

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING
held on Monday 10th February 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), Sports Club Management Committee Chair and the Tennis Club Secretary, City Cllr J Batho and City Cllr C Horrill.

Members of the public: One.

24-205: Apologies for Absence.

Apologies were received from Cllr P Cunningham and County Cllr J Warwick.

24-206: Disclosure of Interest.

Cllr J Winn and Cllr C Morton raised a personal interest in 24-216b as members of the Tennis Club.

24-207: Public Participation.

A resident presented plans for an event in and around Winchester between 21st and 29th June which was originally intended to be a Garden Festival but will now include the Arts, music and other activities which might include scarecrow competitions. She wishes to engage people within the Parish and asked the Council if they could support by publicising the event.

24-208: Minutes of previous meetings

The minutes of the meeting of 13th January 2025 were presented, and it was **proposed by Cllr T Jackson, seconded by Cllr C Morton, and RESOLVED that the minutes of the meeting held on 13th January 2025 be approved.**

24-209: 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.

24-210: County Councillor's Report – County Cllr J Warwick.

The report from County Cllr J Warwick was noted, and no issues were raised.

24-211: City Councillors' Report – Wonston and Micheldever Ward

City Cllr H Horrill reported on several topics which included the following: -

- Hampshire County Council has been accepted on the Government's fast-track Devolution Priority Programme, and an outline plan which extends to district councils needs to be provided by 21st March.
- A new Local Plan is needed to account for the 4,500 extra homes required by the Government
- The Sir John Moore Barracks masterplan will be presented to the Winchester city council cabinet on 12th February.

Cllr J Biddlecombe raised the concern that WCC planners may be focussing on the strong need to provide more houses, rather than fully taking into account the local plan policies.

24-212: City Councillors' Report – St Barnabas Ward

City Cllr J Batho noted that there is a meeting at St Barnabas Church on Wednesday 12th to discuss a proposal for 188 houses in Lanham Lane, and that the new Local Plan may be affected by the devolution and an emerging Local Government reorganisation plan. As part of the Local Government reorganisation the Town Forum has also asked for a community governance review to consider the formation of a Town Council for Winchester City, and they would be interested in hearing from any Parish Council who wished to become part of it.

Action: The Parish Clerk to provide a set of assets that the Parish Council could take responsibility for.

24-213: Military Report: Sir John Moore Barracks

No report.

24-214: Police Report

No report.

24-215: King's Barton Forum

The February meeting is deferred to March 11th. Cllr D Tozer is unavailable, he will email councillors to ask if anyone can attend the meeting instead.

24-216: Littleton and Harestock Sports Club**a. Sports Club General Report**

The Chair of the Sports Club Management Committee reported on behalf of all the Sports Clubs as follows:-

- Junior Football:
The football club are doing their best to keep the football pitches in a playable condition by cancelling games and moving training etc., but they appreciate that the pitches are not in the best of conditions right now. The club asks for councillors to be patient as the grass will grow back once the weather improves and a comprehensive maintenance plan is in place for the remainder of the year.
- The Croquet Club has continued through winter weather and the lawns are in good condition.
- The Cricket Club plans to use the nets at Littleton this year for pre-season warm-up, rather than indoor nets the club used last year. The club will be fielding just one team this summer and hopes to recruit new members and set up a junior section.
- The Bowls Club season will start on 12th April 2025.
- The Tennis club courts 1 and 2 will be washed, treated for moss, etc & repainted as soon as the weather improves.

A croquet club member has volunteered to be the guardian of the pavilion defibrillator and has discovered that the defibrillator cannot be registered with the Circuit as it's not available to the public. The Sports Club are considering the position of the Pavilion defibrillator and may ask for permission to relocate it to an outside wall in the future.

b. Use of the Tennis Courts to coach Winchester College Students.

