

**RECORD OF THE LITTLETON & HARESTOCK  
PARISH COUNCIL MEETING  
held on Monday 13<sup>th</sup> July 2020  
via Zoom Conference Call**

**Present:** Cllr S Burgess (Chair), Cllr J Biddlecombe, Cllr J Burgess, Cllr P Cunningham, Cllr R Warren, Cllr K Learney, Cllr L Martin, Cllr P Highfield, Cllr D Tozer.

**In attendance:** Mrs L Fielding (Clerk & RFO) and City Cllr S Godfrey (part-time).

**Members of the public:** E Blades, G Sallis.

**20-015: Apologies for Absence**

County Cllr J Warwick, City Cllr C Horrill and City Cllr A Weir.

**20-016: Declarations of Interest**

Cllr L Martin and Cllr J Biddlecombe registered an interest in a planning application for 8 Rozelle Close as they live nearby.

**20-017: Minutes of the meeting held 22nd June 2020**

The minutes of the meeting of 22<sup>nd</sup> June 2020 were presented, and it was **proposed by Cllr L Martin, seconded by Cllr J Biddlecombe and RESOLVED that the minutes of the meeting held on 22<sup>nd</sup> June 2020 be approved.**

**20-018: Matters Arising**

The actions from the last meeting were reviewed. The current status of actions is shown at the end of these minutes. There were no other matters arising.

**20-019: Public Participation**

The clerk raised an issue regarding HGV vehicles and pedestrian safety from a resident in Deane Down Drove following an email which had been previously distributed to councillors. It was noted that this issue has been raised before with Hampshire County Council and they had not agreed to requests for no HGV signs in the road. There was a general concern that a serious accident needs to occur in the area before Hampshire County Council would classify the road as at risk.

**Action:** Cllr S Burgess to investigate safety at Deane Down Drove with the residents who raised the safety issue.

Cllr S Burgess also noted that the safety risk at the Deane Down Drove/Kennel Lane junction was including in the draft Littleton Village Design Statement together with Main Rd near the Running Horse, and the lack of pedestrian pavements on Main Rd after Deane Down Drove.

**20-020: Co-option of new Councillors**

The Parish Council discussed two applications from Mr G Sallis and Mrs E Blades to join the Parish Council. It was then proposed by Cllr L Martin and seconded by Cllr P Highfield to co-opt Mrs E Blades and it was proposed by Cllr K Learney and seconded by Cllr P Cunningham to co-opt Mr G Sallis, and all were in favour of both co-options.

The Declarations of Acceptance of Office were then signed and made visible to all on the video conference call. It was agreed that the Clerk could counter countersign the documents after the meeting.

**Action:** Cllr S Burgess to review the responsibilities matrix with the new councillors to discuss specific roles.

**20-021: County Councillor Report**

County Cllr J Warwick was not able to be present but sent a report (see Appendix A) in advance of the meeting which had been distributed to the Parish Councillors. There were no issues raised.

**20-022: City Councillors' Report**

City Cllr S Godfrey had to leave the meeting to attend another meeting and Cllr P Cunningham agreed to send the report to the Clerk for inclusion as an appendix in the minutes. (see Appendix B)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cllr S Burgess asked about progress on an item from last month's report regarding the outline planning for the Sir John Moore Barracks. Cllr K Learney noted that the previous report was 18 months old which has now been superseded although it does not have extensive updates.

Cllr S Burgess asked if the Defence Infrastructure Organisation (DIO) was aware of the registered area (Site of Importance for Nature Conservation [SINC]) in Sir John Moore Barracks and the northern area marked by Defra as impoverished grassland and improved woodland. Cllr K Learney was not aware of any specific designations but the planning document included many areas of woodlands. She also noted that the DIO has a partner involved but Winchester City Council are waiting for more information in order to support the construction of the local plan as it is not clear if the plans for the Barracks site will fit into the local plan time scales. Cllr K Learney also noted that the entire site would be considered as one development for planning and the local plan purposes, and that it is expected that there will be policies to prevent development on areas of special interest and flood risks.

