

**RECORD OF THE LITTLETON & HARESTOCK  
PARISH COUNCIL MEETING**  
**held on Tuesday 9<sup>th</sup> February 2021 at 7 pm**  
**via Zoom Conference Call**

**Present:** Cllr S Burgess (Chair), Cllr J Biddlecombe, Cllr R Warren, Cllr P Highfield, Cllr D Tozer, Cllr G Sallis.

**In attendance:** Mrs L Fielding (Clerk & RFO), City Cllr S Godfrey and ATR/WO1 M Jarvis.

**Members of the public:** Two.

**20-148: Apologies for Absence**

Cllr P Cunningham, Cllr K Learney, Cllr J Burgess, City Cllr C Horrill, City Cllr A Weir and City Cllr M Craske.

**20-149: Disclosure of Interest**

Cllr G Sallis declared an interest in IT-related matters as his wife is the webmaster. Cllr S Burgess and City Cllr S Godfrey declared an interest in Sir John Moore Barracks development discussions as they are part of the main Stakeholders Committee.

**20-150: Public Participation**

A member of the public presented the Hampshire Constabulary Speed watch program and has established a small group of volunteers who will be trained by the police to record vehicle speeds with handheld devices. Warning letters would then be sent out to drivers who break the speed limit.

Cllr J Biddlecombe noted that the new LHPC Speed Camera can download vehicle speed data. Although number plates are not recorded, it should be possible to identify key times and locations in the day when speeding occurs which should be useful information for the team of volunteers.

**20-151: County Councillor's Report – County Cllr J Warwick**

County Cllr J Warwick summarised a written report (see Appendix A - pre-circulated to the Parish Councillors).

Cllr S Burgess thanked County Cllr J Warwick for including the HCC problem reporting process in her report and noted that the information would be added to the forthcoming Parish Council newsletter. Additionally, he thanked County Cllr J Warwick for her support at the planning regulatory committee meeting which reviewed the Insert Waste Facility planning application at the Three Maids Hill roundabout.

**20-152: City Councillor's Report – City Cllr S Godfrey**

City Cllr S Godfrey confirmed that the elections on the 6<sup>th</sup> May will take place with elections for City Councillors, County Councillors and the Police and Crime Commissioner, and noted that the government were promoting the use of postal and proxy votes and that measures to keep the polling stations as Covid secure as possible were being investigated. Winchester City Council is currently preparing the budget for next year and reviewing the impact of reduced income from parking and business rates. The consultation on the Winchester Local Plan starts on Monday 15<sup>th</sup> February 2021 and runs for eight weeks.

City Cllr S Godfrey reported that he was delighted that the inert waste recycling planning application at Three Maids Hill was rejected and noted that the nearby Solar Farm application is expected to be approved.

**20-153: Winchester District Local Plan 2038**

Cllr S Burgess summarised the Winchester City Council 8th Jan 2021 briefing regarding the public consultation for the 'Strategic Issues & Priorities' document which will run from 15<sup>th</sup> February 2021 to 12<sup>th</sup> April 2021.

**20-154: Minutes of the meeting held 11<sup>th</sup> January 2021**

The minutes of the meeting of 11<sup>th</sup> January 2021 were presented, and it was **proposed by Cllr J Biddlecombe, seconded by Cllr P Highfield, and RESOLVED that the minutes of the meeting held on 11<sup>th</sup> January 2021 be approved.**

**20-155: Matters Arising**

The actions from the last meeting were reviewed. The current status of actions is shown at the end of these minutes.

### **20-156: Military Report: Sir John Moore Barracks/Worthy Down**

The ATR representative RSM WO1 Jarvis reported that the recruits are keeping to rigid Covid-19 regulations, and that the next set of recruits at the Sir John Moore Barracks would start on 7<sup>th</sup> March 2021. Several dog walkers have been entering the training area at the perimeter fence near the Harestock football field, and the MOD police and regimental duty staff have been doing perimeter checks as they need to ensure the safety of the public. A few individuals have been moved on, and additional fences and signs have been put in place. A local resident also noted some suspicious vehicles in the entranceway to the football field and provided CCTV footage to the MOD police, which has now been passed on to the Hampshire Constabulary.

