

**RECORD OF THE LITTLETON & HARESTOCK
PARISH COUNCIL MEETING
held on Monday 14th July 2025 at 7:00 pm
at Littleton Memorial Hall, Littleton.**

Present: Cllr L Winn (Chair), Cllr D Tozer, Cllr C Morton, Cllr S Borthwick, Cllr T Jackson and Cllr J Musselwhite (from item 25-043)

In attendance: Mrs L Fielding (Clerk & RFO) and City Cllr C Horrill.

Members of the public: None.

25-041: Apologies for Absence.

Apologies were received from County Cllr J Warwick, City Cllr K Learney, Cllr P Cunningham, Cllr J Biddlecombe and the Sports Club representatives.

25-042: Co-option of new Councillor.

The Parish Council discussed an application from Mr J Musselwhite to re-join the Parish Council. It was then **proposed by Cllr S Borthwick, seconded by Cllr D Tozer, and RESOLVED to co-opt Mr J Musselwhite to the Parish Council.**

The declaration of Acceptance of Office was signed by Cllr J Musselwhite and witnessed by the Clerk.

25-043: Disclosure of Interest.

None.

25-044: Public Participation.

None.

25-045: Minutes of previous meetings

The minutes of the meeting of 9th June 2025 were presented, and it was **proposed by Cllr C Morton, seconded by Cllr T Jackson, and RESOLVED that the minutes of the meeting held on 9th June 2025 be approved.**

25-046: 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.

25-047: County Councillor's Report – County Cllr J Warwick.

County Cllr J Warwick was not able to attend, but provided a report (pre-circulated to the Parish Councillors). The Parish Council noted the new diversion route for road closures associated with the M3 Junction 9 development, and also the progress regarding a proposed speed limit reduction on the relief routes.

25-048: City Councillors' Report – St Barnabas Ward

No report

25-049: City Councillors' Report – Wonston and Micheldever Ward

Cllr C Horrill reported that the devolution bill had now been published, and that a Mayor will be elected in 2026. However, it is not yet clear whether there will be elections for County and District Councillors. The proposals for the Local Government Reorganisation are in progress; however, the various District Councils' proposals are different to the County Council's proposal.

There will be a separate Community Governance Review to decide on the unparished areas of Winchester, and potentially consider other options to include other Parish Councils. The terms of reference for the Community Governance Review should be available in September.

The inspector is considering the Local Plan hearings, and the Sir John Moore Barracks developers have delayed their consultation to allow for consideration of the final input from the Local Plan inspector.

Locally, the concerns about parking on the Hallway are being investigated.

25-050: Local Government Reorganisation

- a. To consider a response to the Local Government Re-organisation “Our Place, Our Future” Consultation
- The Parish Council noted the Local Government Reorganisation “Our Place, Our Future” Consultation and discussed the various proposals for reorganisation put forward by the District Councils and Hampshire County Council.

The Parish Council expressed concerns about the Hampshire County Council proposal for four unitary authorities, as it would create a disproportionately large authority in the North. Council members indicated a preference for a unitary arrangement that would include Winchester, East Hants and Test Valley as a combined authority. This aligns more closely with the current proposals from District Councils, which advocate for the creation of five unitary authorities.

Following further discussion, **it was proposed by Cllr L Winn, seconded by Cllr D Tozer and RESOLVED to write a formal letter to Hampshire County Council outlining its concerns regarding their Local Government Reorganisation proposals.**

Action: The Clerk (in consultation with the Chair) to write to Hampshire County Council expressing the Parish Council’s concerns regarding their proposals for a reorganised unitary arrangement.

- b. To consider a response to the Winchester City Community Governance Review.

Council members met informally on 30th June 2025 to share information about the proposed Community Governance Review (CGR) and to consider its potential implications upon the Parish. Consideration was given to a range of material and information, as well as the possible impacts of various scenarios regarding the governance location and boundaries of the Parish.

Cllr L. Winn provided a summary of the key points from the informal discussion, noting that while there was general recognition that it would be beneficial for the currently unparished areas of Winchester town to form a Town Council, there were significant concerns regarding proposals that could see **Littleton and Harestock**, or **Harestock alone**, included within the boundaries of the proposed Winchester Parish.

