooms/spaces within it are bookable:

Sundays – Thursdays: 9am to 11pm

Fridays: 9am to 1am

Saturdays: 9am to 12am

Payment Schedule

Deposit: 50% of total booking charges on signed Booking Confirmation and Agreement

Balance: 50% payable two-weeks before confirmed event date(s)

NOTE: For private functions, the Parish Council will charge an additional security deposit. The security deposit will be re-imbursed within 2 weeks of the function, subject to the hall being left in a satisfactory state.

Invoices

Invoices will be sent to the hirer on the dates stated in the Booking Confirmation and Agreement Form

Payment options:

BACS (preferred) or cheque. Details of accounts and references will be provided on the Booking Confirmation form.

Please read and sign the attached Terms and Conditions before submitting your application.

Knowle Village Hall Terms and Conditions of Hire

1. Applications to hire

All applications to hire must be made in writing to the Parish Council on the official application form, obtained from the Parish Council's office and handed into the [Parish Office](#) ~~hall's office~~ or emailed to Businessmanager@wickhamparishcouncil.org at least 2 weeks before the [requested date of event](#). ~~date of hire.~~

The Parish Council reserves the right to refuse bookings and to cancel bookings due to unforeseen circumstances.

2. Confirmation of Booking and Agreement

[No booking is accepted until it has been confirmed to the person/organisation named in the hiring form in writing by the Parish Council.](#)

[The "Confirmation of Booking and Agreement" sent to the person/organisation making the booking shall be signed by the Business Manager or Clerk on behalf of the Parish Council and shall contain a copy of the Booking Application.](#)

[No booking shall be deemed legally binding until the "Confirmation of Booking and Agreement" has been counter-signed as accepted by the Applicant and returned ~~in writing by letter or email and~~ received by the Business Manager. Counter-signature by the Applicant shall be deemed to be acceptance by the Applicant of these Terms and Conditions.](#)

[Alterations to the terms presented in the Confirmation of Booking and Agreement may only be made between the parties and confirmed in writing. Any alteration shall, if necessary, require the submission and execution of a revised Booking Confirmation and Agreement](#)

2.3. Fees and charges

[All hire fees must be paid at the time set out in the hire agreement, at the time of booking unless otherwise agreed.](#)

[Refunds for cancelled bookings will be at the discretion of the Parish Council.](#)

[If the hirer wishes to use the kitchen or its facilities it must form part of the hire booking.](#)

[The Kitchen is used alongside the café owner between the hours of 8-3pm.](#)

[The hire will terminate immediately if facilities are used for purposes that have not been agreed.](#)

[All booking fees must be paid in the amounts and at the times set out in the Confirmation of Booking and Agreement sent by the Parish Council to the Applicant.](#)

[Invoices for the due amounts will be issued for each amount payable. The first invoice \(for the booking deposit and security deposit\) will accompany the Booking Confirmation and Agreement.](#)

[If the Applicant wishes to use the kitchen or its facilities it must be stated in the Booking Application. The kitchen is only available for sole use when the Knowle Village Café is not open. ~~It is understood by the Applicant that the kitchen in the Hall, when booked, is made available for the Applicant's use alongside that of the proprietor of the Hall Café between the hours of 8.00-3.00pm.~~](#)

[The booking will terminate immediately if facilities are used for purposes that have not been agreed in the Booking Confirmation and Agreement. Any refunds made as a result of such circumstances will be at the discretion of the Parish Council.](#)

4. Cancellation policy

The deposit paid for a confirmed booking is non-refundable unless the cancellation is made in writing more than 14 days before the date of the event. The balance payment of any booking is refundable at any time if cancelled in the two weeks before the event is scheduled to take place, but no refund will be given if cancellation is within 48 hours of the scheduled event.

The Security Deposit will be re-imbursed in the event of cancellation at any time.

5. Equipment, storage and post-event care

No equipment may be stored at the hall without prior agreement of the Parish Council.

The use of tables and chairs is included in the booking charges and must be cleaned and stored away after use and as instructed by the Business Manager/Clerk.

All spaces and equipment booked for private hire must be left clean and tidy in the condition in which they were made available at the start of the booked event. The Parish Council shall return to the Applicant within 7 days of the booked event's conclusion the Retention Charge if in its sole discretion the terms of this condition 5 have been satisfied.

3. Equipment and storage

No equipment may be stored at the hall without prior agreement of the Parish Council.

The use of tables and chairs is included in the hire charges and must be cleaned and stored away after, as found.

4. Indemnity and Insurance

The hirer is always responsible for the security of the premises.

