

Littleton & Harestock Parish Council

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21 April 2020

REPORT FOR MARCH-APRIL PERIOD 2020

1. **Purpose of Document.** This document replaces the Minutes of the cancelled LHPC Meeting (15th April 2020) and provides a record of LHPC work during the period.

2. **Status of LHPC Meetings.**

Date	Meeting	Status
9 Mar 2020	LHPC Meeting, Littleton	Completed (See Appendix 1 Minutes)
15 April 2020	LHPC Meeting, Harestock	Cancelled (Pandemic Restrictions)
6 May 2020	LHPC Finance Meeting, Littleton	Cancelled (Pandemic Restrictions) Work to be conducted as an email exercise by committee members with telephone conversations as required.
11 May 2020	LHPC Annual Meetings, Littleton	Cancelled (Pandemic Restrictions)

Future Meetings	<p>As at 15th April 20 plans for the Government's easing of lockdown restrictions have not been published.</p> <p>The impact of the Pandemic on the availability of councillors will continue for months.</p> <p>Virtual meetings are permitted, but not all agenda items can be covered by virtual meetings. At some point in July/August a virtual LHPC meeting will be required to meet specific audit related requirements.</p> <p>At some point, LHPC will be required to conduct a full Annual General Meeting, but this can be delayed until May 2021. The LHPC Annual General Assembly will also have to be carried out.</p> <p>The Chair, Vice-Chair and the Parish Clerk will continue to review the situation.</p>
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3. **LHPC Sustainability during the Pandemic.** The strategy for business continuity during this emergency period (*as agreed by the Chair, Vice-Chair and the Parish Clerk*) is to operate in 'good faith' and use 'best endeavours' to:

- a. Complete the required business and accounting processes for FY 2019-2020.
- b. Prepare LHPC records and documents to be ready for audit (*when the process is available*).
- c. Prepare the end of year reports to be used at the Annual Meetings.
- d. Continue to conduct routine LHPC work. The first precept payment for FY 2020-21 has been received.

- e. Carry out the next Finance Committee work as an email exercise.
- f. Meet requirements for discussions and voting via email, with telephone and video conferencing, as required.
- g. Circulate the new LHPC Action List 2020 + 5 years) and councillors can start creating outline future action plans and maintain work responsibilities as best they can.
- h. Produce monthly reports as a record of LHPC activities until the return to normal.

4. **Current Updates.**

Appendix	Documents & Reports as at 15 Apr 20
1	LHPC Meeting Minutes (9 Mar 20) (To be approved and signed formally.)
2	Outstanding Action Updates.
3	LHPC Finance March Payments Schedule.
4	Planning Applications Report.
5	Emergency Planning Report.
6	Other Reports and Any Other Business.



S C BURGESS
Chair - Littleton and Harestock Parish Council

APPENDIX 1: LHPC MINUTES OF MEETING 9 MARCH 2020

RECORD OF THE LITTLETON & HARESTOCK

PARISH COUNCIL MEETING

held on Monday 9th March 2020

at the Millennium Memorial Hall, Littleton

Present: Cllr S Burgess (Chair), Cllr J Biddlecombe, 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 C Horrill.

Members of the public: None.

19-184: Apologies for Absence

Cllr J Burgess, Cllr P Cunningham, County Cllr J Warwick, City Cllr S Godfrey

19-185: Declarations of Interest

Cllr D Tozer noted an interest in the planning application for 12 Andover Rd North as his house backs onto it.

19-186: Minutes of the meeting held 10th February 2020

The minutes of the meeting of 10th February 2020 were presented, and it was proposed by Cllr L Martin, seconded by Cllr P Highfield and RESOLVED that the minutes of the meeting held on 10th February 2020 be approved.

19-187: 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.

19-188: Public Participation

Nil.

19-189: 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. No matters were raised in respect of this report.

19-190: City Councillors' Report

City Cllr C Horrill reported that there had been a members' briefing on the Local Plan and that a session for Parish Councils is planned for 23rd March. The city council will increase council tax by 3%, and there are plans to increase charges for some car parks and include some Sunday charging. City Cllr C Horrill and City Cllr S Godfrey have reviewed the licensing application for the Wonderland festival and have some concerns. Cllr C Horrill noted that WCC had received a briefing from consultants at the Winchester Central

Regeneration Forum and a decision meeting on next steps will be held imminently. There will be an election on 7th May where a third of the city councillors will be due for re-election including City Cllr S Godfrey. Purdur will start at the end of March, which will impact some WCC activities.

Cllr J Biddlecombe asked if the proposals from the Winchester Trust on a North Winchester Bypass will be taken into consideration during the Local Plan Process. Cllr C Horrill noted that WCC had commissioned a separate "Vision for Winchester" report which will feed into the Local Plan process. However, the Winchester Trust will also be able to put their views forward.

Cllr J Biddlecombe asked if there had been any updates on the nitrate situation where planning applications are being held up. The only legal option open to WCC currently is associated with offsetting, and WCC is working with Hampshire Wildlife Trust to set up a scheme where individuals pay a fee to compensate for the nitrates which will work in a similar to the Community Infrastructure Levy (CIL) scheme.

Cllr K Learney reported on the proposed scheme to charge for garden waste. An improved scheme with garden waste wheelie bins will be introduced where £400,000 has been reserved in the capital budget to purchase the bins. WCC will not charge more for the service than the cost of collecting the garden waste; however, parishioners can opt-in or out of the flat rate charge for the service. It will also be possible to collect from hard to reach narrow roads, both for garden waste and for bottle collection where in the future smaller collection vehicles have been commissioned. It was noted that garden waste bags will still be an option, and garden waste will still be accepted at the recycling centre.