Following an extended discussion, **it was proposed by Cllr D Tozer, seconded by Cllr C Morton and RESOLVED (with one abstention) to confirm the Parish Council position (described above) and that the Parish Council should formally communicate to Winchester City Council that it does not support the inclusion of either Harestock or the whole of Littleton and Harestock as part of the proposed Winchester Parish.**

It was also agreed to communicate the Parish Council's position to other local stakeholders.

Action: The Clerk (in consultation with the Chair) to write to Winchester City expressing the Parish Council’s position regarding the inclusion of the whole or parts of Littleton and Harestock Parish within a wider Winchester Parish.

Action: The Clerk (in consultation with the Chair) to communicate to residents and other local stakeholders and ask for their feedback regarding the inclusion of the whole or parts of Littleton and Harestock Parish within a wider Winchester Parish.

25-051: External Reports.

- a. Military Report: Sir John Moore Barracks
No report.
- b. Police Report
No report.
- c. King’s Barton Forum
Cllr D Tozer attended the recent forum meeting and noted that the spine road was now open; however, there were some diversions in place for areas still being worked on. The planning application for the community centre has now been submitted.
- d. Littleton and Harestock Sports Club
No report.

e. Littleton and Harestock Show Society

The Clerk, as Chair of the Show Society, reported that good progress had been made in preparations for the show on 6th September. A draft show layout was now available, and marketing flyers had been printed and were ready for distribution by Royal Mail.

The Parish Council noted the risk register, outline plan and insurance documents that had been provided concerning the show.

It was agreed **that the Parish Council should host a stall to provide information to residents regarding the proposals for a Winchester Parish and the planned Community Governance Review (CGR).**

25-052: Planning.

a. New Applications – to review decisions made under delegated responsibility.

The Clerk reported that, under her delegated responsibility and in consultation with councillors, she had not raised any objection to application 25/01109/HOU(5 Chawton Close, Harestock)

b. New Applications – to agree on the Parish Council's response.

Following a review of the new applications, **it was 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
25/01153/HOU	36 Bramshaw Close, Harestock.	Single-storey front extension	No objection
25/01209/TPO	81 Harestock Road, Winchester.	T3 - Lawson Cypress to reduce the southeast and western canopy by 2-3m and blend back in the overextended lateral limb foliage. Crown lift the lowered secondary and tertiary foliage 6m from ground level.	No objection
25/01343/TPO	8 The Hall Way, Littleton	T's 1, 2, 3 Lime - Re-pollard to maintain good management practices.	No objection
25/01288/HOU	South Lodge, South Drive, Littleton.	Single storey rear extension with 1st floor balcony above and alterations to front elevation including main entrance, together with internal alterations, removal of external staircase	No objection

c. Existing Applications.

It was noted that one recent application previously reviewed by the Parish Council has now been approved by Winchester City Council, and appeals were in progress for two existing applications.

d. Enforcement Matters.

The council noted that there was only one open enforcement case within the Parish.

25-053: To consider a request to adopt the Harestock red telephone box

Following some discussion, it was proposed by Cllr J. Musselwhite, seconded by Cllr S Borthwick and **RESOLVED** to adopt the Harestock red telephone box and for the Clerk to be delegated to sign the agreement with British Telecom.

Action: The Clerk to pursue the adoption of the Harestock Red Telephone Box with British Telecom.

25-054: Estates Working Group

a. To consider quotes for site tree surveys at the Recreation Ground and Bradley Rd playground.

The Clerk presented three quotes for arboricultural surveys at the Recreation Ground and Bradley Rd Playground, and after some discussion, it was **proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED to accept the quote from Rowdens Tree Consultancy for £1,250 plus VAT.**

b. To consider proposals for fire and electrical safety checks and revaluations of buildings in the Recreation Ground.

The Clerk reported that the five-year fire and electrical safety inspections for Parish Council-owned buildings are now due and must be completed in accordance with statutory requirements. Additionally, it was noted that it has been five years since the buildings were last valued, and a revaluation is now required to ensure accurate insurance coverage in preparation for the insurance renewal in October.

After some discussion, it was **proposed by Cllr S Borthwick, seconded by Cllr J Musselwhite and RESOLVED to accept quotes of £295 plus VAT from Mid Hants Fire Protection for the Fire Safety Inspection, £1,070 plus VAT from Tidal Current Electrical Ltd for the Electrical Installation Condition Report and £550 plus VAT from Trinity Rose Chartered Surveyors for the Property Insurance Cost Assessment.**

- c. To consider quotes for work in the Playgrounds and at the Recreation Ground Cricket Nets.

