

## Clerks Report

Committee	Agenda Item No:	Date of Council meeting	Issue	Log	Current Status - RAG 0-3 mths <b>Green</b> 3-6 mths <b>Amber</b> Over 6 mths <b>Red</b> Over 1 year <b>Dark Red</b>	Time Taken Months
Town Council	18/038	15/05/2018	ARC Bar Lease	<p><b>Aug 19:</b> Contacted Alex - Gas is not mentioned in the services. Alex stated this is an error and can be amended.</p> <p><b>Jan 20:</b> Teething issues regarding the fine detail. Emailed Alex for clarification.</p> <p><b>October 20: From alex reduction in rent will have no impact on lease. Can issue formal letter if required.</b></p>	Partially Complete Schedule of dilipdations to be finalised	
Town Council Finance & Facilities	18/160	16/10/2018	NATC are managing trustees of Stratton Bates Charity	<p><b>031120:</b> Query sent to Charity Commission - It appears that the land was transferred from Town Trust to NATC absolute in 1959 so does this still reman a charity? Requested Articles of Charity from registration in 1962.</p> <p><b>021220:</b> Response from solicitor is that it remains a charity and the land is not a council asset but held in the charity.</p> <p><b>051021: Following training Stratton Bates Pavillion is the charities asset and this should be reflected in the asset register that NATC hold the building as sole corporate trustees</b></p>	Ongoing	
Rec & Env	R19/015	29/01/2019	New Allotments	<p><b>250122 21/213 RESOLVED:</b> That a CIL funding bid application is submitted for the new allotments is approved</p> <p><b>300322:</b> CIL application submitted</p> <p><b>07072022: Notified by WCC of application success, to be ratified at WCC Cabinet meeting in September 2022</b></p>	Ongoing	
Town Council	F119/102	10/12/2019	NATC Strategy	<p><b>310122:</b> Timetable and survey questionnaires commenced.</p> <p><b>230322:</b> NATC strategy meeting held with LCC agreed to consider themes that arise form Neighbourhood Plan engagement day in April</p> <p><b>060622: Final Report and action timeline forwarded to LCC for consideration</b></p>	Ongoing	
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<p><b>210122:</b> Policy forwarded to Russell for editing as agreed in O&amp;R</p> <p><b>240122: Policy returned to TC to update, prior to circulation</b></p> <p><b>110722: Draft H&amp;S Policy circulated</b></p>	Ongoing	
Planning	P20/092	03/11/2020	West Street Project Phase 2 - Pavement widening	<p><b>091121:</b> Meeting with Cllr J.Porter Has spoken to HCC engineers who are currently re-designing the project at a lower cost.</p> <p><b>030522:</b> The designers have sent the design to WCC Heritage Dept for comment.</p> <p><b>080622: Heritage Department have requested further detailed drawings.</b></p>	Ongoing	
Town Council Planning	20/159	24/11/2020	The Broad Street Sidings	<p><b>120522:</b> HCC Planned maintenance advised they would like to carry out some repairs - Advised of the engineer design and that both parties work together</p> <p><b>170522:</b> Email chaser sent requesting site visit</p> <p><b>040722: Current status of project requested from all parties concerned</b></p>	Ongoing	

Rec & Env	R20/084	13/01/2021	Stratton Bates Play Park Phase 2 - Planning	<b>C22/015 RESOLVED:</b> That the layout of the sign for the new playground is approved subject to amendments to the text. <b>RESOLVED:</b> That bins in the new playground are deferred to a future meeting. <b>06062022</b> - Work begins on the new playground <b>12072022:</b> Decision taken to delay opening of playground until 06082022 due to establishing turf in heatwave	Ongoing	
Com & Tourism	CT20/101	23/03/2021	Working Group: SOPs for NATC Events	<b>20.9.21:</b> SOP was reviewed and comments from the Town Clerk were sent to the WG <b>19.10.21:</b> The working group would review the document taking into consideration the comments submitted by the Town Clerk together with a review of the proposed charging structure for hiring NATC land. <b>16.11.21:</b> Update - WG unable to meet due to lack of availability.	Ongoing	
Rec & Env	R20/132	07/04/2021	Open spaces policy and charges	Recc: To draw up a short policy on useage of open space/ charges	Ongoing	
Town Council	19/255	25/02/2020	Cogswell Memorial	<b>080622:</b> Lectern arrived, request site meeting once landscaper identified <b>050722:</b> Site visit, Granite on site, quote requested form landscaper <b>190722:</b> Quote received for consideration	Ongoing	3+
Planning			SUN HILL Development	<b>010622:</b> The following names conflicted checked with no issues - Endeavour, Archer, Fuggle, Challenger, Herald, Pioneer, Progress, Goldings, Keyworths, Bullion. <b>060622:</b> Further names conflict checked for decision at next planning meeting <b>050722 P22/025:</b> That from the original list the Archer is removed and to add the following names.Whitebine, Tolhurst, Aureus, Defender, Bullion, Hopbine, Bramling, Malling, Mathon and Scuppet	Ongoing	
Operations & Resources	OR21/026	13/07/2021	Independent IT Consultant	<b>110322:</b> Email chaser sent to Technique re Rialtas system <b>200622:</b> Email sent to IT WCC requesting independant review <b>140722:</b> WCC uable to assist	Ongoing	
Rec & Env	R21/49	08/09/2021	Tree work following tree Inspection reports	<b>RESOLVED:</b> Obtain quotes for tree work identified in tree surveys and for moving three new trees at Arlebury Park away from hedge <b>R21/67 RESOLVED:</b> To approve the quote from C & D Trees for £1175 to undertake the tree work recommended in the Tree Inspection reports, subject to any damage at Memorial Gardens being made good. Work at Stratton Bates complete. Tree work at Arlebury Park and Sun Hill Recreation ground completed 21/12/2021. Memorial Park work will be undertaken when ground conditions are suitable. <b>24052022 C22/010 RESOLVED:</b> That the quote for £345.80 from Hampshire Council Arboricultural Services to undertake an ash dieback survey of 24 trees is accepted <b>Ash dieback survey will be undertaken 22/07/2022</b>	Ongoing	
Operations & Resources	R21/68	06/10/2021	Arlebury Park Car Park	<b>210622: Recommendation</b> That the words 'Long Stay 2 hours free' (on two lines) is suggested to Winchester City Council for use on the Arlebury Park car park sign. <b>070722: WCC forward some designs for consideration, responded with update.</b> <b>110722:</b> Email chaser sent to WCC re JoJu site inspection as nothing further received <b>190722:</b> Feasibility study report received re EV charging points	Ongoing	

