

**RECORD OF THE LITTLETON & HARESTOCK  
PARISH COUNCIL MEETING  
held on Monday 14<sup>th</sup> April 2025 at 7:00 pm  
at Littleton Memorial Hall.**

**Present:** Cllr L Winn (Chair), Cllr D Tozer, Cllr S Borthwick, Cllr C Morton, Cllr J Biddlecombe, Cllr T Jackson.

**In attendance:** Mrs L Fielding (Clerk & RFO), County Cllr J Warwick, City Cllr K Learney, City Cllr J Morris and City Cllr C Horrill.

**Members of the public:** Two.

**24-257: Apologies for Absence.**

Apologies were received from Cllr P Cunningham and the Chair of the Sports Club Management Committee.

The Parish Council noted the reason for Cllr P Cunningham's absence and approved his apologies.

**24-258: Disclosure of Interest.**

None.

**24-259: Public Participation.**

None.

**24-260: Minutes of previous meetings**

- a. To approve and sign the minutes of the meeting held on 10<sup>th</sup> March 2025.

The minutes of the meeting of 10<sup>th</sup> March 2025 were presented, and it was **proposed by Cllr J Biddlecombe, seconded by Cllr S Borthwick, and RESOLVED that the minutes of the meeting held on 10<sup>th</sup> March 2025 be approved.**

- b. To approve and sign the minutes of the extraordinary meeting held on 9<sup>th</sup> April 2025.

The minutes of the extraordinary meeting of 9<sup>th</sup> April 2025 were presented, and a query was raised about the fourth bullet point in item 24-254a. It was agreed to replace the wording:-

"To support the building of higher density affordable housing for key workers and dispute the need for low-density larger homes spread out across the Northern Fields."

With:-

"We do not support the plan to build areas of low density housing within the Northern Fields. We are supportive of the plan to build higher density housing, including affordable housing, within the existing built-upon area of the Barracks."

It was therefore **proposed by Cllr T Jackson, seconded by Cllr S Borthwick, and RESOLVED that, with the changes as described above, the minutes of the extraordinary meeting held on 9<sup>th</sup> April 2025 be approved.**

**24-261: Review of Open Actions.**

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

During the discussion of Action Mar.1, it was noted that there had been significant smells coming from the biodigester on 1<sup>st</sup> April 2025, and the Clerk was asked to investigate how this could be reported.

**Action:** The Clerk to find out how to report strong smells emanating from the Acorn Biodigester.

**24-262: County Councillor's Report – County Cllr J Warwick.**

The written report from County Cllr J Warwick was noted. Additionally, County Cllr J Warwick reported that the consultation on the Local Government Reform was now closed, and that the County Council had worked with other local authorities to submit an interim plan on the reform in Hampshire, and they have until the Autumn to produce a finalised proposal.

County Cllr J Warwick referred to the concern raised by the Littleton resident at the last Parish Council meeting about HGV vehicles travelling on Main Rd. She noted that this had occurred in other areas where, with some detective work, the source of the vehicles had been identified and they had been rerouted. Potentially, there may be similar actions that could reduce HGV movements in Littleton.

Cllr J Biddlecombe raised the concern that during the M3 Junction 9 works, vehicles may choose to come through Littleton, and the diversion signage should be very visible. County Cllr Warwick agreed to raise this with the National Highways team.

Cllr C Morton was concerned that it was not appropriate for juggernauts to travel through Littleton, and County Cllr Warwick agreed to investigate. City Cllr Learney also noted that there had been an increase in juggernaut traffic going along Andover Road and Harestock Road into Winchester.

County Cllr J Warwick also agreed to investigate a concern raised by Cllr C Morton with regard to new bus pass rules, and the reduction of accessible buses on the number 16 route.

#### **24-263: City Councillors' Report – St Barnabas Ward**

City Cllr K Learney referred to the National Highways M3 Junction 9 project, which is expected to include new bridges in October/November 2025 and for traffic to be switched to use them from April 2026. She noted that the diversions for the closed footpath and cycle route on the roundabout are very long, and it might be more appropriate to check local maps for alternatives.