**Action:** Cllr S Burgess to forward to Cllr K Learney and Cllr L Martin the plan from the Littleton Village Design Statement which includes the areas of special interest in the Flowerdown estate.

**Action:** Cllr K Learney to identify DIO contacts for Sir John Moore Barracks site planning.

### **20-023: HCC Planning Application 20/01188/HCS – Aggregate Crushing operation at Down Farm**

Cllr S Burgess raised the issue of the Hampshire County Council planning application 20/01188HCS for an aggregate crushing operation at Down Farm which was received and distributed to councillors on the 10<sup>th</sup> July. Cllr S Burgess noted that there is a very short timeframe in which to respond and that the application was well written and had already dealt with many aspects that might raise concerns with local residents. The Parish Councillors noted various issues including the volume and quality/nature of the noise from the proposed operations, the transport concerns with risks that trucks may go on into Andover Rd, and into Littleton and Harestock roads that are not suitable for trucks. Problems relating to Down's Farm Lane which is a popular cyclist route were also hi-lighted. Cllr P Cunningham noted that there was a proposed new cycling and walking route from South Wonston through to Andover Rd passed across Down's Farm Lane. Due to the short timescales Cllr S Burgess asked that any other comments should be forwarded to him for inclusion in a Parish Council response to the application.

**Action:** Cllr S Burgess to submit the Parish Council response to HCC for the application 20/01188/HCS.

### **20-024: Military Report: Sir John Moore Barracks/Worthy Down**

ATR W RSM Jan Scott was not able to be present and no matters were raised concerning the military.

### **20-025: Police Report**

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

### **20-026: Barton Farm Development**

The Parish Council understand that construction has now re-started and that there have been a surprising number of sales during the lock down period with 70%-80% of the current phase now sold or reserved.

### **20-027: Planning**

#### a. New Applications

The planning schedule for June was circulated and discussed. No objections were raised for 20/01395/TPO (Thorpewood House, South Drive, Littleton) and 20/01105/FUL (Woodpeckers, 2 Lar Drive, Harestock). It was decided not to raise any comments for 20/01018/HOU (126 Priors Dean Rd, Harestock). Following detailed consideration of 20/01141/FUL (8 Rozelle Close, Littleton), **it was proposed by Cllr J Burgess and seconded by Cllr K Learney and RESOLVED that the Parish Council would object to the application.** Note that Cllr J Biddlecombe and Cllr L Martin did not take part in the vote as they received a notice as a potentially impacted neighbour.

#### b. Existing Applications

It was noted that applications 20/01019/TPC and 20/00908/HOU previously reviewed by the Parish Council have now been approved by WCC.

#### c. Enforcement Matters

Cllr J Burgess asked about the development at Drovers Way, Stud Lane which seemed to be larger than the plans proposed in the planning application. However, the building has been viewed by Cllr J Biddlecombe, and Cllr P Cunningham and it appears to be according to the approved plans.

**20-028: Parish Council Payments**

## a. June Payments List

The latest payments list for June (see Appendix C) was presented for consideration and, after some discussion, was accepted. **It was therefore proposed by Cllr P Cunningham, seconded by Cllr K Learney and RESOLVED that payments on the June payments schedule should be endorsed.**

## b. July Payments for approval

The Parish Council reviewed the invoice for the first annual payment of the lease for Harestock Rd football field at £1000 which had been distributed to the Parish Council in advance of the meeting. **It was proposed by Cllr L Martin, seconded by Cllr R Warren and RESOLVED that the invoice of £1000 should be paid.**

## c. Finance and General Purposes Meeting Draft Minutes

The draft minutes of the Finance and General Purposes meeting on 8<sup>th</sup> July was noted. The issues raised in the minutes regarding next meeting dates was considered, and it was agreed that the August meeting of the Parish Council would be cancelled, and that the next annual Parish Assembly would be in May 2021. It was hoped that a face to face Parish Council meeting could be held soon in the large room at the Millennium Hall.

**20-029: Parish Council Reports**

## a. Estates Working Group (including Playgrounds).

Cllr P Highfield reported that the Estates Working Group had met and reviewed the high priority items from the action plan and proposed that in future Parish Council meetings the current progress against the Estates actions will be presented.