Cllr J Biddlecombe raised the concern that the electric charging points in Harestock shop car parks are not the rapid model and will mean that cars need to take 3 hours and above to charge. He was concerned that this would tie up two more car parking spaces. He asked if a parking limit could be considered for the car park. Cllr K Learney reported that the electrical supply at the Harestock shops was not reliable enough to suit the "rapid" charging points. Additionally, parking limits would mean that the car park would become chargeable and potentially move the parking problem on to Priors Dean Rd.

Cllr S Burgess thanked the city councillors for the delivery of 200 sandbags from WCC during the recent flood preparation however he reported that this was only 10% of the parish requirements and raised the concern that a more streamlined process would be needed in the future. Cllr C Horrill noted that the discussions with HCC on flood alleviation methods need to be continued to achieve an effective plan locally. The permanent flood measures in the city centre were installed in a matter of hours allowing the WCC resources to focus on high priority flooding issues. It was agreed that there is an opportunity with the new Local Plan to include flood considerations as part of the planning process.

Coronavirus: WCC are operating with business as usual, and business continuity plans have been revised. They are currently anticipating that staff will work from home in the near future and are expecting disruptions as we move to the "delay" mode. HCC is the lead agency and will provide ongoing advice to both WCC and parish councils. Cllr S Burgess was concerned about the demographics in Littleton and Harestock, and ensuring that vulnerable people could be fed. Cllr C Horrill advised a measured approach and noted that HCC keeps a register of vulnerable people which could be updated based on local knowledge.

Cllr K Learney noted that several Neighbourhood and Village Design Statements are being finalised and they might be a useful resource for the Parish Council.

19-191: Environment (Climate Change)

Cllr S Burgess presented Version 0.2A of the LHPC Climate Change Working Group Terms of Reference (TOR) for approval by the Parish Councillor. Cllr R Warren raised some concerns that water conservation should not be part of the TOR and that insulation was a topic that was missing. Cllr S Burgess noted that water conservation was part of the broader Greening Campaign and the CCWG Action Plan will refine the TOR. It was therefore proposed by Cllr S Burgess, seconded by Cllr L Martin and RESOLVED that Version 0.2A of the CCWG TOR be approved. (Afternote: The TOR document is now held in the LHPC Document Library as approved Version 1.0.)

Cllr S Burgess then reported on progress on improving communications specifically with updating the website with an environment page, and introducing a Contact/Registration of interest page for residents. Cllr P Highfield was concerned that communication via the website and mailing lists would not reach all our parishioners. Cllr S Burgess stated that the LHPC may revert to annual to twice yearly newsletters until we can establish more extensive use of the LHPC Website.

Action: Cllr S Burgess to provide further details on the LHPC Communications Strategy and LHPC Website development.

19-200: 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.

19-201: Police Report

PCSO Bidle was unable to attend but provided a written report (see Appendix B) in advance of the meeting which had been distributed to the parish councillors. There were some concerns that the drug issues reported may have occurred in the Recreation Ground.

Action: The Clerk to investigate the location of the drug issues reported by PCSO Bidle.

19-202: Barton Farm Development

It was noted that the first phase of the development is now sold, and 20 houses in the second phase have been sold. The school is due to open in autumn.

The next meeting is 17th March 2020, Cllr S Burgess and Cllr K Learney will represent the Parish Council.

19-203: Littleton and Harestock Show

Cllr R Warren reported that the Show Society was making good progress and asked if the Parish Council wanted to run a stall in September. He also noted that the Parish Council needs to inform the Show Society how they would spend the anticipated donation. It was agreed that the previous proposal of installing climbing walls in the playgrounds was suitable.

Action: Cllr R Warren to obtain a list of the stalls from the Show Society.

Action: Cllr R Warren to inform the Show Society of the proposal to put the anticipated show donation towards climbing walls at Bradley Rd and Littleton playgrounds.

19-204: Planning

- a. New Applications

The planning schedule for February was circulated and discussed. The Parish Council raised an objection for the amended application 19/02132/HOU (16 Appleshaw Close Harestock), no objections were raised for 20/00147/HOU (75 Harestock Rd), and the Parish Council supported 20/00316/HOU (Oakleigh, 12 Andover Road North). The Parish tree warden had reviewed 29/00181/TPC (Chalecroft, Littleton Lane) and did not feel qualified to decide how the tree fungus would affect the life of the tree. It was agreed that the Parish Council would not make any comments on this application and rely on the Winchester City Council tree experts.

b. Existing Applications

It was noted that applications 19/02632/HOU, 19/02623/HOU and 19/02805/TPO previously reviewed by the Parish Council have now been approved by WCC. However, 19/02711/TPO was refused. Cllr R Warren noted that a revised site layout had been provided for 19/01707/FUL (20 Priors Dean Rd) and that the parking bays had been removed. Cllr R Warren reported that the planning appeal for 5 Rockbourne Rd had been dismissed by The Planning Inspectorate on the grounds that Harestock has a distinguishing character, and it was noted that this point could be taken into account when responding to future planning applications.

c. Enforcement Matters

The Parish Council submitted a further objection comment to The Planning Inspectorate in respect of the Enforcement appeal for 17/00271/USE (Barclays Main Rd Littleton).

Action: The Clerk to forward an email from the planning team regarding Permitted Development Rights in Harestock to Cllr K Learney.

19-205: Finance

a. February Payments List

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

b. March Payments for approval

The proposed payments schedule (see Appendix D) was presented for consideration and, after some discussion was agreed. It was therefore proposed by Cllr J Biddlecombe, seconded by Cllr P Highfield and RESOLVED that payments totalling £5,087.40 should be paid.

The invoices for the MANT Parkour and Netball projects were discussed and the Parish Council had some concerns with the work completed. It was proposed by Cllr J Biddlecombe, seconded by Cllr P Highfield and RESOLVED that the invoices would not be paid until the issues have been resolved.