Cllr S Burgess asked if it would be possible for councillors to have a second visit to the barracks to get a better understanding of the DIO consultant's planning proposals. RSM WO1 Jarvis said that it would be possible, but not all areas will be accessible due to the Covid-19 regulations and she also noted that training will continue until 2026 even if parts of the barracks will be under development.

### **20-157: Police Report**

PCSO Bidle was unable to attend and no matters were raised.

### **20-158: King's Barton Forum**

The King's Barton forum was held on 19<sup>th</sup> January 2021, and the minutes are available at:- <https://democracy.winchester.gov.uk/documents/g2463/Printed%20minutes%2019th-Jan-2021%2018.00%20Kings%20Barton%20Forum.pdf?T=1>

Cllr S Burgess noted that the minutes indicated that progress is being made towards a signalised pedestrian crossing on Andover Road, and that discussions were ongoing between CALA and Hampshire County Council regarding footpaths. The Parish Council has also received information from Cllr J Warwick regarding proposals for an extension to the 40-mph limit on Andover Rd North.

### **20-159: Planning**

#### a. New Applications.

The planning schedule for January 2021 was circulated and discussed. The Parish Council resolved not to raise any objections for 21/00072/TPO (43 Harestock Rd, Harestock), 20/02861/HOU (10 Harestock Close, Harestock), 20/02878/HOU (4 Lyndhurst Close, Harestock), and 21/00053/HOU (Fermain, 5 Andover Road North, Harestock).

#### b. Existing Applications.

It was noted that application 20/02559/HOU and 20/02559/HOU previously reviewed by the Parish Council, have now been approved by WCC.

#### c. Enforcement Matters.

Open enforcement cases were reviewed but the Clerk had not received any updates from the Enforcement Officers.

### **20-160: Parish Council Finance**

#### a. January Payments List.

The Payments List for January 2021 (see Appendix B) was presented for consideration and, after discussion, was accepted. **It was therefore proposed by Cllr J Biddlecombe, seconded by Cllr D Tozer and RESOLVED that payments on the December payment schedules should be endorsed.**

### **20-161: Communications Working Group**

Cllr G Sallis reported that there are now 230 subscribers for the eNewsletter, with 90% of the subscribers opening the last issue. The website statistics showed 550 sessions with approximately 1500 page views, with the Flowerdown page being visited over 150 times. 63% of the visitors to the site were new users.

Cllr G Sallis reminded the councillors that the deadline for next eNewsletter was due and asked for news items to be emailed to him.

### **20-162: Climate Change Working Group**

Cllr D Tozer summarised the recent working group meeting which reviewed the viability of a number of proposed projects. Conservation Management Plans will be produced for the Littleton Barrows (Tumulus field) and the conservation field in the recreation ground, this may require some outside expertise. A "living map" of the condition of the trees and hedges in Parish Council land (using Parish Online) was being considered, together with plans to update the website to signpost people to other Climate Change initiatives

and organisations. The team hopes to identify carbon savings due to improved office insulation following the office refurbishment, they have also decided to defer the generation of wildflower meadows as it is anticipated that there will be a lack of volunteers to support this initiative as a result of the Covid-19 pandemic.

### **20-163: Estates Working Group**

#### a. Recreation Ground work.

Cllr P Highfield reported on the Estates Working Group's progress. Fencing Direct are installing the Recreation Ground Car Park bollards on 23<sup>rd</sup> February 2021, and they will replace the Littleton playground north fence in March. Replacement of the Pavilion Fire Escape will be done in late February, and the new notice board for the North Drive/Main Rd corner has been ordered.

Cllr P Highfield presented a quote for tree work at the Pond together with pictures of the planned work shared via Zoom. After some discussion, it **was proposed by Cllr P Highfield, seconded by Cllr G Sallis and RESOLVED to accept the quote from C&D Trees for £1,165.00 plus vat.**

Cllr J Biddlecombe has produced the draft grounds maintenance contract, which has been reviewed by the Clerk and Cllr S Burgess.

**Action:** Cllr J Biddlecombe to finalise the Grounds Maintenance contract and arrange for it to be signed off.

Cllr P Highfield noted that the next Sports Club meeting is planned for 16<sup>th</sup> February which he and Cllr S Burgess will attend.