6. Indemnity and Insurance

The Applicant is solely responsible for insuring their property whilst in use on the Parish Council's premises. The Applicant must provide to the Council copies of necessary insurance documentation as required by the nature of the booking of the premises. The Applicant indemnifies the Council against any and all loss, damage or any other matter that the Applicant may suffer during their occupancy of Parish premises with the exception that the Council accepts responsibility for any loss or damage directly caused by its failure to ensure that it has met all its necessary obligations under Health and Safety or any other legislation.

5. Health and Safety

The hirer is responsible for securing the necessary licences required by proposed events. If in doubt, contact Winchester City Council Licencing Dept for clarification www.winchester.gov.uk/licensing/alcohol-entertainment

The hirer is responsible for complying with all relevant Health and Safety legislation and good practice during the hire and while preparing and clearing away.

If a large event is planned the hirer will be required to produce an event management plan.

The hirer must ensure that adequate first aid cover is always available during and relevant to the activity /- event.

In the case of larger events the hirer must notify all local emergency services prior to the event taking place.

7. Health, Safety and Licences

The Applicants are responsible for ensuring compliance with all Health and Safety provisions relevant to their booked event. They are also responsible for securing all licences required by their booked events. If in doubt, contact Winchester City Council Licencing Dept for clarification www.winchester.gov.uk/licensing/alcohol-entertainment

Applicants wishing to book for a large event (more than 30 persons in attendance) will be required to produce an event management plan for scrutiny, and acceptance, by the Business Manager/Clerk before a Booking Confirmation

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will be issued.

If an Applicant makes a booking for an event anticipated to be attended by more than 100 people at one time or over a period of time, the Applicant must notify all local emergency services prior to the event taking place.

The Applicant must ensure that adequate first aid cover is always available during the booked event and relevant to any and all activities undertaken as part of the booked event.

The hirer agrees to the above terms and conditions.

Name	
Signature	
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

Knowle Village Hall

Confirmation of Booking and Agreement (reference no)

Wickham and Knowle Parish Council is pleased to confirm that your application to book rooms/space in Knowle Village Hall has been accepted. Please check that the details of your booking are correct and contact the Business Manager with any queries.

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Name of hirer	
Name of organisation (if applicable)	
Address	
Contact telephone no.	
Email address	
Purpose of booking (s)	
Date(s) of booking	

Booking charges

Room/space	Booking fee/hour	Start time	Finish time	Total hours	Total fee
Sports hall	£25.00				
Meeting room	£12.50				
Kitchen shared use	£5.00				
Kitchen sole use*	£10.00				
Projector use (per booking)	£10.00				
Total					

Payment Schedule

Item	Amount	Due date
Deposit *		
Security deposit *		
Balance		
Gross Total		
Security deposit repaid		
Net Total **		

* Invoice attached

**After reimbursement of security deposit

AGREEMENT

Wickham & Knowle Parish Council and
(Applicant) hereby agree the terms of payment and the Terms and Conditions of business
as set out in this Booking Confirmation with effect from the date last written below

For and on behalf of **Wickham & Knowle Parish Council**:

Signed:.....
Authorised signatory

Name (print):.....

Date:

For and on behalf of **(Applicant)**

Signed:.....
Authorised signatory

Name (print):.....

Date:

Payment details

BACS (preferred):

Account Name: Wickham and Knowle Parish Council

Sort code: 30-93-17

Account no: 01999789.

Please add your name and booking reference (as printed on page 1 of this Booking Confirmation and Agreement).

Cheque. please make payable to "Wickham and Knowle Parish Council". Please send/deliver to
FAO Business Manager, Knowle Village Hall, Knowle Avenue, Fareham, PO17 5GR

Receipts will be issued via email wherever possible within 10 working days of your payments

Wickham and Knowle Parish Council thanks you for your custom!

Recreation Committee Meeting - 20th June 2024
Agenda item 8 - Comparison of hall hire charges

Hall Hire	Colden Common	Wickham CC	Bishops Waltham Jubilee Hall	Shedfield Reading rooms	Twyford Village Hall	Droxford Village Hall	Soberton Village Hall	Waltham Chase Village Hall	Swanmore Village Hall	Knowle Village Hall	BM proposed hire charges
Year	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024
Meeting Room	£ 9.00	£ 10.00	£ 18.00	/	£ 15.00	£ 10.00	/	/	£ 15.00	£ 12.50	£ 14.00
Meeting Room discounted	/	£ 9.00	£ 9.00	/	£ 12.00	£ 8.00	/	/	/	£ 8.25	£ 10.00
Main Hall	£ 21.00	£ 41.00	£ 28.00	£40.00	£ 20.00	£ 15.00	£ 18.00	£ 25.00	£ 17.50	£ 25.00	£ 25.00
Main Hall discounted	/	£ 24.50	£ 14.00	£35.00	£ 16.00	£ 12.00	£ 14.00	£ 22.00	/	£ 14.00	£ 16.00
Kitchen use	£ 25.00	£ 30.00	£ 11.00	included	/	/	/	/	/	£ 5.00	£ 5.00
Projector usage	£ 10.00	£ 10.00	/	/	/	/	/	/	/	/	£ 10.00

Agenda Item 9 -

To consider a quote for an extra CCTV Camera covering the car park

The CCTV company carried out a site visit and the camera covering the far end of the hall where the graffiti was drawn has been altered to give better coverage around that area. This camera only partially covers the car park. The CCTV company have quoted for an extra camera to be added to the network to give full coverage of the car park.