Action: Cllr S Burgess to inform MANT that payment for the Parkour and netball facility will be put on hold.

Action: The Clerk to contact a ROSPA authorised inspector to perform a post installation inspection of the Parkour facility.

Action: The Clerk to arrange for temporary 'Heras' fencing around the netball facility.

c. Finance and Resources Committee Meeting

The minutes of the Finance and Resource Committee meeting were reviewed and the proposals on salaries and an updated budget for 2020-21 were noted.

It was therefore proposed by Cllr L Martin and seconded by Cllr D Tozer and RESOLVED that the cleaner's salary should be increased to £10.50 per hour from April. The Clerk then left the room, and the Parish Council discussed the Clerk's salary, in her absence. It was proposed by Cllr J Biddlecombe, seconded by Cllr L Martin and RESOLVED that the Clerks salary would rise in April from Pay Scale Level 19 to 20 on the National Joint Council Local Government Pay Scales.

The revised budget for 2020-21 put forward by the Finance and Resource Committee was discussed, and it was proposed by Cllr L Martin, seconded by Cllr K Learney and RESOLVED that the revised budget would be adopted.

19-206: Parish Council Reports

a. Emergency Planning

Cllr S Burgess reported on the rainfall figures and borehole data and despite experiencing the wettest February ever recorded he does not expect flooding in the near future as the borehole data shows the levels to be going down. Pitter Close sewage system is currently at risk, and this is being carefully monitored. The Nursery at the end of South Drive offered to store materials on our behalf. If the sandbags will not be recovered by WCC then the Parish Council will approach the Nursery to hold our sandbags covered by a tarp for at least until next year.

b. A proposal has been made to the Flood Alleviation Team at HCC to consider surface modifications rather than focusing on piping solutions. Cllr L Martin proposed that discharging water from garden water butts might help to prevent water from reaching the pond area, and after some discussion it was agreed to consider the topic outside of a Parish Council meeting.

c. Playgrounds

Cllr S Burgess reported Cllr J Burgess is still unwell but hopes to start looking at playground work in April. It was noted that there seems to be an increase in dog mess in the recreation ground, and that fencing around the playground equipment in the future may be an option. Cllr S Burgess together with the Clerk had reviewed the work to Bradley Rd playground and noted that some of the equipment needed cleaning.

Action: The Clerk to approach the cleaner with a proposal for cleaning Bradley Rd playground.

d. The Millennium Memorial Hall

Cllr J Biddlecombe reported that the heating in the hall was now much improved, the redecoration and deep cleaning is planned for August. It is anticipated that the floor will need to be replaced, and other major work will be required in two to three years' time, and a budget is being set aside to do this. The trustees discussed the hall's percentage contribution for water consumption and asked for evidence of the need to increase it to 33%. Cllr D Tozer suggested that antibacterial gel be placed in the hall entrance to combat coronavirus. The Clerk noted that the recycling bin trial had gone well, and it was agreed that one of the bins outside the hall could be used for recycling.

Action: The Clerk to record water usage at the Recreation Ground on a monthly basis.

Action: The Clerk to request the Hall Manager to provide antibacterial gel.

Action: The Clerk to contact Biffa to arrange to replace the waste contract to a recycling contract for one of the existing bins.

e. Pavilion, Sports Club & Recreation Ground

Cllr S Burgess reported that he had attended the Sports Club meeting and discussed a process for them to submit ideas to the LHPC Recreation Ground Working Group. The first meeting of the working group is planned for Friday 20th March where they will review a list of proposals for the Recreation Ground.

The Parish Council has received a lengthy legal document for the arrangement of the lease for the Harestock Road Football pitch. There were concerns that the requirements were more extensive than previous agreements and that a dilapidation schedule should be produced before signing the contract. The contract also requires more security measures to be put in place which needs discussion with the football club.

Action: The Clerk to ask HALC legal services for support to review the lease.

Action: The Clerk to discuss security arrangements with the football club.

f. Transport, Traffic & Civil Engineering

A proposal for the retendering of the number 16 bus service is being submitted to Cllr R Humby. If approved this will allow for an additional two way trip on weekdays into Winchester and back again, and the existing 16a taxi share on Thursdays would be withdrawn, as it would no longer be needed. Cllr J Biddlecombe has the proposed timetable for the service.

g. Environment (Residents' Issues)

The Clerk noted that the Lengthsman is due on the 28th March and asked for any input on work on highways and verges needed in the parish. It was also noted that a tree had fallen down in the Tumulus field and the owners had been notified.

19-207: Items for noting, AOB or for inclusion on next month's agenda:

Nil

19-208: Date of Next Meetings:

Parish Council Meeting: 7pm, 15th April 2020 in the Henry Beaufort School, Harestock

Finance & Resources Meeting: 09:45am, 6th May 2020 at the Sports Pavilion, Littleton Recreation Ground.