**Action:** Cllr S Burgess to distribute the current issues being addressed by the Estates Working Group action plan.

Cllr R Warren asked if the response to the Winchester City Council Open Space Plan had been submitted and Cllr S Burgess confirmed it was sent in time for the deadline of 1<sup>st</sup> July. Cllr R Warren was concerned that the ownership of the various small open spaces in Harestock is not clear, and Cllr D Tozer noted that he had done a survey of the spaces and thought that the spaces could be valued more. He had also received a proposal from a resident that friendship benches could be placed to make the open spaces more useful. Cllr L Martin noted that this might be an opportunity for increasing bio-diversity.

**Action:** Cllr K Learney to forward the map of the City Council owned land which should include the open spaces that are either owned or maintained.

**Action:** Cllr D Tozer to write up the results of his Harestock open spaces survey and forward to Cllr S Burgess and Cllr R Warren.

## b. Environment Working Group

A video conference call is planned for 14<sup>th</sup> July, and Cllr L Martin will circulate the meeting notes.

## c. The Millennium Memorial Hall

Cllr J Biddlecombe reported that the refurbishment in August will proceed however it will not be a major refurbishment but will include a deep clean, redecoration and the floor will be cleaned and polished.

## d. Transport, Traffic &amp; Civil Engineering

Cllr J Biddlecombe expressed his growing concerns about heavy good vehicles coming through Littleton and Harestock Rd, and the potential for more vehicles which might occur from the aggregate crushing planning application. He is concerned that there is not a cohesive plan from Hampshire County Council for heavy goods vehicles coming off the A34 at Three Maids Hill and travelling through the area. Cllr P Cunningham reported that there had been success with the anaerobic digester traffic, and we should review the documentation from that process.

**Action:** The Clerk to identify any documents on the Parish Council PC related to the anaerobic digester.

It was noted that it was not clear if the new timetable for the number 16 bus was in place as lockdown had impacted the bus timetables. It was agreed to monitor the bus timetables for the next few months.

**20-030: Items for noting, AOB or for inclusion on next month's agenda:**

Cllr R Warren noted that an article in the Chronicle implied that with the new garden waste bins it would no longer be possible to use the bags. Cllr K Learney confirmed this was the case, however Winchester City Council are not collecting the old bags and they can be used by householders for use in the garden. She also noted that residents are able to share a bin where that is appropriate, and that people would be able to register for bins from September. Cllr R Warren was concerned that people will resort to bonfires instead of paying for a garden waste bin.

Cllr G Sallis identified a problem at the playground in Dean Lane, Weeke with drug taking and needles being left in the park, and wanted to make the councillors aware. Cllr K Learney stated that people should contact 101 to allow the police to build up a pattern of behaviour.

Cllr L Martin mentioned that following previous issues at Hildon Way, garden and glass bottles are now being collected regularly. She also wanted to commend the use of Zoom for meetings in the future.

It was reported that there had been health and safety problems with the steps at the Pond, and one or more individuals had thrown some of the boards at the back of the pond into the pond. Additionally the danger signs that had been placed on the steps had been removed more than once. The Clerk is currently investigating a fix for the issues.

Cllr P Highfield noted that some of the issues that had been discussed hi-lighted the need to improve communications towards the community. Cllr L Martin reminded the Parish Council that digital communication had been discussed in the past before the lock down, and Cllr S Burgess noted that we have a number of proposals which needs to be reviewed, and proposed that we have a Communications Working Group. Cllr G Sallis reported that there are many different mechanisms and the Parish Council has to work out the most effective method.

Cllr J Burgess stated that she and Cllr S Burgess will be away for the whole of August.

Cllr D Tozer asked about the progress of the Littleton Village Design Statement, and it was reported that the text and pictures are now in draft form and the final formatting work is underway. When complete, the LVDS Draft will be made available for councillors' comments. There is then a formal public consultation process to be undertaken which will be overseen by WCC.