#### b. Fire Risk Assessment.

The Clerk reported on the progress of remedial electrical work as a result of the recent Fire Risk Assessment. The assessor identified two options for a Fire Alarm in the Sports Pavilion; one cheaper intermediate solution which would be appropriate for three years only, and a longer-term more expensive solution. The councillors reviewed a sample quote for both options and resolved to implement the longer-term solution.

**Action:** The Parish Clerk to obtain two more quotes for the installation of a Pavilion Fire Alarm.

The Clerk then presented a quote for extensive electrical work in the Sports Pavilion to remedy the issues found by the Fire Risk assessors, however, it did not include the work for the external lights. The Parish Council agreed that the work should go ahead, but without the revised figures they could not authorise the work. It was therefore **proposed by Cllr S Burgess, seconded by Cllr D Tozer and RESOLVED that authorisation of the final quote could be delegated to the Clerk, in consultation with the Chair and the Vice-Chair, as a Health and Safety Emergency repair according to the Parish Council Financial Regulations and Delegation Matrix.**

**Action:** The Parish Clerk to obtain a revised quote for the electrical work in the Pavilion.

#### c. Play Equipment proposals.

Cllr S Burgess reported that he has received a quote of £13,000 for the replacement for the multi-play equipment in the Littleton playground which was larger than expected. He has also identified some issues in the installation details which he is pursuing.

The Pirates Nest was discussed and it was resolved to take this piece of equipment out of action, and replace it in the longer term.

### **20-164: Flowerdown Redevelopment.**

Cllr S Burgess reported that he had submitted the detailed Parish Council Public Consultation Response to the DIO, and that the consultants have responded that they have a large amount of feedback to review and they will report back in the next few weeks.

**20-165: Parish Council Reports**

- a. Littleton Village Design Statement (LVDS).  
Feedback on the LVDS has now been received from WCC. Cllr J Biddlecombe would like to discuss the comments with the officers at WCC, however, this is currently on hold due to the ongoing work for the Winchester District Local Plan.
- b. Littleton & Harestock Show.  
Cllr R Warren reported that the show committee was very wary of arranging the show in the usual format due to unclear Covid-19 regulations that might be in place in September. The show committee is planning an alternative, free of charge, community event which would take place on the August bank holiday instead.  
  
Cllr R Warren noted that the show is expecting to run the community event at a loss, and they were hoping that the Parish Council would waive any fees for the use of the Recreation Ground which was agreed in principle.
- c. Emergency Planning (Groundwater Report).  
Cllr S Burgess presented the groundwater report. Although more rain is expected, he believes it is unlikely that there will be flooding in Littleton this year.
- d. The Millennium Memorial Hall.  
Cllr J Biddlecombe noted that there will be an online meeting of the trustees on 23<sup>rd</sup> February 2021, and it was resolved that the Parish Council would waive any fees for water usage until the water meters are installed.  
  
**Action:** The Clerk to ascertain the planned date for the water meter installation.
- e. Transport, Traffic & Civil Engineering.  
Cllr J Biddlecombe reported the Speed Indicator Device (SID) is installed and in place at the first placement site at Harestock Rd.
- f. Environment (Residents Issues).  
The potholes in Harestock Rd have now been repaired by Hampshire Highways.

**20-166: Clerk Notices**

- a. Winchester Mayor's Award (LHPC Nominations)  
The Parish Council discussed an LHPC nomination for the Mayor's Award.  
  
**Action:** Cllr S Burgess to contact the Conservation Field volunteer to ask for his permission for the Parish Council to put him forward for the Mayor's award.
- b. The Litter Partnership  
The Clerk noted that there was a WCC litter picking scheme (with support from IDVerde) which was open to local residents. The Parish Council did not believe there was a litter issue in Littleton and Harestock and decided not to pursue the scheme.

**20-167: Items for noting, AOB, or for inclusion on next month's agenda:**

Cllr S Burgess reminded the councillors to review the proposed Standing Orders document by 3<sup>rd</sup> March 2021.

**20-168: Date of Next Meetings:**

- a. Finance and General Purposes Committee: 3<sup>rd</sup> March 2021.
- b. Parish Council meeting: 8<sup>th</sup> March 2021.

The meeting closed at 21:25.