19-209: Summary of Actions

APPENDIX 2: OUTSTANDING ACTIONS UPDATES AND NEW ACTIONS

ID	Owner	Action Points from Previous LHPC Meeting	Update Notes as at 15 Apr 20	Status
Mar.1	Cllr SB	Cllr S Burgess to provide further details on the LHPC Communications Strategy and LHPC Website development.	9 Mar 20 Meeting Burgess, Martin, Tozer & Kearney discussed communications approach. The requirements statement for LHPC Web and email development being developed. To be sent to LHPC Webmaster for feasibility comments. Pandemic stopped proposed newsletter delivery to Littleton & Harestock households advertising the Annual Meeting, the LHPC Web, Email Registration and Climate Change activities.	OPEN
Mar.2	Clerk	The Clerk to investigate the location of the drug issues reported by PCSO Bidle.	The drugs found in the Hallway relates to people in their own vehicles; they were dealt with by officers. (9 Apr 20) donna.bidle@hampshire.pnn.police.uk .	Closed
Mar.3	Cllr RW	Cllr R Warren to obtain a list of the stalls from the Show Society.	Littleton & Harestock Show (2020) has been cancelled.	Closed
Mar.4	Cllr RW	Cllr R Warren to inform the Show Society of the proposal to put the anticipated show donation towards climbing walls at Bradley Rd and Littleton playgrounds.	Littleton & Harestock Show (2020) has been cancelled.	Closed
Mar.5	Clerk	The Clerk to forward an email from the planning team regarding Permitted Development Rights in Harestock to Cllr K Learney.	The relevant email has been forwarded.	Closed
Mar.6	Cllr SB	Cllr S Burgess to inform MANT that payment for the Parkour and netball facility will be put on hold.	Chair has written to Mant about the issues. No response received at time of writing. For the Parkour we await an independent Inspection (delayed due to Pandemic). For the Netball Area we await further discussion with Mant, about finishing the work. The issue is that the recontouring of the earth up to the Netball concrete area was not part of the original specification of works. Mant appears to carried out extra work while 'making good'. Awaits Mant's response to Chair's letter and their return to work.	OPEN
Mar.7	Clerk	The Clerk to contact a ROSPA authorised inspector to perform a post-installation inspection of the Parkour facility.	Separate action to be closed. It is included in the action serial above.	Closed
Mar.8	Clerk	The Clerk to arrange for temporary 'Herras' fencing around the netball facility	Soil surround has hardened. Chair has witnessed the Netball Area in use. Although not opened formally – there is no current requirement to fence it. Grass is not growing much. Needs agreed arrangement to sort out the soil edge. Action incorporated into Serial Mar.6.	Closed

Appendix 2: LHPC Outstanding Actions, Updates and New Actions

Mar.9	Clerk	The Clerk to approach the cleaner with a proposal for cleaning Bradley Rd playground.	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.	OPEN
Mar.10	Clerk	The Clerk to record water usage at the recreation ground every month.	Recorded on 16 th 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
Mar.11	Clerk	The Clerk to request the Hall manager to provide antibacterial gel.	Done. However access to antibacterial gel is extremely limited currently. Note: The hall is currently closed.	Closed
Mar.12	Clerk	The Clerk to contact Biffa to arrange to replace the waste contract to a recycling contract for one of the existing bins.	Done, the recycling contract is now in place and collections are occurring.	Closed
Mar.13	Clerk	The Clerk to ask HALC legal services for support to review the lease	See update at Report Appendix 6.	Closed
Mar.14	Clerk	The Clerk to discuss security arrangements for the Harestock Road Playing Field with the football club.	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.	OPEN
Feb.3	Clerk	To send the finalised LHPC Greening Campaign Working Group TOR to County Cllr J Warwick. 9 Mar20: To be done as soon as the TOR is approved.	Document sent. Document to be on Website.	Closed
Feb.6	Clerk	The Clerk to replace the padlock on the Harestock football field gate. 9 Mar20: The Parish Chair and Clerk reviewed the football field and are currently following up with the football team.	See action Mar.14. Padlock not changed yet, the current one is a security padlock. Currently not high priority. Lock up of ground has been discussed with Green Smile who would welcome a digital padlock to be used.	OPEN
Feb.8	Cllr JBi	Cllr J Biddlecombe to contact Iris Wedge to ask if she would like the old Pavilion clock	Iris Wedge does not want the old pavilion clock back. The Clock is to be disposed of.	Closed
Feb.9	Cllr JBi	Cllr J Biddlecombe to contact HCC regarding licensing a new speed camera	Nothing to report.	OPEN