City Cllr K Learney reported that Winchester City Council is currently reviewing the plans for the proposed changes to a mayor-led authority, and in particular, the representation for residents across the county, and the powers the new authority would have, e.g. planning and housing, and climate change/biodiversity.

City Cllr K Learney was pleased to report that Winchester City Council had been awarded £550,500 for the UK Shared and Rural England Prosperity Funds, and that the UK Shared Prosperity fund was now open for applications until 26 May. The fund is open to businesses and not-for-profits, and the Parish Council discussed potential applications for solar panels on the Pavilion and additional panels on the Memorial Hall.

#### **24-264: City Councillors' Report – Wonston and Micheldever Ward**

City Cllr C Horrill reported on several topics, which included: -

- Two by-elections will occur in May, one for the City Council in Colden Common and Twyford and one for the County in Winchester Eastgate division.
- She stressed that whatever plans are in place after the Local Government reorganisation, the level of service provided to residents must remain, including during the transition period.
- The Planning Inspector will begin the Regulation 19 Local Plan hearings on 22<sup>nd</sup> April.

#### **24-265: Military Report: Sir John Moore Barracks**

No report.

#### **24-266: Police Report**

No report.

#### **24-267: King's Barton Forum**

Cllr D Tozer had not been able to attend the recent forum, but he noted a report which indicated that the community centre would be able to support badminton in the main hall, and that there was a delay in the spine road.

Cllr C Morton noted an article in the Chronicle that reported the closure of Andover Rd, and the diversion into Kings Barton had been delayed, and Cllr K Learney said that the trigger point when this would occur had been extended from 650 houses to 1000 houses.

#### **24-268: Littleton and Harestock Sports Club**

The Chair of the Sports Club Management Committee was unable to attend, but sent a written report which included the following:-

- The bowls season will start on 12th April 2025.
- The Cricket Club will hold an outdoor nets event on Sunday, 19th April, where they hope to attract new members.
- The Croquet Club played through winter. Both croquet lawns are in good condition after much work over the winter.
- Tennis: Courts 1 and 2 were repainted earlier this month. The Tennis Club will be holding an Open Day on Sunday, 27th April, 10 a.m. - 12 p.m.

- The Junior Football Club will be holding an end of season 'Festival of Football' in July, not at Littleton, but at Stoneham Football Complex, because of the facilities on offer there.

The Sports Club AGM will be held on Tuesday, 6th May.

The Sports Club has concerns about the high cost of Pavilion electricity in January and February, and would like to ask the council to consider fitting heating control switches so that they can be switched off automatically after two hours of use. After some discussion, the Parish Council agreed to investigate insulation in the Pavilion before making any changes to the heaters.

**Action:** The Clerk/Estates Working Group to investigate insulation in the Sports Pavilion.

#### **24-269: Planning.**

##### a. New Applications.

Following a review of the new applications, **it was proposed by Cllr D Tozer, seconded by Cllr S Borthwick and RESOLVED to submit responses as shown in the table below:**

Table 1: Planning Application responses agreed by the Parish Council

Reference	Address	Application Detail	Response
25/00579/HOU	23 Main Road, Littleton.	Single story rear extension. New single story link between the house and outbuilding. Minor alterations to outbuilding	No objection
25/00667/HOU	26 Burley Road, Harestock.	Garage conversion, enclosed porch and louvres to provide shading.	No objection
25/00609/HOU	60 Buriton Road, Harestock.	Single Storey Front Extension and Part Garage Conversion	No objection

##### b. Existing Applications.

It was noted that one recent application had been revised following comments by the Parish Council and had subsequently been approved by Winchester City Council. One application was due to be considered by the planning committee.

##### c. Enforcement Matters.

The council noted that there was one open enforcement case within the Parish, however, it was not clear what the concern was related to.

**Action:** The Clerk to find out more details about the open enforcement case.

##### d. To receive an update on the preparation for the Winchester District Local Plan Examination

Cllr L Winn reported that she and Cllr D Tozer would speak at the Local Plan Examination for Matter 6, Policy W2 Sir John Moore Barracks housing allocation, on 30<sup>th</sup> April 2025. They would also speak on Matter 12, Policy D5 Master Plans, on 21<sup>st</sup> May 2025 and Matter 14, Policy NE7 Settlement Gaps, on 23<sup>rd</sup> May, and be supported by the council's planning consultant.