Recommendation: To accept the quote of £525 for an extra CCTV camera

Loguin Ltd

23 Lonsdale Avenue

Portchester

Hants

PO16 9NP

Tel: 023 92985210

Web: www.loguin.co.uk

Email: info@loguin.co.uk



IT Services, CCTV, Audio Visual and Data

14 June 2024

Quotation

Quotation Reference: KVHaddcam

Supply and install the following equipment.

One 8MP bullet cameras with cable management

The camera will be installed at the end of the building and positioned to cover the car park.

Total Cost for the supply and installation of the CCTV camera is the sum of £525.00

* Prices are exclusive of VAT and are subject to change without prior notice. All rights reserved. E&OE

I trust that this meets with your approval and I look forward to speaking with you in the near future.

Should you require any further information please do not hesitate to contact me and I will be happy to assist you in any way that I can.

Regards

Pete Jones

Agenda Item 10 -

To consider a quote for a new recycling bin at the hall

The Council currently pays for fortnightly collections of a 1,100L mixed waste bin. Due to the café opening and extra recycling waste predicted, it has been suggested to order a second bin for recycling to be placed in the car park next to the current bin.

Recommendation: To accept the quote for a 660L mixed recycling bin, emptied fortnightly at £6.83 weekly charge.



03.06.24

Quotation

Ref: 264898

Company Information

Biffa Group Limited, Coronation Road,
Cressex, High Wycombe, HP12 3TZVAT No: 537 911 627
Registration No: 06409675

Dear Victoria,

We have pleasure in providing the following quotation which is valid for 30 days.

Waste Collection Address	KNOWLE COMMUNITY HALL, GREATER HORSESHOE WAY, KNOWLE VILLAGE, FAREHAM, PO17 5GR
Contract Term	Our standard contract has an initial 12 month term, plus a notice period. Extended terms are available if required.

Item	Waste Type	Container Size & Type	Qty	Collection Frequency	Weight Limit *	Lift Rate / Haulage †	Price per Tonne	Daily Container Rental	WTN Standard Charge ‡	Total Weekly Price
1	Mixed Recycling	240L CONTAINER	1	Fortnightly	7kg	£6.81		£0.12	£1.55	£5.79
2	Mixed Recycling	660L CONTAINER	1	Fortnightly	25kg	£8.59		£0.14	£1.55	£6.83
3	Mixed Recycling	1100L CONTAINER	1	Fortnightly	41kg	£10.51		£0.17	£1.55	£8.00

Pricing and Service Charges, simply explained

* Assumed Weight Limit - The maximum weight of waste you can supply (per lift, per container). Varies for Exchange services

† Lift Rate / Haulage - Price per container, per visit, to collect your waste. If no price per tonne is stated, disposal of your waste is included

Plastic Bags – Cost of collection is payable in advance, in multiples of 50 bags

‡ WTN Standard Charge - The cost to complete your Waste Transfer Note documentation. In some instances only one WTN charge will apply

One-off container delivery charge is applicable to all new contracts except Plastic Bags (from £25 per container) and will appear on your first invoice

WEEKLY £20.62**MONTHLY £89.35****ANNUAL £1,072.24****ALL RATES ARE SUBJECT TO VAT
AND PAYABLE BY DIRECT DEBIT****Ready to set up
your account?**

Freephone

0800 307 307Mon - Fri, 8.30am - 5.00pm,
excluding public holidays

E-Mail

sales@biffa.co.ukWrite to us confirming
acceptance of this quote

Agenda Item 13 -

To receive an update on the Hants FA Pitch inspection and the drainage project

The Pitch Power inspection report is included on the following pages, along with quotes for the drainage needed to Lysander Meadow.

Cllr N Holladay and Cllr Burt to give verbal updates during the meeting and answer any potential questions.

Cllr N Holladay is proposing the following recommendation:

- a. that the Council adopt the proposals with funding from the Football Foundation and any other grant source that is possible***
- b. that the Council ask the current Grounds Contractors to quote for doing the work that is possible to do in time for the start of the 2024/25 season***
- c. that the full annual maintenance programme suggested by Hants FA is incorporated in and costed within the proposed new Grounds Contract.***
- d. that the Council obtains quotes too for the drainage work to prevent pitch improvement works being compromised by continuing flow of surface water from Lysander Field onto the pitch.***



PITCHPOWER

**Powered by
Football Foundation**

FOOTBALL ASSESSMENT REPORT

WICKHAM RECREATION GROUND (FAREHAM)

Hampshire FA

Active Places Site ID

6001463

Report ID

15401



This report has been compiled for WICKHAM PARISH COUNCIL and Hampshire FA to provide information on the standard of the football pitches and outlines recommendations on how to improve the quality and maintenance of these pitches.