APPENDIX 3: LHPC FINANCE – PAYMENTS FOR MARCH 2020**LITTLETON & HARESTOCK PARISH COUNCIL****Payments in March 2020**

Date	Ref	To Whom	Details of Payment	Total (£)	VAT (£)	Net (£)
02.03.20	200	Southern Electric	Electricity - Pavilion use 12/11/19 to 2/02/20	569.05	94.84	474.21
05.03.20	201	True Potential	Pension Payment for January 2020	82.29	0.00	82.29
05.03.20	202	Stephen Burgess	Expenses (Tarpaulins)	23.00	0.00	23.00
05.03.00	203	Stuart Packard	Cricket Pavilion Handrail near front door	249.45	0.00	249.45
05.03.00	204	Brian Middleton	Flowerdown History Book x 3	60.00	0.00	60.00
10.03.20	205	Green Smile Ltd	March grounds maintenance	Redacted	Redacted	Redacted
10.03.20	206	Giant Olive	February Website Updates	200.00	0.00	200.00
10.03.20	207	Mainstream Digital	February telephone usage	44.94	7.49	37.45
10.03.20	208	C&D Trees Ltd	Prune Beech Trees behind the Parish Office	1476.00	246.00	1230.00
10.03.20	209	MANT Leisure Ltd	Bradley Rd playground - Recycled Plastic bench	1824.00	304.00	1520.00
10.03.20	210	MANT Leisure Ltd	Littleton playground - Fix to Aerial Runway	792.00	132.00	660.00
16.03.20	211	British Gas	Sports Pavilion Electricity for February 2020	128.18	6.10	122.08
16.03.20	212	Green Smile Ltd	Leaf clearance beside cricket nets	48.00	8.00	40.00
16.03.20	213	R White (Handyman)	Replace Disabled parking signs & posts in car park	157.20	0.00	157.20
16.03.20	214	Vitaplay	Health & Safety Repairs to playgrounds	1787.40	297.90	1489.50
20.03.20	215	Homebase	Bin, Emergency Box and paint for signs	47.00	0.00	47.00
23.03.20	216	UK Safety Store	Playground Signs	86.33	14.39	71.94
23.03.20	217	Business Stream	Water Services (10 Oct 19 - 16 Mar 20)	66.48	0.00	66.48
23.03.20	218	HMRC	Tax & NI on March salaries	Redacted	Redacted	Redacted
24.03.20	219	Green Smile Ltd	Remedial work to deal with muddy footpaths	123.55	20.59	102.96
24.03.20	220	WCC	Annual Play Inspection	119.70	0.00	119.70
25.03.20	221	S Covill	Cleaner's salary March	173.34	0.00	173.34
25.03.20	222	L Fielding	Clerk's salary March	1052.27	0.00	1052.27
25.03.20	223	True Potential	Pension Payment for February 2020	82.29	0.00	82.29
25.03.20	224	True Potential	Pension Payment for March 2020	82.29	0.00	82.29
25.03.20	225	Giant Olive	March Website Updates	200.00	0.00	200.00
25.03.20	226	Homebase	Pump action water Sprayer for cleaning	13.50	0.00	13.50
25.03.20	227	Homebase	Security Items (for Covid-19 restrictions)	213.30	0.00	213.30
27.03.20	228	County Supplies	Refuse sacks and disposable gloves	34.61	5.77	28.84
27.03.20	229	L Fielding	Clerk's expenses March	11.69	0.00	11.69
27.03.20	230	WCC	Playground inspections (Jan-Mar 2020)	576.00	96.00	480.00
30.03.20	231	Southern Electric	Electricity - Parish Office use 12/11/19 to 1/03/20	151.88	7.23	144.65
31.03.20	232	Biffa	Waste & Recycling collection 18/03/20 - 25/09/20	949.57	158.26	791.31

APPENDIX 4: LHPC PLANNING APPLICATIONS MARCH 2020 UPDATE

PLANNING/ENFORCEMENT CASES/ APPEALS WITHIN THE PARISH AREA: MARCH REPORT FOR APRIL 2020 MEETING

Received	Reference	Address	Proposal	Parish Comments	Comments by:	WCC Decision
	Planning requests received since last Parish Council Meeting					
09.03.20	20/00345/HOU	40 North Drive Littleton SO22 6QA	To construct a side and rear extension and carry out internal alterations. To remove the front door from the principal elevation and to form a new front entranceway to the house	No objection submitted	01-Apr	
17.03.20	20/00571/TPO	The Pump House Main Road Littleton SO22 6PR	T1-T8 Lime Trees - Reduce height by 8 meters due to excessive shading, low amenity value, excessive leaf drop and excessive branches falling. The height reduction has already been carried out on the Lime trees in neighbouring property (Crabwood Cottage).	No objection submitted	08-Apr	
11.03.20	20/00356/HOU	8 Burley Road Harestock SO22 6LJ	Conversion of garage into family room.	No objection submitted	02-Apr	
	Existing Planning requests					
Received	Reference	Address	Proposal	Parish Comments	Closing date	WCC Decision
	20/00181/TPC	Chalecroft Littleton Lane Littleton SO22 6PZ	T1 Beech - Fell. Showing obvious signs of fungal decay and is dangerous. Photographic evidence supplied with application.	No comments		That no objection be raised
14.02.20	20/00147/HOU	75 Harestock Road Winchester SO22 6NX	First Floor Extension over garage. Removal of Conservatory and replace with Single storey Extension, with Grey Aluminium Bi-folds and Glass Roof. Small front extension to extend Snug. Change flat roof Canopy to pitch roof canopy. All windows and doors to be Gray UPVC. Composite Front door Brick work and Tiles to match existing. Extend driveway for Parking. Light tunnels to the roof to add light to the first floor Landing	No objection submitted 10-Mar	06-Mar	Application Permitted
17.10.19	19/02132/HOU	16 Appleshaw Close Harestock SO22 6JP	Following demolition of existing rear extension construction of two storey rear (AMENDED PLANS) and single storey rear and side extensions.	Objection submitted 10-Mar	24-Mar	Application Permitted
06.03.20	20/00316/HOU	Oakleigh 12 Andover Road North	Single storey front extension to integral garage	Supported - submitted 10-Mar	27-Mar	

	19/01650/TPO	95 Harestock Road Winchester SO22 6NY	T1,2,3,4&5 lime trees repollard to previous points as good pollard management. Repeat work every 2 years for the next 10 years.	No objection submitted	25-Sep	due 2-Oct
27.08.19	19/01707/FUL	20 Priors Dean Road Harestock SO22 6JT	Change of use from a 6-bedroom C4 class HMO to a 7-bedroom Sui Generis HMO, inc alterations to convert the storage room/garage into habitable accommodation.	Objection Submitted 12-Sep.	17-Sep	due 3-Oct