The supporting submission papers have already been submitted to the Local Plan Inspector.

##### e. To note significant survey work (in and around Deane Down Drove) for the Southern Waters Andover Link Main Scheme (24/01447/SCOPE)

The Clerk reported that significant survey work was in progress for the scoping project for the Southern Waters Andover Link Main Scheme, and she highlighted the proposed pipeline and the material lay-down areas, which included one in Deane Down Drove.

It was noted that there could be impacts on residents of Deane Down Drove, and at the road junctions at each end of the road, if the final planning application includes the lay down as proposed in the scoping application.

#### **24-270: To consider the sale (via auction) of open space opposite Ashley Close in Harestock.**

It was noted that open space opposite Ashley Close in Harestock was being sold at Auction on 24<sup>th</sup> April. The council were concerned that the property could be sold for development in the future, and could be lost as open space for the residents in Harestock. The council considered whether it would be an option to purchase the open space, and it was noted that the fees (including auction and seller's costs) would amount to

approximately £7,500 plus VAT, and this did not include solicitor fees to purchase it. The guide price for the open space was £1,000+.

City Cllr K Learney noted that the open space was included as part of the city council's open space strategy, and anyone attempting to build on it would have to offer a similar, equally suitable open space in mitigation. She also noted that a large part of the land is highway land, and that given it's been treated as open space for a long time, she suspects there are underground utility works in the space.

After some discussion, **it was proposed by Cllr L Winn, seconded by Cllr J Biddlecombe and RESOLVED to delegate the Clerk to approach the current owners with a request for them to gift the land to the Parish Council, and that the council would pay reasonable fees up to a budget of £5,000.**

**24-271: To consider a request from the Women's Institute to plant a memorial tree in the Littleton Recreation Ground.**

The council considered the WI's proposal to plant a memorial tree in honour of one of its members. It was agreed that any tree planted should be a native tree, planted in the Conservation Field within Littleton Recreation Ground, and that the Women's Institute members should be responsible for planting and maintaining the tree, which would include watering and any tree surgery required in the future.

It was therefore proposed by Cllr C Morton, seconded by Cllr J Biddlecombe to approve in principle the Women's Institute's request to plant a memorial tree.

**24-272: To consider a request from Harestock Primary School to place a temporary banner at Bradley Rd playground.**

After some discussion, the Parish Council unanimously agreed to approve the proposal from Harestock Primary School to place a temporary banner at Bradley Rd playground during September and October. It was also noted that the school hadn't provided a report on their use of the Council grant in 2024, and the Clerk was asked to follow up with them.

**Action:** The Clerk to contact Harestock Primary School regarding a report on their use of the council's grant in 2024.

**24-273 Parish Action on the Climate Emergency (PACE) Working Group**

a. Repair Café

A series of 4 Repair Cafés has been provisionally booked for 2025/26, with an initial volunteer meeting on the evening of Thursday, 17th April.

b. Spring Clean

The litter-picking event in both Littleton and Harestock is planned for Sunday, 27<sup>th</sup> April 2025. Several volunteers have come forward, but not as many as last year. Some of the volunteers have also agreed to make cakes for tea after the event, which are very welcome.

c. Biodiversity and the Conservation field

Consultancy advice was sought to devise a plan for managing the conservation field in a way that maximises biodiversity. Although four ecology consultants have been asked to provide a quote, only one quote has been forthcoming, and it was agreed that the Clerk should contact some additional ecology consultants to get another quote.

**Action:** The Clerk to approach additional ecology consultants for quotes for maximising biodiversity in the Conservation Field.

**24-274: Estates Working Group**

Cllr J Biddlecombe and Cllr C Morton noted that it was good to see the new cycle track and the other new facilities in the playgrounds being well used.

After some discussion, it was **proposed by Cllr J Biddlecombe, seconded by D Tozer and RESOLVED to provide men's sanitary disposal in the disabled toilets in the Sports Pavilion.** It was also noted that the Millennium Hall trustees could be approached to provide a similar facility.

