

RECORD OF THE LITTLETON & HARESTOCK PARISH COUNCIL MEETING

**held on Monday, 9th March 2026 at 7:00 pm
at Henry Beaufort School, Harestock.**

Present: Cllr L Winn (Chair), Cllr D Tozer, Cllr J Biddlecombe, Cllr C Morton, Cllr T Jackson and Cllr J Musselwhite

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

Members of the public: None.

25-180: Apologies for Absence.

Apologies were received from Cllr S Borthwick and Cllr P Cunningham.

25-181: Disclosure of Interest.

Cllr J Biddlecombe raised a personal interest in planning application 25/02289/HOU.

25-182: Public Participation.

None.

25-183: Minutes of previous meetings

The minutes of the meeting of 9th February 2026 were presented, and it was noted that the planning reference for the Down House, Harestock Rd planning application was incorrect. It was therefore **proposed by Cllr J Biddlecombe, seconded by Cllr D Tozer, and RESOLVED, that with corrections for the planning application reference, the minutes of the meeting held on 9th February 2026 be approved.**

25-184: 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.

25-185: County Councillor's Report – County Cllr J Warwick.

County Cllr J. Warwick summarised a written report, previously circulated to Parish Councillors. In particular, County Cllr J Warwick drew attention to her planned meeting with the Police and Crime Commissioner and the new Chief Superintendent, to discuss reducing road speed limits from 40 mph to 30 mph, including on roads such as the Harestock Rd.

County Councillor J. Warwick noted that the Bus Service Improvement Plan (BSIP) funding referenced in her report is subject to government restrictions regarding its use. However, she advised that it does support community transport and she suggested that the Parish Council may wish to explore opportunities to increase local usage of the Community First service (formerly Dial-a-Ride), particularly in light of recent reductions to the local Stagecoach bus service.

25-186: City Councillors' Report – Wonston and Micheldever Ward

City Cllr C. Horrill reported that the Licensing Committee is due to meet to consider the outcome of the Community Governance Review, including proposals to establish two new parish councils: one for central Winchester and another covering the Kings Barton development. She further advised that a public consultation will take place in May to consider the detailed arrangements for these proposed councils.

City Cllr C. Horrill also noted that a meeting of the full City Council was held on 26 February 2026, at which the budget for the forthcoming year was approved. This included a Council Tax increase of 2.99% and the approval of Parish Council precepts.

25-187: To consider the Winchester City Council Community Governance Review decision, and any implications for the Parish

The Parish Council noted that the Community Governance Review recommendations had been published for consideration at the Winchester City Council Licensing and Regulatory Committee meeting on 17th March 2026. Members welcomed the proposal that Littleton and Harestock Parish should remain as a single parish.

Members raised queries regarding parish warding arrangements and whether these would be removed, as well as the potential transfer of Winchester City Council assets following the creation of a Winchester Parish Council. City Councillor C. Horrill agreed to raise the warding concern with the Licensing and Regulatory and recommended that the Parish Council indicate its interest in relevant assets at the earliest opportunity.

25-188: External Reports.

- a. Military Report: Sir John Moore Barracks
No report was received for this item.

- b. Police Report

No report was received for this item. The Clerk was therefore asked to raise the concern that the community policing team no longer attends Parish Council meetings or provides a report, which the councillors had previously appreciated and found beneficial.

Action: The Clerk to contact the community policing team to request that they resume attendance at Parish Council meetings and provide a regular report for councillors' consideration.

- c. King's Barton Forum

Cllr D. Tozer summarised a written report, previously circulated to Parish Councillors, which highlighted the key points from the King's Barton Forum held on 2nd March. Of particular interest was the information that the Park and Ride facility would not be available until 1,000 dwellings were occupied. Currently, only 753 properties are registered for council tax, with four remaining unoccupied.

- d. Littleton and Harestock Sports Club.
No report was received for this item.

- e. Littleton and Harestock Show Society

The Clerk, in her capacity as Chair of the Littleton and Harestock Show Society, asked for permission to hold a show on 5th September 2026 and summarised the outline plan for 2026, previously circulated to councillors.

After some discussion, it was proposed by Cllr L. Winn, seconded by Cllr D. Tozer, and **RESOLVED** to grant permission for the Littleton and Harestock Show Society to hold the 2026 show on 5th September 2026.

- f. Littleton Memorial Hall Report

Cllr C. Morton reported that the projector and the surrounding protective cage in the main hall had been replaced. He also noted that he had raised concerns regarding problems with the sound system and the spotlights. The trustees expect to carry out some refurbishments during the summer.