The Clerk reported that the yellow overhead barrier had been damaged by a car driver with two bicycles on the car's roof rack. The driver has since raised a claim for damage to the bicycles and roof rack, which has been forwarded to the Parish Councils insurers. The barrier has been repaired, and the Parish Council will investigate any improvements to the entrance and car park speed bumps.

**20-031: Date of Next Meetings:**

Parish Council Meeting: 7pm, 14<sup>th</sup> September 2020 (Note: No August meeting).

Finance & Resources Meeting: 09:45am, 2<sup>nd</sup> September 2020 via Zoom conference call.

The meeting closed at 20:54.

**20-032: Summary of Actions**

Date	Owner	Action Points (Open)	Status
July.1	Estates Team	To consider water usage at the recreation ground, and investigate the possibility of separate meters.	New
July.2	Cllr SB	Cllr S Burgess to investigate safety at Deane Down Drove with the residents who raised the safety issue.	New
July.3	Cllr SB	Cllr S Burgess to review the responsibilities matrix with the new councillors to discuss specific roles.	New
July.4	Cllr SB	Cllr S Burgess to forward to Cllr K Learney and Cllr L Martin the plan from the Littleton Village Design Statement which includes the areas of special interest in the Flowerdown estate.	New
July.5	Cllr KL	Cllr K Learney to identify DIO contacts for Sir John Moore's Barracks site planning.	New
July.6	Cllr SB	Cllr S Burgess to submit the Parish Council response to HCC for the application 20/01188/HCS. (Down Farm Aggregate Recycling Crusher).	New

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

July.7	Cllr SB	Cllr S Burgess to distribute the current issues being addressed in the Estates Working group action plan.	New
July.8	Cllr KL	Cllr K Learney to forward the map of the City Council owned land which should include the open spaces that are either owned or maintained.	New
July.9	Cllr DT	Cllr D Tozer to write up the results of his Harestock open spaces survey and forward to Cllr S Burgess, and Cllr R Warren.	New
July.10	Clerk	The Clerk to identify any documents on the Parish Council PC related to the anaerobic digester.	New
June.1	Cllr SB / Clerk	Cllr S Burgess (Parish Council Chairman) and the Clerk to formally sign off on the AGAR documentation. 13Jul20: In progress	Open
June.2	Clerk	Clerk to submit the required AGAR documentation to the external auditor. 13Jul20: Final variance document to be completed before sending off.	Open
June.4	Cllrs JBi/PH	Clerk to inform Cllr J Warwick about the problems with the Main Rd pavements, especially for wheelchair users, and parents with buggies/prams 13Jul20: Cllr J Warwick suggested a map of the key problem areas. Cllr J Biddlecombe and Cllr P Highfield agreed to investigate with a wheelchair assessment,	Open
Mar.1	Cllr SB	Cllr S Burgess to provide further details on the LHPC Communications Strategy and LHPC Website development. 15Apr20: A meeting on 9 Mar 20 was held with Cllr's Burgess, Martin, Tozer and Kearney to discuss communications approach. The requirements statement for LHPC Web and email development was sent to LHPC Webmaster for feasibility comments. The Covid-19 Pandemic stopped proposed newsletter delivery to Littleton & Harestock households advertising the Annual Meeting, the LHPC Web, Email Registration and Climate Change activities. 22June20: Proposals for the web updates have been received and Cllr S Burgess will circulate them. 13Jul20: In progress.	Open
Mar.9	Clerk	The Clerk to approach the cleaner with a proposal for cleaning Bradley Rd playground. 15Apr20: Awaits reopening of Bradley Road Playground. Note: The clerk has discussed matter with the cleaner, and he is considering it, but his time is constrained, and he would only be able to do this during the weekend when the playgrounds are likely to be busy. We may need an alternative option. 13Jul20: The cleaner is currently cleaning both Bradley Road and Littleton playgrounds, and the gym equipment once a week as part of Covid-19 support. He is unlikely to be able to continue this when cleaning of the main part of the Pavilion and office is resumed	On hold
Feb.9	Cllr JBi	Cllr J Biddlecombe to contact HCC regarding licensing a new speed camera. 15Apr20: Nothing to report 22June20: Covid-19 has prevented further action on this item 13Jul20: Cllr J Biddlecombe has not had a response from Hampshire County Council, and he has contacted County Cllr J Warwick to escalate the issue.	Open