On behalf of the Tennis Club, the Chair of the Sports Club Management Committee and the Tennis Club Secretary asked for permission for the Littleton Tennis Club Coach to use the Littleton tennis courts to coach students from Winchester College from Thursday 24th April to Thursday 26th June, excluding half-term week, Friday 23rd May to Sunday 1st June. There would also be five or six match fixtures against other schools, played on Saturday afternoons which would not interfere with the club's match fixtures. The income raised from this would go into the sinking fund for court resurfacing and other maintenance work.

Cllr L Winn and Cllr C Morton raised a personal interest as members of the Tennis Club and decided not to take part in the decision for the Tennis Club request. Additionally, it was resolved that Cllr L Winn should hand over the Chair role to Cllr D Tozer (vice-chair) to decide on the matter.

After some discussion, **Cllr D Tozer proposed a vote which was approved unanimously (from those voting), to approve the request to allow the Winchester College to use the Tennis Courts.**

Cllr D Tozer then handed back the role of Chair to Cllr L Winn.

24-217: Littleton Recreation Ground Charity (Charity Number: 301875).

The minutes of the meeting of the Littleton Recreation Ground Charity (Charity Number: 301875) held on Monday 31st January were noted.

The Parish Council thanked the Clerk and Cllr John Biddlecombe for their hard work in investigating the charity's historical information.

24-218: Planning.**a. New Applications.**

The Clerk reported that, under her delegated responsibility, she had not raised any objections to application 24/02700/HOU (Elcarim, 49 Main Road Littleton).

Following review of the remaining new applications, the Parish Council resolved not to raise any objections to 25/00067/HOU (7 Winslade Road, Harestock) and 25/00106/TPO (8 Abbotts Ann Road Winchester).

b. Existing Applications.

It was noted that three recent applications, previously reviewed by the Parish Council, had been approved by Winchester City Council, two of which were considered by the planning committee. In particular, Cllr J Biddlecombe attended the planning committee to provide input on the Council's objection to application 23/02848/FUL. The Parish Council's feedback was not accepted by the planning committee. However, Cllr J Biddlecombe noted that the owner may consider a proposal for a footpath along the side of the road.

Additionally, the council noted the developer's response to comments made in respect of 24/02560/FUL.

c. Enforcement Matters.

The council noted that there were no open enforcement cases within the Parish.

At this point, Cllr J Biddlecombe left the meeting.

d. To consider the Anaerobic Digester Traffic Management Plan for application 22/02037/FUL

The latest Traffic Management Plan for application 22/02037/FUL and some clarifying emails were discussed, and it was agreed that the clarification remarks provided in the emails should be listed in the document.

Action: Cllr L Winn to report the Parish Council comments on the Anaerobic Digester Traffic Management Plan to the Acorn Biodigester representative.

e. To consider feedback from the Anaerobic Digester site visit on 23rd January 2025.

Cllr C Morton summarised his visit report from the Anaerobic Digester site visit on 23rd January 2025 and in particular, the sheer scale of the development.

f. To consider the next steps for the Sir John Moore Barracks development.

It was noted that Cllr D Tozer would be representing the Parish Council at the Winchester City cabinet meeting where the development masterplan was proposed for approval. The Parish Council had taken advice from a planning consultant, and the resultant proposed representation speech prepared by Cllr D Tozer was reviewed and agreed upon by the Parish Council.

Cllr C Morton was concerned that the Parish Council did not have enough experience to challenge the DIO team on ecology matters within the development and suggested that the council should consider professional advice for the ecology at Sir John Moore Barracks as it would allow the Parish Council to review the DIO's ecological approach and support the council on the best strategies to achieve its objectives.

It was therefore **proposed by Cllr S Borthwick, seconded by Cllr C Morton and RESOLVED to transfer £5,000 from the Strategic Planning Response Reserve to be used as the budget for ecology advice for the Sir John Moore Barracks development.**

Action: The Clerk to investigate quotes for ecology advice for the Sir John Moore Barracks development.

g. To consider the outline planning application 24/02737/OUT Land West of Lanham Lane.