Open Enforcement Cases				
Informed	Reference	Address		Comments
25.9.17	17/00271/USE	Barclays Main Road Littleton	Alleged that a condition has been breached on application 16/00850/FUL	<p>Second Planning Contravention Notice served but no receipt of its delivery has yet been received back as it should have been. Spoken to Enforcement and they say they could try and prosecute for this or they could serve an enforcement notice. But as far as they are aware it is not being used as permanent accommodation so any legal action in that case is tricky; this was done on 12 April; this update was received from WCC on 31 May.</p> <p>28 August 18: site visited to deliver letter to owner.</p> <p>30 Oct 18: Owner has vacated the property and it is now being rented out. The garage building is under separate use as a holiday let. Owner has been interviewed under caution in relation to the nonreturn of a PCN. Agreed to complete a PCN which has now been served. Enforcement Notice has also been served, compliance check required on the 19.04.19</p> <p>8 May 19: the owner has appealed against the enforcement notice, appeal ref:3214144 and is yet to be decided upon. Until then, enforcement action is put on hold.</p> <p>4Jul19: Colins Mwapaura advises that the appeal is still waiting for consideration.</p> <p>29Jul19: Colins has left the department, Alice Honan reports they are waiting for the appeals start letter.</p> <p>14Oct19: No further updates from the planning inspectorate with regard to start date.</p> <p>7Jan20: Enforcement appeal has now officially started.</p> <p>17Feb20: Comments by PC submitted to The Planning Inspectorate</p>
27.9.19	19/00155/UTL	The End Plot, South Drive, Littleton Case Officer: Gill Cooper	Alleged 3 more shipping containers brought onto the land.	The case officer (Gill Cooper) has visited the site and found 4 shipping containers on the land. After receiving a letter from Gill, the landowner has invited her to meet him on site.
27.9.19	19/00284/COU	The Observatory, 109 Harestock Road, Winchester Case Officer: Sue Newman	Alleged separation of main dwelling to create independent living accommodation which is rented out.	The case officer (Sue Newman) has visited the site and did record that there is a separate front door to the extension. The owner was not at home when the visit was made and therefore Sue will be writing to the owner.

	Closed Enforcement Cases			
NIL				
	Planning Appeals in progress			
06.01.20	APP/L1765/D/19/3239061	5 Rockbourne Road Harestock SO22 6JS	Appeal against refusal for planning permission	19/01164/HOU: Replacement roof and single storey ground floor front extension including internal alterations 5 Feb 20: The appeal was dismissed by The Planning Inspectorate

APPENDIX 5: LHPC EMERGENCY PLANNING

Flooding

On the 16 February 2020 the Environment Agency declared a Flood Alert for much of the Winchester District. The Harestock Corner Bore was registering around 62m on that date, and a few days later the level exceeded LHPC Emergency Threshold of 63m. Fortunately, heavy rain stopped, January was a dry month and Littleton did not experience flooding this year.

Since then the groundwater level has been, on average, falling slowly (<1m per week) and there have been further EA alerts. On 15 Apr 20 the Groundwater level was still very high at 57.5m, despite the relatively dry April weather. This level of groundwater still presents an unusual flood risk if there is high rainfall in Apr/May. Given the current rate of draining (about 1m per week) the groundwater level is unlikely likely to return to an average level until **June 2020**.

LHPC FLOOD INDICATOR MONITORING WINTER 2019-20

Printed: 17-Apr-20

Winchester Monthly Rainfall Data (mm)

Environment Agency Harestock Corner Borehole Data
(Groundwater Level - Metres above Sea Level)

2020-2021 End of Month	Flood 2013-14	Average Rainfall [2]	Monthly Rainfall [1] 2019-2020		Maximum Levels [3] 1986-2014	Average Levels [3] 1986-2014	Maximum Borehole Levels [3] 2019-2020	
June	44	47	85	●	54	50	48.3	●
July	20	48	47	●	53	48	47.0	●
August	27	52	62	●	52	48	46.3	●
September	45	56	129	●	50	47	46.1	●
October	110	88	123	●	54	48	48.7	●
November	49	89	90	●	63	51	50.8	●
December	165	80	86	●	66	55	59.0	● Jump
January	223	77	26	● Low	65	56	61.0	●
February	163	52	164	● Very High	65	55	63.4	● High Risk
March	55	57	62	● Average	63	54	62.3	● High Risk
April	101	50	2	● at 15/04/2020	59	52	57.5	● at 15/04/2020
May	82	52			56	51		

[Winchester Weather \[1\]](#)

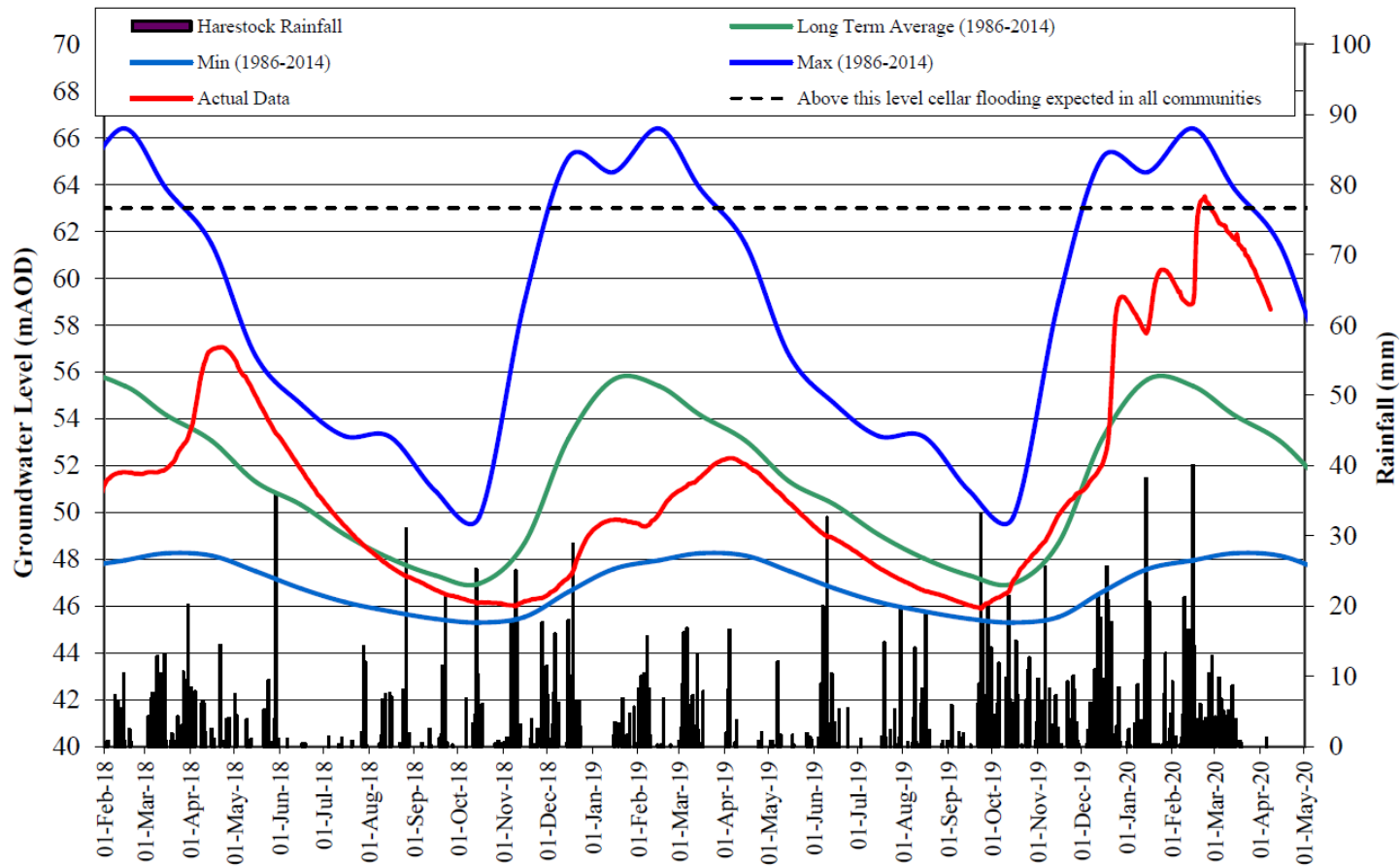
[Met Office \(Martyr Worthy\) \[2\]](#)