Inspection Window

1 APR 2024 / 30 JUN 2024

Inspection Reason

INTEREST IN A FOOTBALL FOUNDATION GRANT

Report Completion Date

9 JUN 2024

This report looks solely at the Football pitches for WICKHAM PARISH COUNCIL to see how support can be offered in improving the standard of Football pitches and level of maintenance across the area. Please note these recommendations are based on the information obtained and/or provided and are for guidance purposes only. Any works undertaken are the responsibility of the club/organisation.

Site report:

WICKHAM RECREATION GROUND (FAREHAM)

Page 22





WICKHAM RECREATION GROUND (FAREHAM)

Site ID: 6001463



Map Key	Pitch Name	PQS Score
1	PITCH 1 - 11V11	● Good - 41%

Date inspection submitted
24/04/24

Inspection submitted by
pete.hussey@hampshirefa.com

Next available inspection window
1 Jul 2024 / 31 Oct 2024





Many thanks to the organisation for providing its PitchPower submission. Please be mindful that the recommendations made in this report are based on the condition of the pitch at the time of the inspection. Grass height level is too high for the time of year, ideally it needs to be between 30mm – 35mm during the growing season. Grass coverage is variable but Weed content is excessive & needs reducing along with Thatch levels as a priority. Debris free topsoil with good root depth is consistent in all soil profile samples. The pitch has achieved a GMA pitch grading standard of “GOOD”. Below are some general recommendations on how to improve and maintain the pitch to help the current grading marks whilst assuming that the maintenance/renovation will be local authority led. The organisation will need to consider close season/autumn renovation works to aid recovery and to improve the pitch from its inspection condition. Close season/spring renovation works may consist of light scarification, disc seeding, deep spiking and fertiliser application. Over-seeding can happen whilst the pitch is in use providing a disc-seeder is used as whilst some germination may be lost through wear it will certainly be more successful than if weather conditions don't fall favourably as we have seen with the recent drought. The risk of this is much less with autumn renovations. Traditionally it has been preferable to do these works following heavier scarification at the end of the playing season when the pitches should get a few weeks rest however this is increasingly risky without irrigation especially in areas of the country where rainfall is well below average. Selective weed control should be applied annually but this should not be applied during drought conditions and should typically not take place within 6-8 weeks prior to or after seeding. This is essential in order that the chemical does not impact on the successful germination and establishment of new seedlings. Please avoid any surface grooming (brushing/raking/slitting) during seed establishment. It may be necessary to carry out further seeding in the early autumn if spring establishment is not as successful as hoped due to dry spring/early summer conditions. Please visit the Hive learning groundskeepingcommunity for further information on the maintenance practices detailed. <https://footballfoundation.hivelearning.com/login>. Please note, the maintenance budget provided is indicative and may vary dependent on quantities and frequency. This estimated budget should be used to help plan and prioritise work, but is not linked to the amount of grant funding you may receive. Following the programme of recommended works should help you maintain the GMA “GOOD” pitch standard.

Regional Pitch Advisor Contact ahendrickx-nutley@thegma.org.uk

Tel: 07706 350829



Maintenance

Attention required in these areas:

[Decompaction >](#)

[Deep Slitting >](#)

[Surface Grooming >](#)

[Application of selective herbicide \(weed treatment\) >](#)

[Scarification >](#)

[Application of fertiliser >](#)

[Overseeding \(In Season\) >](#)

[Mowing >](#)

[Line marking >](#)

[Goal Mouth repairs \(In season\) >](#)




Equipment

Attention required in these areas:

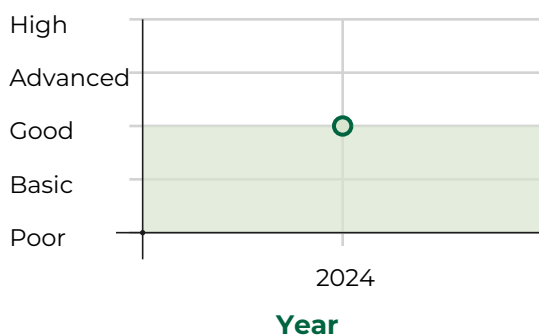
No Equipment to show

Pitch 1 - 11v11 Football - Adult Football

CURRENT PQS SCORE: Good - 41%

AREA				PQS GRADE
Grass height	59	57	52	2
Grass coverage	66%	53%	66%	2
Weed coverage	34%	47%	33%	0
Surface debris	Standard	Standard	Standard	2
Topsoil depth	180mm	160mm	170mm	3
Thatch depth	25mm	20mm	15mm	0
Root depth	170mm	130mm	140mm	4
Line markings	Below standard			0
Drainage Following Rainfall	Slow drainage			2
Surface evenness	Standard			2
Goalposts	Compliant			1