Cllr T. Jackson added that he had attended an event at the Memorial Hall and that the projector's picture quality had been very good.

Cllr L. Winn noted that the solar panels on the Memorial Hall did not appear to have anti-bird-nesting defences and queried whether such measures would be required for the proposed Pavilion solar panels.

Action: Cllr C. Morton to investigate whether anti-bird-nesting defences will be needed for the proposed Pavilion solar panels and report back to the Parish Council.

25-189: Planning.

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

Cllr J. Biddlecombe declared a personal interest in application 25/02289/HOU, and it was agreed that he could remain in the room; however, he should neither speak nor vote while the application was being considered.

Planning application 26/00277/HOU (St Agnes, Deane Down Drove) was discussed. It was noted that the ecology report was out of date, referring to bats in the roof from a previous application at the property, and that the application did not include information on drains from the garden room. It was **proposed by Cllr L. Winn, seconded by Cllr J. Musselwhite, and RESOLVED not to object to the application, while noting the remarks above.**

The Parish Council discussed the amended planning application 25/02289/HOU (Lantern Cottage, Fairclose Drive, Littleton). It was **proposed by Cllr D Tozer, seconded by Cllr J. Musselwhite, and RESOLVED, with one abstention, not to object to the application.**

- b. Existing Applications.

It was noted that one recent application, previously reviewed by the Parish Council, has been permitted, and that an ecology report has been included in the documentation for application 25/02579/OUT. Cllr

D. Tozer reported that the Gurkha Café at Harestock shops (application 25/02458/FUL) is now operational during the day.

c. Enforcement Matters.

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

It was reported that the March Hare public house in Harestock had introduced play equipment for their customers, but, in doing so, had removed two memorial trees that had previously been located in the same area. One of the trees had been planted by the Deputy Lieutenant of Hampshire on 14th April 2012 to commemorate the Diamond Jubilee of Her Majesty Queen Elizabeth II. While the Council appreciated the provision of facilities for residents and customers, they expressed disappointment at the removal of the trees. They also raised concerns that planning permission should have been sought.

Action: The Clerk to contact the manager of the March Hare to clarify whether planning permission was obtained for the installation of the play equipment.

25-190: City Councillors' Report – St Barnabas Ward

The following item was taken out of agenda order due to the timing of the City Councillor's arrival.

Cllr J Batho provided an update on the progress of the Community Governance Review, highlighting that a second consultation is scheduled for spring/summer 2026.

Cllr Batho also reported that Winchester City Council has approved its 2026/27 budget, which includes provision to prepare for the implementation of the Government's Local Government Reorganisation (LGR) plans. These changes are expected to have a significant impact on city council resources, and preparations are being made to ensure that the council's core services are maintained.

25-191: Policy and Document Approval

a. To approve the LHPC Risk Register.

The proposed LHPC Risk Register was considered, and it was agreed that an additional risk relating to unlawful encampments be included.

Subject to this amendment, **it was proposed by Cllr L Winn, seconded by Cllr D Tozer, and RESOLVED that the LHPC Risk Register be adopted.**

b. To approve a revised LHPC Data Protection Policy.

The proposed LHPC Data Protection Policy was considered, and it was **proposed by Cllr L Winn, seconded by Cllr J Musselwhite, and RESOLVED that the LHPC Data Protection Policy version 2.1, dated 3rd March 2026, be adopted.**

c. To approve a revised LHPC IT and Data Security Policy

The proposed LHPC IT and Data Security Policy was considered, and it was **proposed by Cllr J Biddlecombe, seconded by Cllr D Tozer, and RESOLVED that the LHPC IT and Data Security Policy version 1.1, dated 3rd March 2026, be adopted.**

d. To approve the LHPC Data Audit

The LHPC Data Audit was considered, and a query was raised regarding the ownership of the Parish Council website

It was proposed by Cllr L Winn, seconded by Cllr T Jackson, and RESOLVED that the LHPC Data Audit should be approved.

Action: The Clerk to confirm the ownership of the Parish Council website.

25-192: Parish Action on the Climate Emergency (PACE) Working Group

a. To consider a report from the PACE Working Group

It was noted that the Repair Café would apply for a grant from the Acorn Biodigester Fund, and that the next Repair Café would be held at the Memorial Hall on 28th March 2026.

b. To approve the 2026 Biodiversity Objectives.