**24-275: Preparation for the Annual Parish Council Meeting and the Annual Parish Meeting.**

- a. To note documents for review and approval at the Annual Parish Council meeting.

The Clerk noted that several documents would need to be reviewed, and approved at the Annual Parish Council meeting which included the Standing Orders, the Financial Regulations, the Delegation Schedule, the terms of reference for the LHPC Finance and General Purposes Committee and the Responsibility Matrix. These documents will be distributed in good time before the meeting.

The Clerk also noted that the annual Governance and Account Statement for 2024-2025 would normally be presented at the Annual Parish Council meeting for approval, however, the council's internal auditor had reported that he wouldn't be able to complete the year end audit as planned, and she was currently investigating alternatives. It would be necessary to approve another internal auditor, and an extraordinary meeting was suggested.

- b. To review the organisation of the Annual Parish Meeting (Annual Assembly).

The Chair outlined the arrangements for the Annual Parish Meeting with electors, and noted that special guest speakers had been arranged to present the M3 junction 9 plans. It was agreed that Country and District Councillors, the Sir John Moore Barrack ATR RSM, and the local bobby should be invited to make a presentation. It was agreed that refreshments would be provided.

The paper newsletter advertising the Annual Parish Meeting is being designed by the printers and should be available soon for distribution.

**24-276: Parish Council Finance.**

- a. Payments for endorsement.

The payment list for March (see Appendix A) containing payments already made was presented for consideration.

After some discussion, **it was proposed by Cllr J Biddlecombe, seconded by Cllr S Jackson and RESOLVED that payments listed on the March payments schedule should be endorsed.**

- b. To approve payments of new invoices

None.

- c. To approve the Fixed Asset Register.

The council reviewed the proposed Fixed Asset Register dated 31<sup>st</sup> March 2025, and the additional assets and disposal of some existing assets were considered. It was agreed that the Clerk should dispose of the old office shredder by offering it for free via social media.

After some discussion, it was proposed by Cllr L Winn, seconded by Cllr D Tozer and RESOLVED to approve the Fixed Asset Register dated 31<sup>st</sup> March 2025.

- d. To review the draft accounts for 2024-2025.

The Clerk presented the draft accounts for 2024-2025 and noted that these would be put forward for approval at the May Parish Council meeting.

- e. To approve the finalised budget for 2025-2026.

The Clerk presented the final version of the 2024-2025 budget and highlighted the budget areas that had been revised following the production of the draft accounts for 2023-24. The council made modifications to the audit budget, the legal fees budget and the website maintenance budget, and following further discussion, **it was proposed by Cllr L Winn, seconded by Cllr D Tozer and RESOLVED to approve the 2025-26 budget.**

- f. To consider quotes for ecology consultation in preparation for developing a response to the Sir John Moore Barracks outline planning application. (*T&C Planning Act 1990, Sched.1, para. 8, LGA 1972 s111*)

The Clerk reported that despite contacting four ecology consultants, due to their workload, none had been able to provide a quote. She agreed to contact some additional consultants.

**24-277: To consider the proposals for Devolution and the Local Government Re-organisation**

No additional items were discussed as the subject was covered under the County Council, and City Council reports.

**24-278: Littleton Memorial Hall Report.**

- a. To propose Parish Council nominated trustees for the Littleton Memorial Hall Trust's AGM.

**The Parish Council agreed unanimously to reconfirm the existing Parish Council appointed Littleton Memorial Hall Trustees.**

- b. To receive a report from the Littleton Memorial Hall Trustees.

Cllr T Jackson reported that the trustees are considering installing a second set of Solar Panels. A number of trustees will be standing down (including the Chair of the Trustees) at the AGM, and the trustees are following up on identifying replacement trustees.

The trustees would like to rename the signs to the Hall, and replace them with brown signs, and it was agreed that they should approach Hampshire County Council for this.

**24-279: To consider Transport and Traffic related matters.**

Cllr C Morton raised a concern about the large and deep potholes in the Hall Way. The Clerk noted that this had been reported and she had sent reminders to the highways team, but she would contact them again.

**24-280: Items for noting only, or for inclusion on next month's agenda.**

None.