Flood Risk Period

[Environment Agency Borehole](#)

Environment Agency: Cellar Flooding starts about 63m

Groundwater Levels at Harestock Corner



Source Environment Agency 15 Apr 20

Sandbags (filled woven plastic bags) issued by WCC have been mainly stored under tarps on a private driveway off North Drive (as permitted by Cllr Cunningham) and are in excellent condition. The small sandbag dam at the Village Pond low point had remained in place throughout the period. It is assumed WCC will not want to recover these sandbags, so arrangements have been made with a local contractor to transport them to the Recreation Ground for storage on pallets (covered to be rainproof/vermin proof) behind the Sports Pavilion. This will pre-position the sandbags for future use by LHPC.

Flood Alleviation Project (Hampshire County Council)

Following the visit of the HCC Engineers working on the HCC Flood Alleviation Project (*axis Littleton, St John Moor Barracks, Headbourne Worth to the River Itchen*), the Chair submitted a letter with suggestions for surface drainage improvements. The letter was relatively well received. (*Comment: limited surface drainage improvement work would not be the first choice of the HCC engineers. Surface drainage improvements may be in focus after it is finally realised that only limited parts of the overall scheme will be affordable.*). Meanwhile work appears to have stopped.

Covid-19 Pandemic

LHPC has followed Government guidance throughout the period. The LHPC Meeting (15 Apr 20) was cancelled. Recreation Ground Facilities were closed, and the carpark and grounds were kept open for people to exercise. It was noted that the Police have taken a keen interest in the Recreation Ground during the period. LHPC did not coordinate independent voluntary support groups forming up in the Littleton & Harestock Community. LHPC published emergency information on the LHPC Website and on noticeboards. LHPC business (for sustainability) during the period was conducted via email and over the telephone.

LHPC Business Continuity

Throughout the Pandemic period LHPC data has been backed up onto an external hard disk and the Parish Clerk has often been carrying out work from home.

Emergency Stores

During the period, LHPC has been improving its emergency stores (First aid and emergency blankets; emergency toolbox with tools, padlocks, bike locks for playgrounds and a chain for the (Recreation Ground Front Gate). The Emergency mobile telephone Tesco Mobile Pay as you go SIM has become moribund. it requires a new SIM card coupled to a minimum use account. Such an account (assuming Tesco Mobile - to be proposed) would be about £6 per month. We might go for a deal that provides a new phone. The Parish Clerk would maintain this mobile phone, carry it when she is out of the Office during working hours and it would be available to councillors during an emergency.

APPENDIX 6: OTHER REPORTS AND ANY OTHER BUSINESS

COUNTY COUNCIL REPORT

- **Public Health -Coronavirus (Covid-19)** Hampshire County Council continues to keep a close watch on the Coronavirus outbreak with processes in place to respond. The County Council is also working with Hampshire's Voluntary and Community Sector to assist with support needs for vulnerable residents (see below). Hampshire residents can stay up to date with the latest Government advice, information and guidance on www.hants.gov.uk/coronavirus. A new helpline is up and running for frail or vulnerable residents who do not have support from families, friends or their local community, and who need urgent assistance with essential food or household supplies, collection of medication, or who are at risk of loneliness. The Coronavirus Hampshire Helpline – Hantshelp4vulnerable - can be contacted on **0333 370 4000**. The helpline is available seven days a week, from 9am-5pm. If you need urgent food supplies, you can expect to receive a **food box**, typically containing: Pasta, Cereal, Soup, UHT milk, Long life orange juice, Bread, Apples, Biscuits, Essential personal items eg soap, toothpaste etc.
- **Key Workers during the Easter Holidays** -Council officers have been on hand to help parents who are critical workers and are having difficulty accessing school-aged childcare over the Easter holiday period. These parents should email epinfocell@hants.gov.uk or, for pre-school care, email the Services for Young Children Team at childcare@hants.gov.uk and include full contact details so that parents and carers can be assisted as quickly and efficiently as possible.
- **Hampshire Library Service** has been gradually building its online offering over the last few years, and use of the digital service has steadily grown. Between November 2018 and November 2019, Borrowbox – the app offering thousands of free audio-book and ebook titles for children and adults - saw a rise from 4,668 registered users to 22,912. To access the free digital resources on offer from Hampshire Libraries, visit <https://www.hants.gov.uk/always-open-online> where you can find a host of resources and instructions for how to access it.