Cllr D. Tozer presented the 2026 Biodiversity Objectives. Following discussion, it was proposed by Cllr T Jackson, seconded by Cllr J Musselwhite, and **RESOLVED** that the 2026 Biodiversity Objectives, version 1.0, dated 9 March 2026, be approved.

25-193: Estates Working Group

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

The Estates report was noted, including the introduction of a traffic light system to highlight project status. Three priority 1 projects were identified: repairs to the cone spinner in Littleton Playground, the Tennis Club footpath works (delayed due to adverse weather), and the Croquet Club irrigation project, which requires further attention to ensure safe delivery. A number of lower priority playground repairs also require progress.

It was noted that the Croquet Club irrigation project is progressing; however, no works outside the club perimeter should proceed until appropriate plans and risk assessments are agreed.

The updated process for unlawful encampments, including provision for insurance claims, was noted.

Progress updates were received on several projects, including ongoing delays to the tennis footpath works, development of a shortlist of suppliers for solar panel installation, near completion of priority tree works, and a £1,000 grant from Winchester City Council has been secured by the Bowls Club to refurbish the retaining wall and install bench seating along its length. The acquisition of Heras fencing panels for future use was also noted.

The focus for March will include progressing the tennis footpath works, monitoring the Croquet Club project, completing urgent tree works, advancing playground repairs, obtaining solar panel quotations, and continuing planning for the next financial year.

25-194: Parish Council Finance and Staffing.

- a. Payments for endorsement.

The payment list for February 2026 (see Appendix A) containing payments already made were presented for consideration.

After some discussion, **it was proposed by Cllr L Winn, seconded by Cllr J Biddlecombe and RESOLVED that payments listed on the February 2026 payment schedules should be endorsed.**

- b. To approve payments of new invoices

Table 1: Payments for Approval.

Payee	Details of payment	Total (£)	VAT (£)	Net (£)
Biffa	General Waste and Recycling Removal for 28/03/26 to 25/09/26 (182 Days)	1,092.00	182.00	910.00
Ava Recreation	Maintenance at Littleton and Bradley Rd Playgrounds	4,702.84	783.81	3,919.03
Hw Trees	Tree Work at Littleton Recreation Ground	1,488.00	248.00	1,240.00
	Totals	7,282.84	1,213.81	6,069.03

It was **proposed by Cllr T Jackson, seconded by Cllr J Musselwhite and RESOLVED that payments totalling £7,282.84 should be paid.**

- c. To consider a grant request from the Littleton and Harestock Show Society

The Parish Council considered a grant request from the Littleton and Harestock Show Society. After discussion, it was **proposed by Cllr L Winn, seconded by Cllr T Jackson, and RESOLVED to award a grant of £500, under section 137 of the Local Government Act 1972 legislation, to support the show.**

- d. To note the minutes of the recent Finance and General Purposes Committee meeting.

The minutes of the recent Finance and General Purposes Committee meeting were noted.

- e. To approve payment of the Clerk's time off in lieu (TOIL) balance to date.

A proposal from the Finance and General Purpose Committee was discussed to pay the Clerk for accrued time off in lieu (TOIL) amounting to 26.35 hours, as it was unlikely that these hours would be taken

before the end of the financial year. It was **therefore proposed by Cllr L Winn, seconded by Cllr D Tozer and RESOLVED to pay the Clerk's time off in lieu (TOIL) balance.**

- f. To consider a proposal for the Clerk to work from home one day each week

A second proposal from the Finance and General Purpose Committee was discussed, recommending that the Clerk work from home one day per week to allow time to focus on matters without interruptions.

It was therefore proposed by Cllr L Winn, seconded by Cllr D Tozer, and RESOLVED that the Clerk work from home on Wednesdays for a trial period, with feedback to be reviewed at the next Finance and General Purposes Committee meeting in May.

- g. To receive an update from the Working Group on succession planning and workload management.

Cllr L Winn reported that the Working Group on succession planning and workload management had made good progress. Three new job descriptions had been produced for the Clerk, a Deputy, and the Responsible Finance Officer, and were slightly amended following feedback from the Hampshire Association of Local Councils (HALC) advisor. The next step will be to develop person specifications for each role.

25-195: Transport and Traffic.

- a. To consider a proposal to pay printing costs for a Littleton road safety survey.

The Clerk presented a proposal from concerned residents to support them with the costs of printing a leaflet to notify Littleton householders of a road safety survey that they had prepared. **It was agreed to delegate authority to the Clerk to pay reasonable printing costs, subject to a review of the leaflet beforehand.**

- b. To consider a proposal to ask Hampshire County Council to provide a road safety assessment in Littleton.