Overall pitch PQS tracked over time





MAINTENANCE

These recommendations are in priority order

DECOMPACTION

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£1000

Decompaction operations are essential to allow air, water and nutrients to pass into and through the soil profile increasing drainage and root depth/density and improving the breakdown of organic matter (Thatch). Deep spiking should be carried out at least once annually but ideally twice, spring and autumn using 18-24mm tines at 100mm spacings to maximum achievable depth. If funds permit conduct further linear aeration and decompaction operations during the autumn/winter month's dependent on ground conditions.

[LEARN MORE ABOUT DECOMPACTION >](#)



DEEP SLITTING

Frequency:

2 x per year

Recommended for:

Whole Ground

Slitting provides aeration in the soil encouraging improved water, air and nutrient circulation in the soil. It is a quicker and less invasive method of aeration in comparison to deep spiking or linear decompaction and should take place more routinely as part of a routine maintenance schedule. Typically slitting would take place to a depth of between 150-220mm soil conditions allowing. Due to the slits created it can be particularly useful in the autumn when trying to improve the drainage of the soil prior to the wetter winter months. However as it creates lines of weakness in the soil it is not recommended on clay soils beyond the winter due to the risk of encouraging cracking during drought periods.

[LEARN MORE ABOUT DEEP SLITTING >](#)



SURFACE GROOMING

Frequency:

Fortnightly

Recommended for:

Whole Ground

Any presence of worm casts should be alleviated by regular brushing of the surface providing the soil is dry enough as the right conditions are important to disperse the casts effectively. Worm casts are unsightly and can smear and cover fine turfgrasses. This would also help with thatch build up, dew dispersal and help to break up any surface debris. If use of a combination grooming tool could be organised regular use of this to rake and brush the area during the growing season and then to use the brush and surface slitter during the autumn and winter if soil conditions allow will help to relieve surface compaction, improve surface drainage and manage organic matter levels which can contribute to numerous turf problems. These operations will also alleviate the conditions in which many weeds and diseases thrive.

PLEASE NOTE: The indicative budget outlined in the report does not include implementing a surface grooming regime.

[LEARN MORE ABOUT SURFACE GROOMING >](#)



APPLICATION OF SELECTIVE HERBICIDE (WEED TREATMENT)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£350

As part of an Integrated Weed Management programme application of a broad spectrum selective herbicide may be required once per year if cultural controls are not adequately controlling the population within the defined tolerances. By way of an example a GOOD score for weed cover is for the pitch to have no more than 6-10% weed coverage. Selective herbicides should be applied by a fully qualified professional with the appropriate equipment and paperwork. It should typically not be applied within 6-8 weeks prior to or after seeding (refer to product label) Typically mowing should not take place for 3 days before and 3 days after application. (Do not apply in drought conditions it may damage the turf and will not treat weeds effectively). Selective herbicides should be sprayed in the dry with little to no wind. Most selective herbicides are rain fast within 24 hours of application. If rain falls prior to this it could affect the success of weed control. Work with the contractor to ensure the selective herbicide chosen controls the weeds on site. Most good quality systemic selective herbicides should control common weeds such as Daisy, Dandelion, Greater Plantain, Clover etc.

[LEARN MORE ABOUT APPLICATION OF
SELECTIVE HERBICIDE \(WEED TREATMENT\)>](#)



SCARIFICATION

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£350

Scarification is performed to prevent the build-up of thatch or to control an existing thatch layer. Decaying organic matter can build up in the base of the grass plant, producing a thick impermeable layer that reduces the air, water and nutrient intake into the soil. Other reasons for scarification are to reduce populations of undesirable grasses and weeds. Sometimes it is a case of being cruel to kind with pitches and this process can help to reduce weed and weed grass populations in exchange for more resilient species that can be introduced through disc seeding soon after scarifying. On sites without irrigation, it is recommended that scarification is not carried out too aggressively as it presents a greater challenge to reinstate the playing surface.