The outline planning application (24/02737/OUT) was discussed and it was noted that there was a residents meeting being held that Cllr D Tozer agreed to attend.

After some discussion, it was agreed that the Clerk should be delegated to respond to the application 24/02737/OUT in consultation with councillors, as set out in the council's delegation schedule.

24-219: Parish Council Finance.

a. Payments for endorsement.

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

After some discussion, **it was proposed by Cllr C Morton, seconded by Cllr D Tozer and RESOLVED that payments listed on the January payments schedule should be endorsed.**

- b. To approve payments of new invoices

There was only one large payment for approval; the installation of a set of Liberty Bells at Littleton playground (Total: £3,062.28, VAT 510.38, Net £2,551.90).

After some discussion, it **was proposed by Cllr D Tozer, seconded by Cllr S Borthwick and RESOLVED that the payment of £3,062.28 should be made, following a satisfactory inspection of the installation.**

- c. To approve the transfer of £25,000 from the NS&I account to the Lloyds Bank Community account

Following discussion, it **was proposed by Cllr D Tozer, seconded by Cllr S Borthwick and RESOLVED to transfer £25,000 from the NS&I account to the Lloyds Bank Community account to cover expected expenditure in February and March 2025.**

24-220: Parish Action on the Climate Emergency (PACE) Working Group

- a. To consider proposed priorities for the 2025 Biodiversity Objectives.

Cllr D Tozer presented the proposed priorities for the 2025 Biodiversity Objectives from the discussion meeting held on Tues 4th February 2025. After some discussion, **it was proposed by Cllr T Jackson, seconded by Cllr Cliff Morton and RESOLVED to approve the identified priorities list for the 2025 Biodiversity Objectives.**

Cllr D Tozer noted that the priorities document would be a live document and that he would be monitoring the implementation of the various Biodiversity Objectives.

- b. To consider a report from the Parish Action on the Climate Emergency (PACE) Working Group.

Cllr L Winn reported that she and a group of volunteers who had agreed to help with the organisation of the Repair Café would be meeting with the Winchester Repair Café team towards the end of February. Additionally, the Littleton Memorial Hall trustees were positive about hosting the Repair Café in the hall.

The Clerk is currently investigating a concern raised by the Council's insurance company regarding the advice given during the Energy Champion visits.

The PACE group are interested in having a notice board at the conservation field in Littleton Recreation Ground, and following some samples provided by the Clerk they particularly liked the low-level lectern style which needs to be fully costed. It was also proposed by the PACE team that professional conservation advice for the conservation field would be very beneficial.

Action: The Clerk to provide fully costed quotes for lectern-style notice boards in the conservation field.

Action: Cllr L Winn to contact HIWCF (Hampshire and Isle of Wight Wildlife Trust) to ask if they can provide conservation advice for the conservation field.

24-221: Estates Working Group

- a. To note the installation of the Defibrillator at the March Hare Public House.

The council were pleased to know that the defibrillation at the March Hare Public House was now in place, and it was agreed that a newsletter item on this topic should be written.

- b. To consider reports of excessive dog deposits at the Harestock Rd Football Field.

Cllr S Borthwick noted that he had been contacted by a resident regarding dog deposits at the Harestock Rd Football Field. After discussion, it was agreed that it was not practical to provide another dog bin in the field but additional signs might help.

Action: The Clerk to arrange for additional dog deposit signs in the Harestock Rd Football Field.

- c. To consider a report from the Estates Working Group.

Cllr C Morton reported that some of the playground work had been delayed, however it was expected to be completed very soon.

The discussion then returned to the Garden Festival as presented during the Public Participation Section and what kind of support the Parish Council could offer. It was agreed that it could be publicised in the e-newsletter, and potentially any flyers that the council produces.