CITY COUNCIL REPORT

Not requested.

POLICE REPORT

At the moment we are not dealing with crimes in the same way due to COVID 19, we are focussing our time on high visibility patrols trying to engage, educate and encourage people to adhere to Government guidelines. Therefore, I don't really have information to put into a report for you, and this will not change until after the lockdown has been lifted (9 Apr 20 donna.bidle@hampshire.pnn.police.uk).

MILITARY LIAISON

No Report.

MILLENNIUM HALL UPDATE

The Millennium Hall located in the Littleton Recreation Ground Littleton was closed during the Pandemic period.

LITTLETON VILLAGE DESIGN STATEMENT (LVDS) 2020

Clr Biddlecombe has been carrying out preliminary development of the LVDS (2020).

TRANSPORT/TRAFFIC & ENGINEERING

- **Number 16 Bus.** Although we have not heard anything from HCC, and buses are not currently running through Littleton, the Stagecoach website indicates that the No16 bus is now running on the new revised and extended timetable. For some reason, which is not clear, the times on a Wednesday are different than those on the other six days, but all in all, it appears to be a reasonable service.

RECREATION GROUND (INCLUDING PAVILION & SPORTS CLUBS)

- The Recreation Ground and car park has remained open throughout the Pandemic period. Black refuse bins have been closed. Dog waste bins remain open.
- Footpaths into the side gate have been repaired.
- Playgrounds and sports clubs closed down due to Pandemic restrictions. Tennis courts and playgrounds were padlocked by LHPC.
- Grounds maintenance work has continued and internal repairs on the Pavilion continued.
- Tree and hedge maintenance have continued. Surgery of large trees need Parish Office is complete. Two dead/damaged trees (Ivy/Mistletoe covered) near the Tennis Courts to be removed.
- The Property owners (72 Main Road) acknowledge the tree incursion into the Recreation Ground and the health and safety issues. Their intention is to remove the trees and fence off their back boundary later in the year.

HARESTOCK ROAD LEASING AGREEMENT WITH MoD

The result of the online vote about signing the Lease was 5 in favour, 2 against with 2 Parish Councillors not voting.

A follow-up discussion with MoD resulted in the insertion of a Tenant's Break Clause into the Leasing Agreement. The reworded draft Tenancy Agreement was received back from the MoD Solicitors. Now LHPC, based on the advisory vote above, will sign the final version with agreed dates when the final document is received from the Solicitors. We will then reopen the Field again for public legal use under the control of LHPC. LHPC has funding in the correct part of the agreed 2020-21 budget to cover the first (£1,000) annual payment paid under LHPC delegated powers.

PLAYGROUNDS

- LHPC Playgrounds were closed on 24 Mar 20 (Pandemic restrictions).
- Littleton Playground Zip Wire was repaired, and Bradley Road maintenance continued to 24 Mar 20.
- Littleton Parkour and Netball installations were 'completed' by Mant. The area needs further work. There are no dates for the Parkour Safety Inspection and the 'grand opening'.

ENVIRONMENT (CLIMATE CHANGE)

The Climate Change WG TOR was approved at the meeting on 9 Mar 20.

A Climate Change Webpage is being designed.

ENVIRONMENT (RESIDENTS ISSUES)

- **Tumulus.** The sizeable private tree that fell into the tumulus area (storm damage) was removed. Remaining part of a tree (infected) near the entrance was removed. Tree work (for safety) along wooded footpath was also carried out. Another fallen tree (north side boundary) (probably storm damage) awaits action by a tree surgeon.
- **Potholes.** Dangerous potholes along Main Rd repaired.
- **Entrance Gate.** The entrance steps have been repaired by Mr Rice (LHPC Volunteer).

ANY OTHER BUSINESS

- **LHPC Policies, Plans and TOR.**

- **LHPC Grant Policy.** The Grant Policy document has been completed and will be passed to councillors for comment soon. Awaits additional GDPR statements to be included in the Application Form.
- **LHPC Data Protection Policy.** The current LHPC Data Protection Policy (2018) is being reviewed by the Chair and Parish Clerk, based on NALC and HALC GDPR advice and in the context of proposed LHPC Website development which will collect personal data from residents.
- **LHPC Business Continuity Plan.** The plan has been revised.
- **LHPC Finance and General Purposes Committee TOR.** The TOR for the Finance and General Purposes requires to be finished and then circulated to the Parish Council for comment.
- **LHPC Development Website Proposals.** A preparatory discussion with the LHPC Webmaster took place on 9 Mar 20. A package of change measures for the LHPC Website and email naming is being considered. The idea of creating a registration page on the LHPC Website to create group email lists is to be proposed (See Data Protection Policy).
- **LHPC Action Plan.** The first version of the integrated LHPC Action Plan which eventually will list all LHPC plans, issues and requests with accompanying action plan notes has been completed. The idea is that the Parish Clerk will maintain the current master version of the LHPC Action Plan. All action planning and work requirements will need to be on the list. At this stage, only the preliminary section about the recreation ground, sports, pavilion and playgrounds have been circulated to members of the Recreation Ground WG.

LHPC COUNCILLOR RECRUITING

There has been a volunteer to be Parish Councillor. The Parish Clerk is advertising a vacancy as part of the recruitment process.