**20-169: Summary of Actions****Table 1: Open Action Points**

ID	Owner	Action Points (Open)	Status
Feb.1	Cllr SB	Cllr J Biddlecombe to finalise the Grounds Maintenance contract, and arrange for it to be signed off	New
Feb.2	Clerk	The Parish Clerk to obtain two more quotes for the installation of a Pavilion Fire Alarm.	New
Feb.3	Clerk	The Parish Clerk to obtain a revised quote for the electrical work in the Pavilion.	New
Feb.4	Clerk	Clerk to ascertain the planned date for the water meter installation.	New
Feb.5	Cllr SB	Cllr S Burgess to contact the Conservation Field volunteer to ask for his permission for the Parish Council to put him forward for the Mayor's award	New
Nov.3	Clerk & Cllr SB	The Clerk and Chair to review the Barclays appeal decision to understand the implications for the house owner. <b>14Dec20:</b> In progress. <b>11Jan20:</b> No change. <b>08Feb21:</b> No change.	Open

**Table 2: Closed Action Points**

ID	Owner	Action Points (Closed)	Status
Jan.1	Clerk	Clerk to ask Cllr J Warwick for distribution/notification details for the Harestock flooding consultation. <b>8Feb21:</b> Cllr Warwick sent the information before Christmas and it was added as a news item to the LHPC website at the time. It was sent to flood-affected residents.	Closed
Jan.2	Cllr SB	Cllr S Burgess to contact the Sports Team and the Millennium Memorial Hall Trustees to explain the proposed Water Meter installations. <b>14Jan21:</b> MHT & the Sports Club agreed to the proposal, and this will be further pursued by the Estates WG.	Closed
Dec.4	Clerk	The Clerk to arrange a Zoom meeting to focus on the Climate Change Working Group proposals. <b>11Jan20:</b> In progress, looking for a suitable date. <b>08Feb21:</b> CCWG Zoom Meeting took place on 3 Feb 21.	Closed
Nov.2	Cllr SB	Cllr S Burgess to draft a letter to Hampshire County Councillor expressing the Parish Council's concerns regarding the Andover Rd crossing. <b>14Dec20:</b> Not done yet. <b>11Jan20:</b> No change. Cllr S Burgess will contact Cllr K Learney for additional information. <b>5Feb21</b> Closed – overtaken by events. Technical Study being organised.	Closed
Oct.3	Clerk	The Clerk to modify the LHPC Standing Orders document to align Working Groups with Advisory Committees and to distribute the document for review. <b>9Nov20:</b> In progress, needs input from HALC. <b>14Dec20:</b> NALC Legal Topic Note indicates they are the same thing but implies additional requirements for our Working Groups. Needs further investigation. <b>11Jan21:</b> HALC has informed the Clerk that as our Working Groups are informal, we do not have to comply with regulations for Advisory Committees as these are formal entities. Updates to the Standing Orders can now proceed. <b>08Feb21:</b> A draft version of the Standing Orders has been circulated to councillors for comments by 3 Mar 21. The new document draft will be proposed for formal approval at the 2021 AGM (10 May 21).	Closed

## Appendix A. County Councillor Report - Cllr J Warwick Winchester Downlands February 2021

### £26.9m Climate Change investment for Hampshire schools

An Investment of over £26M from Government climate change funding has been awarded to improve the energy efficiency of 370 Hampshire County Council schools and buildings.

£6.7 million will be spent on installation of solar panels and £20.2 million to improve insulation by replacing inefficient single glazed windows and doors with modern, double glazed units.

These programmes will save more than 3,600 tonnes of carbon per year and help local schools reduce their energy bills. County Council maintained primary, secondary, and special educational needs and disabilities schools will benefit from this programme. Not only will this investment make a significant contribution to climate change but will also boost skilled jobs locally in the low carbon and energy efficiency sectors.

The work is expected to commence this spring and be completed in the autumn of 2021.

### New Local Transport Plan for Hampshire

Hampshire County Council is asking for **your views** on a NEW Hampshire Local Transport Plan.

Hampshire's Local Transport Plan has set the policies for transport across the County since 2001. There is a need to update this in the changed context of new technologies, the pandemic and increased focus on active lifestyles and the challenges of climate change.