The Estates working group has reviewed the inspection reports (annual and weekly) of the playgrounds and produced a priority list for action on the Playgrounds, with Health and Safety concerns being the most important. Whilst some playground contracts had been approached, only one quote had been received.

Given the pressing need to resolve the Health and Safety concerns, and the extended break before the next scheduled Parish Council meeting in September, it was **proposed by Cllr L Winn, seconded by Cllr S Borthwick and RESOLVED to delegate authority to the Clerk, in consultation with the Estates Working Group, to appoint and instruct contractors up to a budget of £17,500 for the most urgent work taking into account value for money.**

Action: The Clerk to appoint and instruct playground contractors (in consultation with the Estates Working Group) for the urgent playground work.

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

Cllr C Morton reported that the Estates Working Group had prioritised the work that needs to be completed in the Recreation Ground, Bradley Rd Playground and other Parish Council assets. The prioritised list was distributed to councillors prior to the meeting.

The priorities included the platform at the Pond, which is showing significant signs of deterioration. Although minor repairs have been carried out, it was agreed that the entire structure now requires replacement. Following discussion, **it was proposed by Cllr L Winn, seconded by Cllr C Morton and RESOLVED to accept a quote from Littleton Landscapes for £2,700, subject to satisfactory responses to queries regarding the expected lifespan of the foundation timbers, and potential environmental impacts, particularly on run off into the pond.**

Action: The Clerk to contact Littleton Landscapes regarding queries on the proposed pond platform installation, and instruct the contractor if the responses are satisfactory.

Cllr C Morton also raised concerns about trip hazards at the entrance to the Flowerdown Barrows (Tumulus Field). It was noted that this area lies outside the curtilage of the English Heritage guardianship. The Parish Clerk confirmed that advice from Winchester Planning Department indicated that planning permission is not required for the installation of a handrail at the steps. Therefore, it was **agreed that the Clerk should arrange to get a quote for work to install a wooden handrail as soon as possible.**

Action: The Clerk to obtain one or more quotes for work to install a wooden handrail at the entrance to the Flowerdown Barrows (Tumulus Field).

Cllr C Morton presented a map outlining possible locations for the placement of the lectern in the Recreation Ground conservation field. After some discussion, it was agreed to position the lectern near the benches on the rear external walkway opposite the middle entrance to the field.

Cllr C Morton raised the concern that the Height Restriction Barrier Gate at the Recreation Ground may not be sufficiently effective in preventing unauthorised access or illegal encampments, and it was agreed that measures should be investigated to enhance the security of the gate.

Action: The Clerk to contact the barrier gate installer and the Police to seek advice on the security of the Recreation Ground Height Restriction Gate and potential improvements.

25-055: Parish Action on the Climate Emergency (PACE) Working Group

Cllr T. Jackson proposed that, given time constraints, rather than delivering a verbal report, it would be more appropriate for the Clerk to circulate the notes from the most recent PACE meeting.

Cllr L. Winn informed councillors that the next Repair Café will take place on 16th August 2025.

Action: The Clerk to distribute the PACE meeting notes from 29th June 2025.

25-056 Sir John Moore Barracks (SJMB) Development

- a. To receive an update on the proposed development.

The Parish Council noted the update from Meeting Place regarding the SJMB development, and in particular, the delay to the stage 4 consultation to align with the Local Plan process.

Concern was raised that the latest Ecology report related to the development had not been made available to the Parish Council, and it was therefore agreed that the Clerk should submit a formal request for access to the most recent ecology information.

Action: The Clerk to formally request that the DIO provide the latest Ecology report for the SJMB development.

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

As covered under action item Feb.3, Cllr S Borthwick will follow up with an ecology consultant and provide the terms of reference for the planned ecological work.

25-057: Parish Council Finance.

- a. Payments for endorsement.

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

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

- b. To approve payments of new invoices

Table 2: Payments for Approval.

Payee	Details of payment	Total (£)	VAT (£)	Net (£)
C&D Trees Ltd	Tree Surgery on New Rd Ash Tree	3,072.00	512.00	2,560.00
	Totals	3,072.00	512.00	2,560.00

It was **proposed by Cllr J Musselwhite, seconded by Cllr T Jackson and RESOLVED that payments totalling £3,072.00 should be paid.**

It was noted that the above payment exceeded the annual budget allocated for tree work, and that the planned arboricultural survey, together with any recommended tree surgery, would require a revised budget which could be agreed in September after the survey findings have been received.