Action: The Clerk to contact the Garden Festival organiser to arrange for her to provide articles for the e-newsletter.

24-222: To consider a proposal for the Annual Parish Meeting.

Cllr L Winn had a proposal to increase public engagement for the Annual Parish Meeting, but due to lack of time, it was agreed to defer the discussion to a future meeting.

24-223: Parish Council Reports.

- a. Littleton Memorial Hall Report.
Cllr C Morton confirmed that the Memorial Hall trustees were positive about holding a repair café in the hall, and were investigating replacing the projector in the main hall.
- b. Outer Winchester Flood Alleviation Scheme.
It was noted that the reinstatement of the verges that were damaged during the drainage works was completed and looked good.
- c. Transport and Traffic
Cllr L Winn noted that there had been an article in the January e-newsletter that updated residents about our recent and also historical work to reduce traffic speed/volume and increase the safety of pedestrians/cyclists.

24-224: Consultations

- a. To consider a response to the Winchester City Focus Local Cycling and Walking Infrastructure Plan Consultation.

The Parish Council considered the Cycle and Walking Infrastructure Plan Consultation and it was noted that an experienced Transport Planner had recently volunteered to support the council. It was agreed that the volunteer should be asked to provide some advice and the Clerk should be delegated to respond to the consultation in consultation with councillors.

Action: The Clerk to contact the volunteer Transport Planner to ask for advice on the LCWIP consultation.
- b. To consider a response to the Transport for the South East Draft Transport Strategy Consultation.

It was agreed that the council would not provide a formal response to the transport consultation, however, individual councillors could choose to provide personal feedback.

24-225: Items for noting only, or for inclusion on next month's agenda.

Cllr C Morton was congratulated on his first anniversary as a Parish Councillor.

24-226: Date of Next Meetings:

- a. Parish Council meeting: 10th March 2025, Henry Beaufort School at 7 pm.
- b. Finance and General Purposes Committee Meeting: 5th March 2025, Sports Pavilion at 9:30 am

24-227: Summary of Actions

Table 1: Status of Action Points.

ID	Owner	Action Points (Open)	Status
Feb.1	Clerk	The Parish Clerk to provide a set of assets that the Parish Council could take responsibility for.	NEW
Feb.2	Cllr LW	Cllr L Winn to report the Parish Council comments on the Anaerobic Digester Traffic Management Plan to the Acorn Biodigester representative.	NEW
Feb.3	Clerk	The Clerk to investigate quotes for ecology advice for the Sir John Moore Barracks development.	NEW
Feb.4	Clerk	The Clerk to provide fully costed quotes for lectern-style notice boards in the conservation field.	NEW
Feb.5	Cllr LW	Cllr L Winn to contact HIWCF (Hampshire and Isle of Wight Wildlife Trust) to ask if they can provide conservation advice for the conservation field.	NEW
Feb.6	Clerk	The Clerk to arrange for additional dog deposit signs in the Harestock Rd Football Field.	NEW