The Clerk presented a request from residents regarding the possibility of approaching Hampshire County Council for a road safety assessment in Littleton. It was agreed that this should be explored. Cllr L. Winn noted that she had contacted City Cllr C. Horrill about using Community Infrastructure Levy (CIL) funding to support road safety projects.

Action: The Clerk to investigate options for road safety improvement projects with Hampshire County Council.

- c. To receive an update on the installation of three new sockets in Parish grass verges by Hampshire County Council contractors for Speed Indicator Device sites.

The Clerk reported that the invoice (which must be paid in advance) for the planned installation of new sockets at the Speed Indicated Device sites had not yet been received. She had contacted Cllr J. Warwick, who is following this up.

Cllr J. Biddlecombe noted that once the work is completed, the Parish Council would be able to apply for an updated license to allow additional locations for the Speed Indicator Device, to help address residents' road safety concerns.

- d. To consider other Transport and Traffic Matters.

The response from Stagecoach regarding changes to the local bus timetables was discussed. It was noted that prompt action had been taken to ensure that timetables and bus stop flags were up to date, and that refresher driver training had been carried out to prevent drivers from taking incorrect routes. However, the Parish Council expressed disappointment that there appeared to be no possibility of future revisions to the bus timetables.

It was unanimously resolved that Cllr D. Tozer would draft another letter to Stagecoach outlining the Parish Council's concerns. The draft would be circulated for comment, and the Parish Clerk would then forward the final version to Stagecoach and other relevant stakeholders.

Action: The Clerk to forward the Parish Council's second letter to Stagecoach and relevant stakeholders, providing further details on concerns regarding the local bus timetables

25-196: To consider the arrangements for the Annual Parish Meeting.

The Parish Council considered arrangements for the May Annual Parish Meeting, including whether it should be held on a separate day from the Annual Parish Council Meeting. Members noted that the previous year's meeting had been well attended, which was attributed to the high level of public interest in the presentation delivered by guest speakers regarding the M3 Junction 9 development and its impact on local roads and traffic.

It was resolved that the Annual Parish Meeting and the Annual Parish Council Meeting be held on the same day. It was further resolved that the Parish Council's presentation items for the Annual Parish Meeting should be scheduled at the beginning of the meeting.

25-197: Items for noting only, or inclusion on the next meeting's agenda.

None

25-198: Date of Next Meetings:

- a. Parish Council meeting: Monday, 13th April 2026, 7 pm, Littleton Memorial Hall.

25-199: Summary of Actions

Table 2: Status of Action Points.

ID	Owner	Action Points (Open)	Status
Mar.1	Clerk	The Clerk to contact the community policing team to request that they resume attendance at Parish Council meetings and provide a regular report for councillors' consideration.	NEW
Mar.2	Cllr CM	Cllr C. Morton to investigate whether anti-bird-nesting defences will be needed for the proposed Pavilion solar panels and report back to the Parish Council	NEW
Mar.3	Clerk	The Clerk to contact the manager of the March Hare to clarify whether planning permission was obtained for the installation of the play equipment.	NEW
Mar.4	Clerk	The Clerk to confirm the ownership of the Parish Council website.	NEW
Mar.5	Clerk	The Clerk to investigate options for road safety improvement projects with Hampshire County Council.	NEW
Mar.6	Clerk	The Clerk to forward the Parish Council's second letter to Stagecoach and relevant stakeholders, providing further details on concerns regarding the local bus timetables.	NEW
Feb.1	Clerk	The Clerk to arrange for the approved Data Protection Policy to be added to the Parish Council website. 9 Mar 26: To be completed following approval of a revised Data Protection Policy.	Open
Feb.2	Clerk	The Clerk to forward the letter from Cllr D Tozer, detailing residents' feedback on the reduced timetables for local buses, to Stagecoach and relevant stakeholders 9 Mar 26: Done.	Closed
Feb.3	Clerk	The Clerk to write to residents to acknowledge and thank them for their feedback on the impact of the local bus timetable changes. 9 Mar 26: Done.	Closed
Feb.4	Clerk	The Clerk to notify the Community Transport Officer of the Parish Council's interest in a Community Led Transport Grant in 2026/27. 9 Mar 26: Done.	Closed
Dec.5	Clerk	The Clerk to revise the Delegation Schedule and Reserves Statement to include the details for the new Unlawful Encampment Reserve of £10,000. 12 Jan 25: Not done yet. 9 Feb 26: Documents to be presented at the next Finance and GP Meeting. 9 Mar 26: Done.	Closed
Dec.8	Clerk	The Clerk to include the consideration of an Asset Register 'de minimis' limit at the next Finance and General Purposes meeting. 12 Jan 26: To be discussed at the 4 th March meeting. 9 Feb 26: As above.	Closed