[LEARN MORE ABOUT SCARIFICATION >](#)



APPLICATION OF FERTILISER

Frequency:

2 x per year

Recommended for:

Whole Ground

Est Cost:

£1300

Experience has shown that where funds are limited and best value the principal concern application of a controlled or slow release granular fertiliser provides the best outcomes on pitches used for grassroots football. As a rough guide these types of fertiliser provide a slow “drip” feed of nutrients avoiding excessive grass growth that can be difficult to keep on top of and susceptible to disease. This release of nutrients can last for up to 4-5 months in certain products but more typically 3-4. Granular fertiliser has increased in cost in recent years so its really important to make sure that what you are applying to the area is appropriate and nothing is being wasted. A nutrient soil analysis that can usually be provided by your chosen supplier can help to make sure you’re using what’s most suitable for your site. Typically, whatever the preferred supplier a suitable fertiliser can be selected for spring/summer and autumn/winter. Approx. 12 x 20kg bags per full size pitch. One application per year would be considered the minimum in spring but ideally at least two with the second in late summer/early autumn.

[LEARN MORE ABOUT APPLICATION OF FERTILISER >](#)



OVERSEEDING (IN SEASON)

Frequency:

1 x per year

Recommended for:

Whole Ground

Est Cost:

£1400

In season over-seeding can be a viable option on sites where access to water is limited. Seeding in early spring and early autumn when weather conditions are more helpful can help to mitigate the risks of poor germination often seen on sites without irrigation when renovations are left till end of season and the risk of drought is higher. If choosing this option use of a disc seeder is crucial to make sure the grass seed is drilled into the pitch surface as this gives it some protection from play during germination. High traffic areas such as goal mouths are likely to still require end of season repairs. Disc seed in 3 directions at a rate of 35 grams per square metre (approximately 10-12 x 20kg bags of Perennial Ryegrass seed for a full-size pitch) If budgets are limited and over-seeding spring and autumn this can be done at half rate 18 grams per square meter per pitch, with budgets constraints in mind you could also consider concentrating on the width of the box/es down the length of the pitch where most of the wear takes place.

[LEARN MORE ABOUT OVERSEEDING \(IN SEASON\) >](#)



MOWING

Frequency:

As Required

Recommended for:

Whole Ground

The playing area should be maintained at a playing height between 30-35mm during the growing season and increased to between 35-45mm during the autumn and winter months. There are exceptions to this, during drought periods height of cut should be increased to reduce stress on the plant and cutting avoided all together if growth has ceased. To minimise build-up of surface debris careful consideration should be given as to the conditions in which mowing takes place. Quality of cut will be maximised if cutting can take place when the grass leaf is dry, however cutting should not take place during the heat of a warm day as this will cause stress to the turf. No more than a third of the grass leaf should be mown during any one operation to minimise turf stress and reduce the build-up of grass clippings on the surface.

PLEASE NOTE: The indicative budget outlined in the report does not include mowing costs.

[LEARN MORE ABOUT MOWING >](#)



LINE MARKING

Frequency:

As Required

Recommended for:

Whole Ground

Lines should be marked to the appropriate dimensions with a suitable line marking paint. Strings should be used to straighten lines when possible. On multi pitch sites the use of GPS line marking technology to mark pitches out initially and periodically restraigten lines could be considered.

PLEASE NOTE: The indicative budget outlined in the report does not include line marking costs.

[LEARN MORE ABOUT LINE MARKING >](#)



GOAL MOUTH REPAIRS (IN SEASON)

Frequency:

As Required

Recommended for:

Whole Ground

Est Cost:

£20

Hand fork the goalmouths and gently apply heave to the fork to relieve compaction, if the area is bare scratching the top soil with a landscaping rake (plastic) to create a fine tilth. Top dress using a pan shovel with a suitable material (sports sand or sand/soil mix) to return the area to desired surface level, work the dressing into the surface as you go by brushing or raking, taking care not to smother any grass cover. If conditions are suitable add some grass seed, irrigate as required and cover with germination sheeting or scaffold netting if available.

[LEARN MORE ABOUT GOAL MOUTH REPAIRS
\(IN SEASON\) >](#)

ESTIMATED BUDGET TO CARRY OUT RECOMMENDATIONS

£4420

Please note, the costs provided above are indicative and may vary dependent on quantities and frequency. This estimated budget should be used to help plan and prioritise work, but is not linked to the amount of grant funding you may receive. Following the recommended works should help you achieve the **GOOD** pitch standard, or if already at that level, sustain it.



TRAINING

As well as undertaking the maintenance activities as described above, we would also recommend attending the following training courses to further develop your skills and understanding of grass pitch maintenance.

[Click here for information on training courses.](#)

[VISIT TRAINING COURSES >](#)

Recommended Training

No training courses found.



WANT TO APPLY FOR FUNDING?

FOOTBALL FOUNDATION FUNDING APPLICATION PORTAL

You could be eligible for a grant to help you carry out the recommendations in this report. Click 'Apply here' and you could be on your way to securing a grant and being a part of our mission to transform this country's grassroots game.

Report ID: **15401**

To apply for funding visit

[APPLY.FOOTBALLFOUNDATION.ORG.UK](https://apply.footballfoundation.org.uk)

Training Courses



Further information on any training courses you're recommended to complete can be found on the Grounds Management Association website.