ID	Owner	Action Points (Open)	Status
Feb.7	Clerk	The Clerk to contact the Garden Festival organiser to arrange for her to provide articles for the e-newsletter.	NEW
Feb.8	Clerk	The Clerk to contact the volunteer Transport Planner to ask for advice on the LCWIP consultation.	NEW
Jan.1	Cllr LW	Cllr L Winn to arrange a planning meeting with volunteers and the Winchester Repair Café. 10 Feb 25: In progress, most likely to be after 20 th February.	Open
Jan.2	Cllrs CM & TJ	Cllrs C Morton and T Jackson to discuss the use of Memorial Hall for the Repair Café at the next Memorial Hall Trustees meeting, and identify any special consideration regarding the flooring. 10 Feb 25: The Hall trustees were positive about the use of the Hall for a repair café.	Closed
Jan.3	Clerk	The Clerk to respond to Sparsholt Cricket Club that the Cricket pitch is not currently available. 10 Jan 25: Done.	Closed
Jan.4	Clerk	The Clerk to ask the playground contractors when the rest of the playground work will start. 10 Feb 25: Done. Most work is now in progress, the liberty bells are due to be done by mid-February, and the springers should be installed by the end of February.	Closed
Jan.5	Clerk	The Clerk to contact PC T Harries regarding speed checks in the Parish 10 Feb 25: Answer phone messages have been left and also an email was sent, but there has been no response as yet.	Open
Oct.1	Clerk & Cllr LW	The Clerk and Cllr L Winn to review the Flooding Community toolkit, and revise the Council's Emergency Plan as necessary. 11 Nov 24: Reviewed, see item 12. 9 Dec 24: No progress. 13 Jan 24: Done. Cllr L Winn has updated the document and will circulate it for comments. 10 Feb 24: Some comments have been submitted, as the responsibilities for top-down emergency planning are likely to change under the Local Government reorganisation it was agreed that the document should remain as a draft BUT all councillors should retain their copy of the document and be aware of its contents.	Closed
Oct.8	Clerk	The Clerk to follow up with the PACE working group to define the design for the Conservation Field information panels. 11 Nov 24: This is a longer-term action, with the information panels expected to be in place by Spring 2025. 9 Dec 24: No progress 13 Jan 24: Proposals for a low-level information panel/notice board that is weatherproof and lockable were discussed, and the Clerk will arrange to get some quotes. 10 Feb 24: Samples were sent to the PACE working group.	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 11 Nov 24: In progress. 9 Dec 24: Some options were discussed, including using volunteers, the probation service or paying a contractor to do the work. 13 Jan 24: To be discussed by the Estates WG and the contractors that were used last year. 10 Feb 25: Estates WG have not met yet.	Open
Oct.14	Clerk	The Clerk to arrange a Recreation Ground Charity Trustees meeting. 11 Nov 24: New trustees and annual account information added to the charity commission website, meeting to be arranged. 9 Dec 24: Agenda and documents ready. A meeting date is to be arranged. 13 Jan 24: Delayed due to the availability of councillors. 10 Feb 24: Done, see minute item 24.217.	Closed
Sept.1	Clerk	The Clerk to obtain recent Speed Camera information for Harestock Rd. 14 Oct 24: In the period from 19 th Sept to 3 rd October – 46,130 vehicles travelled along Harestock Rd from Andover Rd towards Stockbridge Rd. 99% travelled under 40 mph, 336	Closed