ID	Owner	Action Points (Open)	Status
		9 Mar 26: Done.	
Dec.9	Clerk	The Clerk to work with the webmaster to find a solution that allows for simple modifications to the website by the Clerk. 12 Jan 26: No progress yet. 9 Feb 26: Feedback received that the council need to consider the risks of multiple people accessing the website. 9 Mar 26: Placed on hold.	Hold
Dec.10	Clerk	The Clerk to include TOIL information on future Finance and General Purposes Committee agendas. 12 Jan 26: To be covered at the 4 th March meeting. 9 Feb 26: As above. 9 Mar 26: Done.	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 it with a company he knows. 8 Sept 25: No progress yet 13 Oct 25: Cllr S Borthwick has approached another consultant. 10 Nov 25: Cllr S Borthwick has approached a second consultant. 8 Dec 25 / 12 Jan 26: Further consultants need to be approached for quotes. 9 Feb 26: As above. 9 Mar 26: Action closed. Ecology advice will be reconsidered upon submission of the Sir John Moore Barracks planning application.	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. 8 Sept 25: Meeting held with the council in the Summer. The permissive route allowing HGVs and tractors with trailers to travel via Andover Road is still a concern. A launch event was held on 4 th September. 13 Oct 25: The onsite visit with the Acorn team should be quite soon, given that the biodigester has now been commissioned. 10 Nov 25: No update. 8 Dec 25 / 12 Jan 26: Waiting for the Acorn team to propose dates. 9 Feb 26: As above. 9 Mar 26: Action closed. Reminder email sent to the Acorn team.	Closed

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

Table 3: Payments in February 2026

Date	Ref	To whom paid	Details of payment	Total (£)	VAT (£)	Net (£)
Various	200	Various	Staff Costs for February	2,210.27	0.00	2210.27
03.02.26	201	KT Cleaning	Pavilion Cleaning for January	120.00	0.00	120.00
03.02.26	202	HALC	LCPD Membership April 26- Mar27	180.00	30.00	150.00
03.02.26	203	HALC	Digital and Data Training Course	374.50	62.42	312.08
03.02.26	204	Winchester Basics Bank	Donation of £50 to the Basics Bank	50.00	0.00	50.00
06.02.26	205	Citizens Advice	Donation to Citizens Advice under s137	250.00	0.00	250.00
06.02.26	206	Howe's That Cleaning	Sports Pavilion/ Office Window and Door Cleaning / Cleaning 2 access barriers, 3 hand rails	100.00	0.00	100.00
06.02.26	207	WCC	Dog bin emptying - Quarter 3	390.00	0.00	390.00
06.02.26	208	Mid Hants Fire Protection	Annual inspection of firefighting equipment.	107.88	17.98	89.90
09.02.26	209	British Gas	Office Electricity for 21/12/25-24/01/26	64.91	3.09	61.82
10.02.26	210	Green Smile Ltd	Annual Hedge Cutting at Littleton Recreation Ground	1,092.00	182.00	910.00
10.02.26	211	Ava Recreation	Maintenance at Littleton and Bradley Rd Playgrounds	3,276.78	546.13	2,730.65
10.02.26	212	SLCC	Membership fee	253.00	0.00	253.00
19.02.26	213	Amazon	Repair Café Equipment - Workmate trestle feet	6.31	1.05	5.26
19.02.26	214	Jovs Ltd	Repair Café Equipment - Isopropyl Alcohol	7.48	1.25	6.23
19.02.26	215	Nuvo Trading Solutions Ltd	Repair Café Equipment - 3-in-one oil	8.25	1.38	6.87
19.02.26	216	Argos	Repair Café Equipment - Storage Boxes	24.00	4.00	20.00
20.02.26	217	Mainstream Digital	Feb line rental and January 26 call charges	24.47	4.08	20.39
20.02.26	218	Lloyds Bank	Banking Service Charge	4.25	0.00	4.25
25.02.26	219	Go Live	February Website Updates & E-newsletter	300.00	0.00	300.00
25.02.26	220	Adobe	Adobe monthly subscription for February	35.39	5.90	29.49
26.02.26	221	SLCC	SLCC Training Course	46.20	7.70	38.50
27.02.26	222	KT Cleaning	Pavilion Cleaning for February	120.00	0.00	120.00