### Closed Actions.

Date	Owner	Action Point (Closed)	Status
June.3	Cllr SB	Cllr S Burgess to review the Flood and Water Management Strategy document and respond by 12th July. 13Jul20: Done	Closed
June.5	Cllr SB	Cllr S Burgess to pursue personal statements from prospective Parish Councillors, and prepare for the co-option process 13Jul20: Done	Closed
Mar.10	Clerk	The Clerk to record water usage at the recreation ground every month. 15Apr20: Recorded on 16th March. Requested bill from Business Stream which shows average usage costing 42p per day between 10 October 2019 and 16 March 2020. Note: This will not be a typical year and the water usage in the Summer is likely to be reduced.	Closed

		22July20: Water usage is being collected regularly and is showing large usage which is hi-lighting that the percentage split of costs may not be correct. Action closed, see new Action Jul.1 for usage review	
Mar.14	Clerk	The Clerk to discuss security arrangements with the football club. 15Apr20: Done, however at the time the Football League had cancelled all matches so security not a priority). Need to review once League matches start again, and when the lease is in place. 22June20: New padlock now in place at Harestock Road. 13Jul20: Done, the clerk has informed football club of security requirements	<b>Closed</b>

## Appendix A. County Councillor Report - Cllr Jan Warwick Winchester Downlands July 2020

**Changes to Road Space** - a range of temporary changes have been made across the county to provide more road space to support social distancing in town centres and for people cycling and walking:

- Waiting times at 166 crossings and traffic signals have been reduced to favour pedestrians
- Work has started across town and city centres to give more space to pedestrians.

Over 2500 schemes have been suggested to date. A [new webpage](#) lists the current schemes and also links to a [map](#) to engage with the community on local priorities, and where organisations and people can make their suggestions, and see what others think.

HCC will bid for further national funding later in the summer and continue to help Hampshire's residents make healthier, greener journeys and support the economic recovery of Hampshire. Schemes will be reviewed for function and performance and will be altered if necessary. Schemes may also be considered for retention, based on feedback and evidence of effectiveness.

**Climate Change Strategy** One year after declaring a climate change emergency this strategy outlines the actions required across Hampshire County Council to meet the challenging target of carbon neutrality by 2050 and to build resilience to a 2C rise in temperature. A detailed Action Plan will be adopted in September. Three community projects will begin to help reduce **residential emissions** –the Environment Centre will provide telephone and online advice and support for residents, establishing a Community Energy Network and a targeted Solar buying scheme for 125,000 homes. <https://www.hants.gov.uk/News/07072020ClimateChange>.

**HWRCs:** Due to the high volume of users Hampshire County Council have an online pre-booking system for residents to access Household Waste Recycling Centres (HWRCs) to manage demand and reduce queuing traffic. You can book online here <https://www.hants.gov.uk/wasteandrecycling> or call 02380 179 949. You should also register your car number plate/s for access to the sites by 1<sup>st</sup> August 2020.

### Play to the Crowd (Theatre Royal and Hat Fair, Winchester)

The Theatre Royal has announced an emergency survival appeal alongside the support package announced this month. Further details can be found here: <https://playtothecrowd.co.uk/support-us/survival-appeal>

## Appendix B. City Councillor Report - Cllr P Cunningham and Cllr S Godfrey July 2020

Many shops and businesses have now re-opened, although many activities are restricted. The Council is working with business groups and other local councils to make our shopping centres as safe and attractive as possible. The emphasis is on supporting tourist and leisure sites during the second half of the summer. By early August, the River Park Leisure Centre, including the indoor swimming pool and gym, should be open, although you will need to check on opening times and the working practices in place before you visit.