[Visit the GMA >](#)

The Groundskeeping Community



Join the Football Foundation Groundskeeping Community to connect with groundskeepers across different levels of the game. You'll be able to ask questions and share best practice.

[Visit the Groundskeeping Community >](#)

Find out more about the Football Foundation's plan to transform the country's grass pitches

Visit our website, which has lots of information about other resources and funding opportunities we're offering organisations involved in the grassroots game.

[FOOTBALLFOUNDATION.ORG.UK >](https://footballfoundation.org.uk)



QUOTE

Wickham Parish Council

Date
16 Nov 2023

Expiry
16 Dec 2023

Quote Number
QU-000700

Reference
Ditch Clearance

VAT Number
117622234

Ams Contracting Ltd
The Granary
Hundredsteddle Lane
Somerley
Chichester
West Sussex
PO20 7BL

Description	Quantity	Unit Price	VAT	Amount GBP
Investigate outfall culvert for positive connection - Hedge clearance to allow access and excavate by hand to find existing culvert.	1.00	350.00	20%	350.00
Cut back overgrowth of hedge, approx 1.5m deep, cut and chip 2 x dead trees.	1.00	1,900.00	20%	1,900.00
Dig ditch using excavator, level silt along ditch bank	1.00	1,400.00	20%	1,400.00
Hire of chipper for 1 x day and operatives	1.00	650.00	20%	650.00
			Subtotal	4,300.00
			TOTAL VAT 20%	860.00
			TOTAL GBP	5,160.00



DRAFT QUOTE

Wickham Parish Council

Date
16 Nov 2023

Expiry
16 Dec 2023

Quote Number
QU-000699

Reference
Sports Pitch Maintenance
Quote

VAT Number
117622234

Ams Contracting Ltd
The Granary
Hundredsteddle Lane
Somerley
Chichester
West Sussex
PO20 7BL

Description	Quantity	Unit Price	VAT	Amount GBP
Wickham Recreational Ground: 6,000m2				
Broadleaf herbicide	1.00	400.00	20%	400.00
2x Applications of fertiliser (spring & Autumn)	2.00	615.00	20%	1,230.00
Verti-drain (spring de-compaction)	1.00	400.00	20%	400.00
Shockwave (Autumn de-compaction)	1.00	550.00	20%	550.00
Over-seed 20g/m2	1.00	1,200.00	20%	1,200.00
Knole Recreational Ground: 14,300m2				
Broadleaf Herbicide	1.00	858.00	20%	858.00
2x Applications of fertiliser (spring & Summer)	2.00	1,430.00	20%	2,860.00
Verti-drain (spring de-compaction)	1.00	900.00	20%	900.00
Shockwave (Autumn de-compaction)	1.00	1,000.00	20%	1,000.00
Over-seed 20g/m2 with sports grass mix to thicken grass	1.00	2,574.00	20%	2,574.00
Subtotal				11,972.00
TOTAL VAT 20%				2,394.40
TOTAL GBP				14,366.40

Proposal from FieldForm received by NH April 24th, 2024 via email

Subject: Indicative Drainage Costs for Wickham Rec

Hi Nic,

After our recent visits to Wickham Recreation Ground, we would recommend:

Installation of a pipe drainage system throughout the football pitch, with a cut off drain on the high side of the pitch along the drip line of the trees. This would also include a couple of spurs into the zip wire run to drain that area too.

Drain the length of the pitch with 80mm perforated pipe at 5m centres.

Minimum 600mm depth on a minimum 0.5% slope

Backfill with gravel to 200mm below surface , filled to surface with sand.

Cut off drain & carrier drain 160mm perforated pipe to minimum 700mm depth.

Budget cost - £30,000 - £35,000 plus VAT.

Note:

The new drainage system will need to be connected to attenuation crates installed below surface off of the pitch (size subject to drainage rates & subsoil type). This is not included in the costs above as it will require further design.



Agenda Item 14 -

To receive an update on the Glebe Meadow Working Party

The minutes from the last Glebe Meadow Working Party are attached to this item. Since the working party's last meeting, the Full Council also approved the proposal for an ecology survey of the Glebe by Arcadian during the meeting on 9th May.

A representative from the GMWP will be in attendance on the night to update the Committee. Councillors are also requested to consider if anyone wishes to join the GMWP to represent the Parish Council during the meetings.

GLEBE WORKING PARTY (GWP)

MINUTES OF THE MEETING OF 17th April 2024, HELD AT 5 GLEBE CORNER

Present:

Mark Ashton (MA)	Chair	
Susie Broad (SB)	Wickham Residents' Association	
Paul Burlingham (PB)	Wickham Society	Secretary
Astra Hughes (AH)		
Geoff Phillpotts (GP)	Wickham History Society	

Apologies: None

1. MINUTES OF THE LAST MEETING

The minutes of the last meeting were approved.