**24-281: Date of Next Meetings:**

- a. Finance and General Purposes Committee Meeting: 7<sup>th</sup> May 2025, Sports Pavilion at 9:30 am  
 b. Annual Parish Meeting / Assembly: 12<sup>th</sup> May 2025, Littleton Memorial Hall at 7:00 pm.  
 c. Annual Parish Council meeting: 12<sup>th</sup> May 2025, Littleton Memorial Hall at 8:00 pm.

**24-282: Summary of Actions**

Table 2: Status of Action Points.

ID	Owner	Action Points (Open)	Status
Apr.1	Clerk	The Clerk to find out how to report strong smells emanating from the Acorn Biodigester.	NEW
Apr.2	Clerk/Estates WG	The Clerk/Estates Working Group to investigate insulation in the Sports Pavilion.	NEW
Apr.3	Clerk	The Clerk to find out more details about the open enforcement case.	NEW
Apr.4	Clerk	The Clerk to approach additional ecology consultants for quotes for maximising biodiversity in the Conservation Field.	NEW
Apr.5	Clerk	The Clerk to contact Harestock Primary School regarding a report on their use of the council's grant in 2024.	NEW
Mar.1	Cllr LW	Cllr L Winn to report the concerns regarding the Andover Road North HGV route in the Anaerobic Digester Traffic Management Plan to the Acorn Biodigester planning team. <b>14 Apr 25:</b> Done. Cllr L Winn reported the council's concerns to both the Acorn planning team and the Winchester Council Officer dealing with the related planning application.	Closed
Mar.2	Clerk	The Clerk to revise the Energy Champions visit risk assessment <b>14 Apr 25:</b> Done.	Closed
Mar.3	Clerk	The Clerk to re-arrange the date for the Annual Parish Council meeting <b>14 Apr 25:</b> Done. Due to availability, the meeting has returned to the original date.	Closed
Mar.4	Clerk	The Clerk to write to Cllr J Warwick, raising the concerns expressed by a resident regarding HGV vehicles through Littleton. <b>14 Apr 25:</b> Done.	Closed
Feb.3	Clerk	The Clerk to investigate quotes for ecology advice for the Sir John Moore Barracks development.	Open

ID	Owner	Action Points (Open)	Status
		<b>10 Mar 25:</b> Cllr C Morton will provide advice on who to approach <b>14 Apr 25:</b> Four consultants have been approached, however, quotes have not yet been received. More consultants will be approached.	
Feb.4	Clerk	The Clerk to provide fully costed quotes for lectern-style notice boards in the conservation field. <b>10 Mar 25:</b> No progress. <b>14 Apr 25:</b> Done.	Closed
Oct.12	Estates WG	The Estates WG to investigate options for reducing the proliferation of Poplar and Cherry Trees in the Recreation Ground conservation field <b>11 Nov 24:</b> In progress. <b>9 Dec 24:</b> Some options were discussed, including using volunteers, the probation service or paying a contractor to do the work. <b>13 Jan 24:</b> To be discussed by the Estates WG and the contractors that were used last year. <b>10 Feb 25 / 10 Mar 25 / 14 Apr 25:</b> Estates WG have not met yet.	Open
Jun.4	Cllr TJ	Cllr T Jackson agreed to pursue his contact and arrange a site visit at the anaerobic biodigester at Three Maids Hill when the plans for the landscaping become clearer. <b>8 July 24:</b> In progress, Cllr T Jackson is organising a site visit in the next few weeks. <b>9 Sep 24:</b> In progress, proposed dates unsuitable. <b>14 Oct 24:</b> Delayed until after the separate meeting about the Travel Management Plan on 22 <sup>nd</sup> October. <b>11 Nov 24:</b> A further meeting is planned for 19 <sup>th</sup> October. <b>9 Dec 24:</b> Action placed on hold until the Spring <b>13 Jan 25:</b> A site visit on 23/01/25 for the wider community has been arranged by "Meeting Place", and it was agreed that Cllr C Morton would attend to represent the Parish Council. <b>10 Feb 25:</b> Site visit report to be discussed under minute item 24.218e. <b>10 Mar 25 / 14 Apr 25 :</b> On hold.	Hold