The City Council's Cabinet have announced details of their new Garden Waste Collection scheme, which starts in February 2021. The free bag collection will be replaced by a paid-for service for those households that choose to subscribe, with a large wheeled bin costing £59 per year and a smaller one £39. You can register for this new service from September. If your household does not subscribe, you will need to dispose of your own garden waste, but not in the black residual waste bin – which will be checked to avoid contamination.

Cllr Stephen Godfrey attended a briefing from local NHS management on the Hampshire Together consultation on the reorganisation of hospital and community services in Mid and North Hampshire. It is expected that proposals coming out of the consultation will include a new general hospital in this area, possibly replacing the North Hampshire Hospital. The consultation finishes on 31 July, so we hope that you have taken the opportunity to state what your priority services are and where you want to access them. See the website at [www.hampshiretogether.nhs.uk](http://www.hampshiretogether.nhs.uk).

A planning application has been submitted that seeks to build an aggregates processing facility on the South side of the motocross tracks at Three Maids Hill. Although this is a comparatively small operation in the Headbourne Worthy Parish area, it will still require close monitoring on noise and transport concerns, if permitted. Planning Enforcement officers are also advising the new operators of the motocross about permitted use after some complaints in the first week of July.

In his role as the Mayor of Winchester, Cllr P Cunningham was pleased to report that he had appointed the Rev'd Jax Machin as his Chaplain for the Mayoral year 2020/21. The Rev'd Jax Machin is the Rector of The Downs Benefice and is based at The Rectory in Littleton.

**Appendix C. Payments for endorsement (Confidential information not shown)****LITTLETON & HARESTOCK PARISH COUNCIL****Payments in June for July 2020 Meeting**

<b>Date</b>	<b>Ref</b>	<b>To Whom</b>	<b>Details of Payment</b>	<b>Total (£)</b>	<b>VAT (£)</b>	<b>Net (£)</b>
04.06.20	45	British Gas	Office Electricity for 20/04/20-18/05/20	24.83	1.18	23.65
05.06.20	46	WCC	Council tax on Parish Office	71.00	-	71.00
05.06.20	47	Factotum Village	Second handrail installation at Pavilion	300.91	-	300.91
05.06.20	48	Factotum Village	Remove wood surround from Netball area	60.00	-	60.00
05.06.20	49	Factotum Village	Installation of internal locks in Pavilion	70.00	-	70.00
05.06.20	50	Littleton Landscapes	Littleton pond maintenance	241.20	40.20	201.00
05.06.20	51	True Potential	Pension Payment for June	96.32	-	96.32
05.06.20	52	Green Smile Ltd	June grounds maintenance	Redacted	Redacted	Redacted
05.06.20	53	Mainstream Digital	May telephone usage	43.09	7.18	35.91
11.06.20	54	HMRC	Tax & NI on June salaries	Redacted	Redacted	Redacted
11.06.20	55	British Gas	Sports Pavilion Electricity for May 2020	45.32	2.16	43.16
11.06.20	56	John Murray	Internal Audit of 2019/20 records	375.00	-	375.00
24.06.20	57	Euroffice	Paper, Ink Cartridges and Hand Sanitiser	58.07	9.68	48.39
24.06.20	58	Green Smile Ltd	Grass cutting on island	48.00	8.00	40.00
24.06.20	59	MANT Leisure Ltd	Parkour installation - final payment	17,030.40	2,838.40	14,192.00
24.06.20	60	MANT Leisure Ltd	Netball facility - final payment	2,940.00	490.00	2,450.00
24.06.20	61	MANT Leisure Ltd	Bradley Rd Playground - play panels	4,647.60	774.60	3,873.00
24.06.20	62	St Catherine's Church	Churchyard Donation	1,350.00	-	1,350.00
25.06.20	63	S Covill	Cleaner's salary June	273.00	-	273.00
25.06.20	64	L Fielding	Clerk's salary June	1,062.11	-	1,062.11
30.06.20	65	PHS Group	Pavilion sanitary service for 12 months	211.31	35.22	176.09
30.06.20	66	Test Valley Pest Control Ltd	Mole trapping at Bowls green	96.00	16.00	80.00
30.06.20	67	L Fielding	Clerk's expenses June	35.82	3.64	32.18