



Wickham and Knowle Parish Council

Wickham Water Meadows Committee

(Chair Cllr Craig Manuel **Members:** Cllr Sheila Chambers, Cllr Malc Burt, Cllr Leah Greenbank, Cllr Ben Sawyers)

Dear Committee Members

I hereby give you notice that a meeting of the **Wickham Water Meadows Committee** will be held at **Knowle Village Hall, PO17 5GR on Monday 14th October 2024 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
1.	To elect a Vice-Chair	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 14 th October 2022	Chair	2-3
6.	To receive an update on current work needed at the Water Meadows	Clerk	Verbal
7.	To review the Committee's terms of reference and recommend adoption	Clerk	4
8.	To discuss quotes for a tree survey and appoint a contractor	Chair	5-7
9.	To receive an update on the Water Vole channel work and grants received for the work	Clerk	Verbal
10.	To plan a Charity AGM for the Wickham Water Meadows Millenium Green Trust	Chair	Verbal
11.	Motion for confidential business The following motion will be moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving sensitive business, the public and the press be temporarily excluded, and they are instructed to withdraw."	Chair	-
12.	To view the Boston's annual rent	Chair	To follow

Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
clerk@wickhamparishcouncil.org
8th October 2024

Wickham and Knowle Parish Council

Annual General Meeting of Wickham Water Meadows Millennium Green Trust

Minutes of the Annual General Meeting of the above Trust held at Knowle Village Hall on Friday 14th October 2022 at 7pm.

Committee members present: Alistair Hayes (Chairman), Mark Ashton, Nick Guy, Lorrae Hayes

Parish Councillors Malcolm Burt

One member of the public, Parish Clerk Nicki Oliver

1. **To note Chair and Vice-Chair elections for 2022.23** Noted.
2. **To receive apologies for absence** Sue Roger-Jones.
3. **To adjourn meeting to allow participation by members of the public** Not required.
4. **To receive outgoing chairman's report for 2021.22:**

5.1 Millennium Green **Major resilience works have been carried out over the summer which should improve visitor experience and help protect the river banks whilst enhancing biodiversity.**

5.2 Old Forge **There are no problems with the tenants and rent is paid on time.**

5.3 Accounts and Finance (see overleaf)

5.4 Report on progress of contractor Aquascience's resilience and reinstatement works **Aquascience has completed the contracted works satisfactorily. Some of the planting has not survived the dry summer and the activities of dogs. This will be reviewed next spring.**

A supply of fine aggregate has been stored on site to allow for making good shrinkage and potholes over the coming months.

5.5 Update on proposals to assist protection of water voles, grant outcome for fencing Cllr Ashton **A grant of £5k has been secured from Portsmouth Water to fund post and rail plus stock fencing to the side stream. This will prevent access for people and dogs and help protect the water vole habitat.**

Cllr Ashton has received assurance from contacts at South Downs National Park that the Environment Agency will liaise with the Parish Council before carrying out any vegetation clearance to the side stream.

5.6 Proposal to install replacement bin at Boston's entrance to the meadows, existing has reached the end of its life **It was agreed to replace the bin with a Good Directions Barrent bin.**

5. **To identify any unmanaged risks within this committee's remit** None.
6. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available** Continue to monitor.

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

Meeting closed 7.20pm

Wickham Water Meadows Millennium Green Trust Charity No 1069235

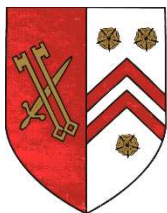
Receipts and payments for the year ended 31st March 2022

	2020	2021	2022
Receipts			
Rent	£4,972	£3,315	£4,974
Donations	£0	£2,350	£100
	£4,972	£5,665	£5,074
Payments			
Grounds maintenance	£7,095	£6,760	£5,700
Insurance	£1,192	£1,219	£1,230
	£8,287	£7,979	£6,930
Net income/loss for year	-£3,315	-£2,314	-£1,856
Bfwd 1st April	£14,015	£10,700	£8,386
Cfwd 31st March	£10,700	£8,386	£6,531
Reserves	£10,700	£8,386	£6,531

These accumulated funds are represented by:

Bank balance £6,531

Chairman Alistair Hayes, Vice-Chairman Mark Ashton, Members: Nick Guy, Lorrae Hayes, Sue Roger-Jones



Wickham and Knowle Parish Council

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www.wickhamparishcouncil.org

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Parish Clerk: Sophie Thorogood

Terms of Reference – Water Meadows Committee

Summary of Revisions Made	Version	Date
Reviewed by Water Meadows Committee	1.0	14/10/2024
Adopted by Full Council		