25-058: Traffic and Transport.

- a. To consider concerns raised regarding traffic to and from the Acorn Biodigester site.

Cllr C. Morton reported that he had observed traffic travelling to and from the Acorn Biodigester site, despite the facility not yet being fully commissioned and the Traffic Management Plan not yet being approved, as required under Planning Condition 24.

He provided a summary of the feedback received from Hampshire County Council, which was noted as being very helpful and aligned with the Parish Council's own observations and representations to the Acorn Biodigester team.

It was also noted that the Acorn Biodigester team has requested a meeting with the Parish Council. Cllr L. Winn will provide a list of proposed dates for this meeting.

- b. To consider other Transport and Traffic concerns.

Cllr L Winn reported that early indications suggest that the alternative diversion routes for the M3 Junction 9 roadworks are having a positive impact in reducing traffic along Harestock Rd during the closure periods.

She also noted further overnight road closures were scheduled for that evening, and on the 15th and 16th of July 2025. She confirmed that these closures were on the M3 itself and were unlikely to significantly affect local roads within the parish.

25-059: To receive an update regarding the Littleton Memorial Hall.

Cllr T. Jackson reported that the trustees have now installed a second battery connected to the existing solar panel system, enhancing the building's energy storage capacity. Additionally, the trustees have applied for further grant funding to support the installation of additional solar panels.

Cllr J. Biddlecombe had also provided some useful documentation regarding the suspended floor, which will inform ongoing maintenance and improvement considerations.

25-060: Items for noting only, or for inclusion on next month's agenda.

None.

25-061: Date of Next Meetings:

- a. Parish Council meeting: 8th September 2025, 7 pm, Henry Beaufort School Media Suite.
- b. Finance and General Purposes Committee Meeting: *provisional* 27th August 2025, Sports Pavilion at 9:30 am.

25-062: Summary of Actions

Table 3: Status of Action Points.

ID	Owner	Action Points (Open)	Status
Jul.1	Clerk	The Clerk (in consultation with the Chair) to write to Hampshire County Council expressing the Parish Council's concerns regarding their proposals for a reorganised unitary arrangement.	NEW
Jul.2	Clerk	The Clerk (in consultation with the Chair) to write to Winchester City expressing the Parish Council's position regarding the inclusion of the whole or parts of Littleton and Harestock Parish within a wider Winchester Parish.	NEW
Jul.3	Clerk	The Clerk (in consultation with the Chair) to communicate to residents and other local stakeholders and ask for their feedback regarding the inclusion of the whole or parts of Littleton and Harestock Parish within a wider Winchester Parish.	NEW
Jul.4	Clerk	The Clerk to pursue the adoption of the Harestock Red Telephone Box with British Telecom.	NEW
Jul.5	Clerk	The Clerk to appoint and instruct playground contractors (in consultation with the Estates Working Group) for the urgent playground work.	NEW
Jul.6	Clerk	The Clerk to contact Littleton Landscapes regarding queries on the proposed pond platform installation, and instruct the contractor if the responses are satisfactory.	NEW
Jul.7	Clerk	The Clerk to obtain one or more quotes for work to install a wooden handrail at the entrance to the Flowerdown Barrows (Tumulus Field).	NEW
Jul.8	Clerk	The Clerk to contact the barrier gate installer and the Police to seek advice on the security of the Recreation Ground Height Restriction Gate and potential improvements.	NEW
Jul.9	Clerk	The Clerk to distribute the PACE meeting notes from 29 th June 2025.	NEW
Jul.10	Clerk	The Clerk to formally request that the DIO provide the latest Ecology report for the SJMB development	NEW
Jun.1	Clerk	The Clerk to arrange for necessary tree surgery on the New Road Ash Tree 14 July 25: Done.	Closed
Jun.2	Clerk	The Clerk to submit the council's original response to the 24/02359/OUT to the planning inspector after the grammatical errors have been corrected. 14 July 25: Done.	Closed
Jun.3	Clerk	The Clerk to submit the Council's response to the Hampshire Local Nature Recovery Strategy. 14 July 25: Done.	Closed
Jun.4	Clerk	The Clerk to check when the latest Sir John Moore Barracks ecology report will be available.	Closed