2. MATTERS ARISING FROM ACTION POINTS AND OTHER MATTERS ARISING NOT COVERED IN THE AGENDA

- i. **Contact with the Hants. and IOW Wildlife Trust to follow up the enquiry regarding the Wilder Project** – yet to be actioned; MA will action this
- ii. **Alert the PC regarding the Archaeological status of the Glebe** – MA has sent a copy of the Archaeological Management Plan to the PC. The PC was not aware of this document (dated 2018) due to personnel changes within the council.
- iii. **Set up and convene a meeting of the Lottery bid sub-group** – the LBSG has met
- iv. **Lottery bid sub-group actions** – the LBSG has begun working to its brief. MA will give a short presentation regarding the Glebe at the next Parish Assembly.

Other matters arising from the minutes of the last meeting not covered in the current agenda
- none

3. Street lighting on the Croudace development

Bollard downlighting in the Croudace development will be installed around the perimeter, where this had been specified on the plans. However, it will not be installed on streets within the development. Lights being installed around the perimeter will be situated at the ends of the other streets so that some light spills into these areas.

4. SOUTHERN BOUNDARY

Croudace has agreed to meet the cost of moving the southern boundary. The PC will consider this option. MA has been asked to attend the Finance Committee tomorrow. He has researched the cost of surveying the trees that would be in the Glebe were the boundary to be moved.

MA will inform the PC at the next meeting that the cost of surveying the trees in the Glebe, were the southern boundary to be moved, has been quoted as between £700 and £800. The survey would be required once every 4 years for public liability purposes. If the Diocese is asked to fund a survey prior to the commencement of the lease this amount would not be required until 2028 at the earliest.

MA will request of the PC, at its next meeting, that £1500 funding be approved for an Ecological Management Plan.

5. ACCESS PROTECTION AND RECENT USE OF THE GLEBE

Motor scooters have been ridden on the Glebe, both along the path and on the grass, at speeds likely to result in pedestrians using the area to feel unsafe. This has been reported to the PC and the information has been passed on to Croudace.

PB has sought advice from Sustrans and Hampshire Rights of Way Officers, regarding access gates which would enable people with pushchairs or wheel chairs to gain access, but not people riding motor scooters. Contact is ongoing.

PB will report back regarding further information on access gates at the next GWP meeting.

6. BRIEFING FOR THE PARISH COUNCIL BY MARK ASHTON

MA presented the briefing paper which he recently sent to the PC

7. THE ARCHAEOLOGY MANAGEMENT PLAN (AMP) AND THE LANDSCAPE MANAGEMENT PLAN(LMP)

It was noted that:

- The plans are, in the main, compatible with one-another and any tensions would be resolved by the WCC Archaeological Adviser.
- The Archaeology Management Plan (AMP) contains guidance regarding the Landscape Management Plan (LMP) because any planting may impact on underground archaeology.
- A key point within LMP is the requirement to take action to improve biodiversity.
- The Ecological Management Plan (EMP), funding for which is being requested of the PC, will include guidance on increasing biodiversity by measures such as planting yellow rattle, and optimally timing the twice-yearly grass cuts, probably in March (to 4 – 5 inches in length) and again in August / September (a hay cut), followed each time by the removal of cuttings. These measures should, over time, provide a suitable environment for wild flowers to thrive.

8. LOTTERY BID SUB-GROUP (LBSG)

The group gave feedback and reported that next steps will include to:

- a) request PC funding for an Ecological Management Plan (EMP)
- b) recommend that the PC to agree to the moving of the southern boundary
- c) review the EMP and the AMP with the WCC Archaeological Adviser and a representative from Cotswold Archaeology
- d) use the Ecology Management Plan, when it has been produced, to draft a Heritage Lottery Fund Bid to attract funding in order to assist the PC to fund the care of the Glebe
- e) consult with the WCC archaeological adviser and seek her approval and support for the HLF bid

- f) present proposals regarding the HLF bid to the PC and request PC approval
- g) Request that the PC be named as the bid making body on the HLF bid
- h) consult with the community and key stakeholders regarding the PC approved proposals for care of the Glebe
- i) analyse responses to the consultation
- j) if necessary amend the bid, based on community / stakeholder feedback and seek PC endorsement for any amendments
- k) make a pre-submission of the bid to the Heritage Lottery Fund
- l) if necessary amend the bid, based on HLF feedback and request PC support for the amended bid
- m) submit the final bid to the HLF

The LBSG will report progress to the Glebe Working Party at the next meeting.

9. DATE OF THE NEXT MEETING

To be confirmed.

Susie Broad said that she will not be attending the next meeting as she wished to step down from the Glebe Working Party. The other members of the group thanked Susie for her contributions to the group.

PB 18.4.24