1. The Water Meadows Committee is constituted as a Standing Committee of the Parish Council in the Council's role of First, and Corporate, Trustee (The Trustee) of the Wickham Water Meadows Millennium Green Trust (The Trust).
2. The Committee's composition shall be the Chairperson or Vice- Chairperson of the Parish Council (who will be the Committee's Chairperson) and 3 Council members, as voting members, with 2 members constituting a quorum. The Committee may also invite non-members (having special relevant knowledge or expertise) to attend meetings who, if formally co-opted, shall have voting rights in accordance with the Local Government and Housing Act 1989 Section 13 and Statutory Instrument 1990 No 2476.
3. The Committee may appoint sub-committees to investigate and report back to the main Committee.
4. Minutes of all meetings are to be kept and forwarded to the Parish Clerk for circulation.
5. Wherever possible, all correspondence shall be conducted through The Trust's Project Manager, if appointed, or through the Clerk to the Council.
6. The Committee will ensure compliance with all Health and Safety Regulations for all Council employees and property.
7. The Committee shall be responsible for:-
 - a. the day-to-day management of the Trust in accordance with The Trust policies approved by the Trustee
 - b. the execution of plans for the future development of The Trust's property approved by the Trustee
8. The Committee is authorised to commit Parish Council Funds to a limit of £500 (five hundred pounds) only if this amount has been provided for in the annual Precept, and The Trust funds to a limit of £2,000 (two thousand pounds) without formal approval of the Trustee.



Email: arborecoconsultancy@gmail.com
Tel: 07542 093882

10th July 2024

Quotation Reference: MB240706

ARBORICULTURAL CONSULTANCY

Introduction

Arbor-Eco Consultancy have been commissioned to provide a quotation to carry out a negative tree survey of trees located at Wickham Meadows, Wickham on behalf of the Clerk & RFO to Wickham & Knowle Parish Council.

Negative Tree Survey

To carry out a ground level Visual Tree Assessment Survey of trees and produce a Negative Tree Survey Report of trees inspected with defects within the curtilage of Knowle Village Parish Council owned land (as directed) within Wickham Meadows, and recorded in a Tree Survey Schedule and included within the Tree Survey Report. Trees that require to be felled will be marked with RED paint and those requiring remedial work will be indicated with a unique numbered metal disc fixed on the stem. Trees requiring remedial work will also be marked on an OS Map using a hand-held GPS data capture device linked to 12 satellites for accuracy.

Occupiers' Liabilities Act 1957 and 1984

An occupier of premises owes the same duty, the "common duty of care", to all his visitors whether by invite or otherwise. The common duty of care is a duty to take such care as in all the circumstances of the case is reasonable to see that the 'visitor' will be reasonably safe in using the premises for the purposes for which he is invited or permitted by the occupier to be there or for purposes other than that which they have been invited (trespassers).

The VTA will be carried out with consideration to the following guidelines and current legislation;

- Occupiers' Liability Act 1957 & 1984
- Quantified Tree Risk Assessment Used In The Management Of Amenity Trees
- Management of Health and Safety at Work Regulations 1999 and the associated ACoP (guidance is contained in HSG 65 Successful health and safety management and INDG 163 Five steps to risk assessment)
- HSE's "Reducing Risks Protecting People" 2001
- National Tree Safety Group - Common sense risk management of trees 2011
- The Health & Safety Executive (HSE) (decision –making framework, known as the Tolerability of Risk (ToR) framework
- Section 41(1) of the Highways act 1980, a duty "to maintain the highways"
- Section 154 (2) of the Highways Act 1980
- National Planning Policy Framework, Trees and Forestry Commission, Crown or local authority land, churchyards, aerodromes and scheduled monuments, Government Planning Practice Guidance.

Cost Summary

Carry out a site visit and provide a Negative Tree Survey Report including mapping;

Cost: £700.00 (no VAT).

Purchase of Pear Technology Map: £50.00

If you should require any further information regarding the above works, we will be happy to help.

Yours sincerely,



Marco Bartolini

Arboricultural Consultant (TechArborA, PTI, FdScWM, Dip Mgmt)

On behalf of Arbor Eco Consultancy



FEE PROPOSAL: Wickham Water Meadows, Wickham, Hampshire

24th May 2023

By E-Mail

Dear Members,

I am pleased to supply a fee proposal to undertake a tree survey at Wickham Water Meadows including the land under WPC ownership either side of the disused railway line. (Note this price has not increased since the previous survey and will also include tags and applications if required). This site has not had a tree survey for over six years, given this it is advised that we re-tag the trees and undertake a full survey inspecting all individual trees over 200mm D.B.H.* (Diameter at breast height measured at 1.3m).

*Where trees have dense Ivy on the lower stems or dense Bramble surrounding their base and the base and lower stems are not accessible or visible, this will be recorded stating that this should be removed to allow detailed inspection.

The report would detail the tree species, height, D.B. H. (Diameter Breast Height) age category, safe useful life expectancy, comments and management recommendations with suggested time frames for completion and a schedule of works for contractors. It would also address replanting issues to provide continuity of tree cover if appropriate.

The survey, report, legal checks with the local authority would be completed for a fee of £4250.00*.

*** I could undertake the survey for £3500 if I only do a walk by survey along the southern marshy side of the river bank, highlighting only trees that need urgent remedial works.**

If you have any other further queries please do not hesitate to contact me.

Yours sincerely, ***Sarah Johnston***

M. Arbor. A., B.Sc. Arboriculture

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