ID	Owner	Action Points (Open)	Status
		travelled between 40 and 45 mph, 27 vehicles travelled between 45 and 50mph, and 2 travelled between 50 and 55 mph. The Clerk was asked to record the information for traffic travelling in the other direction and send both sets of data to County Cllr J Warwick. 11 Nov 24: The camera is back at Harestock Rd and results will be downloaded presently. 9 Dec 24: No progress, however, the results of the traffic survey that the council had commissioned Hampshire Highways to complete were discussed and it was agreed that this should be sent to Cllr Warwick and Winchester ward councillors. 13 Jan 25: The Harestock Rd traffic survey has been distributed, and new data has been downloaded from the Speed Camera which the Clerk will distribute together with a revision of the summary data from the Harestock Rd traffic survey. 10 Feb 24: Done. The information has been distributed.	
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. 8 July 24: In progress, Cllr T Jackson is organising a site visit in the next few weeks. 9 Sep 24: In progress, proposed dates unsuitable. 14 Oct 24: Delayed until after the separate meeting about the Travel Management Plan on 22nd October. 11 Nov 24: A further meeting is planned for 19th October. 9 Dec 24: Action placed on hold until the Spring 13 Jan 25: 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. 10 Feb 25: Site visit report to be discussed under minute item 24.218e.	Hold
Jun.5	EDI WG	The EDI Working Group to pursue the data collection and collation of the Equality and Diversity Objectives. 8 Jul 24: In progress, the census data is being reviewed. 9 Sep 24 / 14 Oct 24: In progress. 11 Nov 24 / 9 Dec 24: No update. 13 Jan 25: An EDI working group meeting will be arranged to pursue this action. 10 Feb 25: The EDI working group met and discussed the 2024-25 objectives which had largely been fulfilled. The objective to create a list of local community groups is currently being pursued.	Closed
Jun.6	EDI WG	The EDI Working Group to work with the Parish Clerk to propose a reporting system to meet the Public Sector Equality Duty to report on Equality annually. 8 Jul 24: In progress. 9 Sep 24 / 14 Oct 24: No update. 11 Nov 24: Cllr L Winn and the Clerk prepared a draft report which will be distributed to the EDI Working Group. 9 Dec 24: Draft report distributed. 13 Jan 25: An EDI working group meeting will be arranged to pursue this action 10 Feb 25: The Public Sector Equality Duty checklist has been agreed and the annual check will be presented for the first time in the May Parish Council meeting.	Closed
Jun.9	Cllr JB	Cllr J Biddlecombe to update and simplify the Use of Recreation Ground Policy. 8 Jul 24: Planned for discussion at the Estates Working Group meeting. 9 Sep 24: In progress. 14 Oct 24/11 Nov 24: Cllr Biddlecome is currently following up. 9 Dec 24/13 Jan 25: Delayed until there is an outcome of the discussion on the use of the Cricket pitch. 10 Feb 25: On hold.	Hold

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

Table 2: Payments in January 2025

Date	Ref	Details of payment	Details of payment	Total (£)	VAT (£)	Net (£)
06.01.25	195	WCC	Council tax on Parish Office	66.00	0.00	66.00
06.01.25	196	British Gas	Office Electricity for 21/11/24 - 19/12/24	73.07	3.48	69.59
08.01.25	197	London Hearts	Contribution for the March Hare Defibrillator	750.00	0.00	750.00
13.01.25	198	John King Ltd	Flyers for EPC Leaflet	131.47	6.67	124.80
14.01.25	199	Green Smile Ltd	Planting of 3 trees, Bark spreading, additional weed killing, and an additional cut of the football pitches.	911.88	151.98	759.90
14.01.25	200	Green Smile Ltd	January Grounds Maintenance and Bin Emptying	<redacted>	<redacted>	<redacted>
14.01.25	201	Mainstream Digital	January line rental and call charges	23.48	3.91	19.57
14.01.25	202	Infinity Playgrounds	Supply and installation of turf over the new bike track mound	1,598.44	266.41	1,332.03
14.01.25	203	SLCC	Annual Membership	240.00	0.00	240.00
23.01.25	204	Go Live	January Website Updates & E-newsletter	300.00	0.00	300.00
27.01.25	205	Adobe	Adobe monthly subscription for January	35.39	5.90	29.49
27.01.25	206	Clerk	Clerk's salary January	1,603.46	0.00	1,603.46
27.01.25	207	BT	1 Jan - 31 Mar 25: Broadband	179.64	29.94	149.70
27.01.25	208	HMRC	Tax & NI on January salaries	419.19	0.00	419.19
27.01.25	209	Citizens Advice	Donation to Citizens Advice under s137	250.00	0.00	250.00
27.01.25	210	Mid Hants Fire Protection	Annual inspection of fire fighting equipment. Three end-of-life replacements.	364.44	60.74	303.70
28.01.25	211	Microsoft	Office 365 Annual Fee	59.99	10.00	49.99
30.01.25	212	British Gas	Sports Pavilion Electricity for 11/12/24 - 11/01/25	187.72	8.94	178.78
31.01.25	213	KT Cleaning	Pavilion Cleaning for January	160.00	0.00	160.00
31.01.25	214	Brooks Electrical Services Ltd	Installation of a defibrillator at the March Hare Public House	612.52	102.09	510.43