Please share your views on the emerging:

- **Vision:** What will our transport system look like in 2050?
- **Outcomes:** What are we trying to achieve in terms of climate change, economy, the environment, and society?
- **Guiding Principles:** How we will change the way in which we plan and deliver transport?

To view more information and leave your feedback visit: The first phase of consultation closes on 28<sup>th</sup> February 2021.

<https://www.hants.gov.uk/transport/localtransportplan>

### Hampshire County Council: Reporting Issues on the Roads, Pavements and Verges

#### 1. Emergency Repairs:

If you see a highways issue which needs **urgent** attention:

- Phone 0300 555 1388 (8:30 am to 5 pm, Monday to Friday)
- Outside of office hours, phone 101

Emergency defects are usually made safe within two hours. These repairs may be temporary with permanent repairs being made later. Other defects become part of the maintenance programme and are usually repaired within two months. Larger or more complex works, such as major resurfacing, are generally scheduled separately.

#### 2. Other less urgent highways issues can be reported online at the Hampshire County Council website ([www.hants.gov.uk](http://www.hants.gov.uk) search Road Maintenance) or via the following link:

[Report a problem | Hampshire County Council \(hants.gov.uk\)](#)

You will get a reference number and a response from the Highways Team.

Please do contact me if you require any follow up on reported issues

#### 3. Operation Resilience

Operation Resilience is a long-term strategy to make Hampshire's roads more resilient to the effect of extreme weather and heavy traffic.

Operation Resilience carries out Hampshire's large, planned maintenance programme of work each year. These works are different to reactive works, such as pothole repairs or gully cleansing. You can find further information on forthcoming schemes on the link below:

[Operation Resilience | Hampshire County Council \(hants.gov.uk\)](#)

**Appendix B. Payments for endorsement** (Confidential information not shown).**Table 3:** LITTLETON & HARESTOCK PARISH COUNCIL – Payments in January 2021

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
05.01.21	200	L Fielding	Clerk's expenses December	24.70	0.00	24.70
05.01.21	201	WCC	Council tax on Parish Office	71.00	0.00	71.00
06.01.21	202	British Gas	Office Electricity for 18/11/20 - 18/12/20	35.36	1.68	33.68
07.01.21	203	Zoom	Zoom Pro Monthly Charge 04/12/20 - 3/01/21	14.39	2.40	11.99
12.01.21	204	Giant Olive	Dec Website Updates	200.00	0.00	200.00
12.01.21	205	Green Smile Ltd	January grounds maintenance	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
12.01.21	206	Mainstream Digital	December telephone usage	2.87	0.48	2.39
15.01.21	207	Westcotec	Speed Indicator Device	5,388.00	898.00	4,490.00
15.01.21	208	Business Stream	Water Services (7 Dec 2020 - 8 Jan 2021)	19.82	0.00	19.82
15.01.21	209	WCC	Playground inspections for Nov/Dec 2020	482.04	80.34	401.70
15.01.21	210	HMRC	Tax & NI on January salaries	<i>Redacted</i>	<i>Redacted</i>	<i>Redacted</i>
19.01.21	211	Mid Hants Fire Protection	Annual inspection of fire fighting equipment	59.94	9.99	49.95
22.01.21	212	Vitaplay	Health and Safety Repairs to Playgrounds	3,087.63	514.60	2,573.03
22.01.21	213	WCC	Dog bin emptying to end of Financial Year	360.00	0.00	360.00
25.01.21	214	Noticeboards Online Ltd	Noticeboard for North Drive/Main Rd grassed area	2,814.00	469.00	2,345.00
25.01.21	215	S Covill	Cleaner's salary January	182.00	0.00	182.00
25.01.21	216	L Fielding	Clerk's salary January	1,082.75	0.00	1,082.75
27.01.21	217	BT	1 Jan - 31 Mar 2021: Broadband	111.60	18.60	93.00
30.01.21	218	British Gas	Sports Pavilion Electricity 11Nov20-11Dec20	61.47	2.93	58.54
28.01.21	219	HCC County Supplies	Computer Screen cleaner	1.68	0.28	1.40
28.01.21	220	L Fielding	Clerk's expenses January	29.30	0.00	29.30
29.01.21	221	Zoom	Zoom Pro Annual Charge 28/01/21 - 27/01/22	111.85	18.64	93.21