ID	Owner	Action Points (Open)	Status
		14 July 25: "Meeting Place" have suggested that it could be covered in a meeting with the DIO.	
Apr.2	Clerk/Estates WG	The Clerk/Estates Working Group to investigate insulation in the Sports Pavilion. 12 May 25: Not done yet. 9 June: Meeting to be arranged. 14 July 25: Meeting held, and the issue has been prioritised.	Closed
Apr.5	Clerk	The Clerk to contact Harestock Primary School regarding a report on their use of the council's grant in 2024. 12 May 25: A request for information has been sent. 9 June 25: Harestock Primary School report that they have not spent the grant yet. They are getting quotes for new work, which needs to be checked against the original grant agreement. 14 July 25: The new work planned is in keeping with the original grant application.	Closed
Feb.3	Clerk	The Clerk to investigate quotes for ecology advice for the Sir John Moore Barracks development. 10 Mar 25: Cllr C Morton will provide advice on who to approach 14 Apr 25: Four consultants have been approached, however, quotes have not yet been received. More consultants will be approached. 12 May 25: More consultants have been approached, but no more quotes have been forthcoming. Cllr S Borthwick may have some additional leads. 9 June 25: Reminders and further requests sent out. 14 July 25: Only 1 consultant has agreed to quote, but that has not been forthcoming yet. The terms of reference for the work will be sent to Cllr S Borthwick so he can pursue with a company he knows.	Open
Oct24.12	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 / 10 Mar 25 / 14 Apr 25/ 12 May 25 / 9 June 25: Estates WG have not met yet. 14 July 25: Meeting held, and the issue has been prioritised; however, it was agreed that the Estates team should wait until the results of the ecology survey at the Conservation Field..	Closed
Jun24.4	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 22 nd October. 11 Nov 24: A further meeting is planned for 19 th 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. 10 Mar 25 / 14 Apr 25: On hold. 9 June 25: The Clerk to ask if a new site visit can be arranged. 14 July 25: The Acorn team would prefer to delay the site visit until after the biodigester is fully commissioned at the end of the Summer; however, they would like to meet with the council separately.	Open

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

Table 4: Payments in June 2025

Date	Ref	To whom paid	Details of payment	Total (£)	VAT (£)	Net (£)
Various	32	Various	Staff Costs for June	2,357.46	0.00	2,357.46
02.06.25	33	British Gas	Sports Pavilion Electricity for 17/03/25 - 16/04/25	146.02	6.95	139.07
05.06.25	34	WCC	Council tax on Parish Office	66.00	0.00	66.00
06.06.25	35	Go Live	Website Accessibility Check	75.00	0.00	75.00
09.06.25	36	British Gas	Office Electricity for 21/04/25 - 24/05/25	60.25	2.87	57.38
10.06.25	37	DIO	Rent for Harestock Football Field	1,500.00	0.00	1,500.00
10.06.25	38	Weborchard Ltd	Website hosting, emails and security certificate	400.80	66.80	334.00
10.06.25	39	Cllr D Tozer	Expenses for Local Plan Inquiry Sessions, and travel	67.40	0.00	67.40
10.06.25	40	Mainstream Digital	June line rental and May call charges	23.87	3.98	19.89
18.06.25	41	Infinity Playgrounds	Littleton playground - Installation of Liberty Bells	3,062.28	510.38	2,551.90
18.06.25	42	PHS Group	Pavilion Men's Sanitary 13/06/25-23/07/25	43.31	7.22	36.09
18.06.25	43	Green Smile Ltd	June Grounds Maintenance and Bin Emptying	<redacted>	<redacted>	<redacted>
20.06.25	44	Lloyds Bank	Banking Service Charge	4.25	0.00	4.25
25.06.25	45	Go Live	May Website Updates & E-newsletter	300.00	0.00	300.00
25.06.25	46	Adobe	Adobe monthly subscription for April	35.39	5.90	29.49
27.06.24	47	Information Commissioner	Data Protection Registration fee	47.00	0.00	47.00
27.06.24	48	Tidal Current Electrical Ltd	Emergency Lighting and PAT testing	308.04	51.34	256.70
27.06.24	49	St Catherine's Church	Churchyard Donation	1,500.00	0.00	1,500.00
27.06.24	50	Business Stream	Water Services (29 March 25 - 17 June 25)	1,186.66	0.00	1,186.66
27.06.24	51	PHS Group	Pavilion Men's and Ladies Sanitary 24/07/25-23/07/26	659.22	109.87	549.35