Rec & Env	R21/82	03/11/2021	Outdoor Gym Arlebury Park	<p><b>11072022:</b> Markings for gym, goalposts and pitch set out by surveyor</p> <p><b>12072022:</b> Goalposts moved to new position</p> <p>Outdoor Gym to be installed w/c 18072022</p> <p><b>210722: Outdoor Gym installed and complete</b></p>	Completed	8
Rec & Env	R21/83	03/11/2021	Slope repairs Sun Hill Recreation Ground	<p><b>02122021 R21/100 RESOLVED:</b> To recommend to Council that 1M Civils Engineering are appointed to undertake the slope repairs work at a cost of £10,502.37</p> <p><b>Jan 22:</b> References being sought</p> <p><b>01022022</b> Work declined by 1M Civils Engineering</p> <p>Quote being waited on from Alton Pumps</p>	Ongoing	
Rec & Env	R21/84	03/11/2021	Ball net/ boundary with Vivid at Arlebury Park	<p><b>Recommendation:</b> To clarify with NATTA what the gradient of the slope would be behind the hedge and suggest that they install a fence on the housing side of the hedge to limit anti-social behaviour and reduce the number of balls being kicked into the housing area.</p> <p><b>15022022</b> - Further contact made with NATTA. No response yet</p> <p>Meeting between NATC and NATTA/ Vivid to take place on 5th April 2022</p> <p>Information from Vivid about the access between the new footpath from The Dean into Arlebury Park is being chased</p>	Ongoing	
Rec & Env	R21/101	02/12/2021	Management of Allotments	<p><b>Recommendation:</b> For the Clerk to monitor how much time is currently spent by the office on the management of the allotments.</p> <p><b>05012022 R21/116 Recommendation:</b> To invite the allotment Committee to a meeting to discuss a potential new agreement</p> <p>19012022: Informal meeting with Chair of Allotment Society</p> <p><b>020322: Recommendation:</b> To investigate having an allotment manager</p>	Ongoing	
Town Council	21/124	26/10/2021	Dean Carpark	<p>The Town Clerk to write to WCC to ascertain the current status.</p> <p><b>091221:</b> Email sent to planning to ascertain current status</p> <p><b>210122:</b> No response received chaser sent</p>	Ongoing	
Rec & Env	R21/103	02/12/2021	CIL application - memorial Gardens	<p><b>05012022 R21/118 RESOLVED:</b> Cllr Gordon-Smith develops a sketch design for improvements to Memorial Gardens taking into account the ideas of the Committee. This will form the basis of the CIL application.</p> <p><b>300322</b> CIL application for Memorial Gardens submitted</p> <p><b>07072022:</b> Notified by WCC that CIL application was not successful</p>	Completed	7
Operations & Resources Town Council	OR21/059	15/11/2021	ARC Leaks/Plumbing	<p><b>120522:</b> Dynorod attended to clear blockage in upstairs toilets</p> <p><b>100622: 3 x boilers at Arelbury Park serviced</b></p> <p><b>130622: Commence searching for facilities managers, One supplier attended and also requested quote for replacement Andrews boiler</b></p>	Ongoing	
Rec & Env	R21/115	05/01/2022	Train play equipment Sun Hill Recreation Ground	<p><b>RESOLVED:</b> To recommend to Council that the 'Off you Go' train from Sovereign Play be purchased at a cost of £5646.71</p> <p>Train play equipment will be installed on 12th May 2022</p> <p>Train installed on 12th May, and further work to reinstate the ground undertaken 30th May. Still not completed to a satisfactory standard. Awaiting an update from Sovereign.</p> <p><b>06072022:</b> Bracket fitted and sanding undertaken. New timber lengths and laminate disks still required.</p>	Ongoing	

Operations & Resources	OR21/088	11/01/2022	Fire Safety	<p><b>110522: Fire Risk Assessor to assess SB pavilion 18/05/22</b></p> <p><b>070622: Risk Assessments received. TC to arrange for remedial works to be carried out.</b></p> <p><b>220622: Meeting held with Caretaker and CC to address issues</b></p>	Ongoing	
Operations & Resources		12/10/2021	Redesign website	<p><b>170522 OR22/014:</b> - Proposal reviewed and updates suggested.</p> <p><b>140622:</b> Website designer invited to next meeting to update committee</p> <p><b>210622: Website designer attended Committee meeting for design review</b></p>	Ongoing	
Operations & Resources	OR22/035	21/06/2022	Phone contract	<p><b>RESOLVED</b> That the quote from Circle Cloud for providing telephones and calls for seven years at a cost of £111.02 per month is approved, subject to ensuring the phones will work with 'Digital Voice'</p> <p><b>300622:</b> The phones will work with the new digital phone voice system, contract signed awaiting delivery of new system</p> <p><b>200722: New phone system installed</b></p>	Completed	1