## Appendix A. Payments for endorsement (Confidential information not shown).

Table 3: Payments in March 2025

Date	Ref	Details of payment	Details of payment	Total (£)	VAT (£)	Net (£)
03.03.25	229	British Gas	Sports Pavilion Electricity for 11/01/25 - 16/02/25	267.86	12.76	255.10
04.03.25	230	Ava Recreation Ltd	Play Equipment Painting at Bradley Rd Playground	3,300.00	550.00	2,750.00
05.03.25	231	True Potential	Pension Payment for January	156.42	0.00	156.42
05.03.25	232	True Potential	Pension Payment for February	156.42	0.00	156.42
05.03.25	233	Biffa	Waste & Recycling collection 29/03/25 - 26/09/25	1,418.98	118.25	1,300.73
05.03.25	233x	Biffa	Incorrect overpayment to Biffa - due to typo/error	1.00	0.00	1.00
05.03.25	234	WCC	Dog bin emptying - Quarter 2 - July/August/September 2024	390.00	0.00	390.00
05.03.25	235	Steve Lees Planning	Planning Advice for the Sir John Moore Barracks concept masterplan and attendance at DIO meeting	500.00	0.00	500.00
05.03.25	236	Green Smile Ltd	March Grounds Maintenance and Bin Emptying	<redacted>	<redacted>	<redacted>
10.03.25	237	British Gas	Office Electricity for 21/01/25 - 19/02/25	98.44	4.69	93.75

11.03.25	238	Blake Morgan	Solicitor Fees regarding advice on the closure of the Littleton Recreation Ground Charity	3,580.20	596.70	2,983.50
11.03.25	239	Stuart Scott	Hedge Cutting in Recreation Ground	1,370.40	228.40	1,142.00
11.03.25	240	Ava Recreation Ltd	Littleton playground - installation of basket swing and climbing slope	11,506.40	1,917.73	9,588.67
11.03.25	241	Ava Recreation Ltd	Bradley Rd playground - installation of inclusive swing and 3 springers	4,768.50	794.75	3,973.75
11.03.25	242	Littleton Landscapes	Littleton pond maintenance (13/02/24 - 18/02/25)	1,166.40	194.40	972.00
17.03.25	243	Wirral Discount Supplies Ltd	Office Henry Vacuum Spare Parts	22.17	3.70	18.47
17.03.25	244	Justar Technology Ltd	Bonsaii 12-sheet Micro Cut Heavy Duty Shredder	94.99	15.83	79.16
18.03.25	245	Lloyds Bank	Banking Service Charge	4.25	0.00	4.25
18.03.25	246	Uk Safety Store	Custom Dog Poo and Private Car Park Signs	133.39	22.23	111.16
19.03.25	247	Mainstream Digital	March line rental and call charges	25.78	4.30	21.48
21.03.25	248	Fire & Security Hampshire	Pavilion Fire Alarm Service	70.00	0.00	70.00
21.03.25	249	HMRC	Tax & NI on March salaries	425.39	0.00	425.39
21.03.25	250	Littleton Memorial Hall	Hall Booking - Repair Café Setup meeting	25.00	0.00	25.00
21.03.25	251	Clerk	Clerk's expenses 1st August 24 to 28th February 2025	48.22	3.70	44.52
25.03.25	252	Go Live	March Website Updates & E-newsletter	300.00	0.00	300.00
25.03.25	253	Clerk	Clerk's salary March	1,597.26	0.00	1,597.26
25.03.25	254	The Notice Board Company Ltd	Conservation Field Lectern	802.80	133.80	669.00
25.03.25	255	Cartridge People	Printer ink and paper	67.89	11.31	56.58
25.03.25	256	Adobe	Adobe monthly subscription for February	35.39	5.90	29.49
27.03.25	257	Land Registry	Title register and plan for open space in Harestock	14.00	0.00	14.00
31.03.25	258	British Gas	Sports Pavilion Electricity for 16/02/25 - 17/03/25	139.60	6.65	132.95
31.03.25	259	KT Cleaning	Pavilion Cleaning for March	160.00	0.00	160.00