

Clerks Report

Committee	Agenda Item No:	Date of Council meeting	Issue	Log	Current Status - RAG 0-3 mths Green 3-6 mths Amber Over 6 mths Red Over 1 year Dark Red	Time Taken Months
Rec & Env	180204	27/02/2018	Skateramp Refurbishment	Oct 20: Additional work (R19/202) to skatepark commissioned (removing fence, drainage) 4 Nov - Work undertaken -awaiting on price on reinstalling benches Feb 21: Quote accepted for £280 to weld legs onto benches	Ongoing	
Town Council	18/038	15/05/2018	ARC Bar Lease	Aug 19: Contacted Alex - Gas is not mentioned in the services. Alex stated this is an error and can be amended. Jan 20: Teething issues regarding the fine detail. Emailed Alex for clarification. October 20: From alex reduction in rent will have no impact on lease. Can issue formal letter if required.	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	131020 F20/063 Recommendation 1: That further enquiries are made in respect of the Charity with the Charity Commission. 031120: 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. 021220: Response from solicitor is that it remains a charity and the land is not a council asset but held in the charity.	Ongoing	
Town Council	19/013	22/01/2019	Cllrs attendance record to be on website - Referred to next meeting	Councillors Report includes Attendance/Non-Attendance, projects, training etc is to be displayed on the website. 260219 - 19/041 : Record will be created and up loaded on to website October 2019: Commenced designing template October 2020: Ready to upload but subject to Accessibility regs	Ongoing	
Rec & Env	R19/012	29/01/2019	Stratton Bates Car Park	Dec 20: Removeable bollard installed at car park Jan 21: Cones ordered and plan for cones sent to Hampshire County Council Feb 21: Plan for cones approved by Hampshire County Council	Ongoing	
Rec & Env	R19/015	29/01/2019	New Allotments	151020: Contact made with Carter Jonas to find out proposed rent Nov 20 -received confirmation from Winchester Council that new allotments would not require a change of use. Carter Jonas are drawing up draft 'Heads of Terms'. Obtaining quotes for ecological survey R20/069: RESOLVED To approve quote for £630 from CC Ecology 6 Jan 21- Survey undertaken on site. Awaiting report Feb 21: Ecology report received	Ongoing	
Town Council Planning	19/104 19/115	09/07/2019	Parking strategy for Alresford	July 20: Trader parking to be merged with parking strategy 070720- P20/023 -RESOLVED: That the Planning Committee budget is increased by £10,000 for the year 2020/21 for the Car Parking Strategy 201120: Telephone payment to be available in all carparks from Nov 23	Ongoing	

Planning	P19/092	30/07/2019	Design Statement	<p>131020 P20/085 RESOLUTION: It was proposed that the Planning Committee accept Troy Planning & Design as consultants to NATC for the New Alresford Design Statement and ask that Full Town Council ratify this decision.</p> <p>271020 20/134 RESOLVED: That the Consultants Troy is approved to assist with New Alresford Design Statement at a fee of £9,950.00</p> <p>251120: Initial meeting with Troy. Troy will meet with WCC Planning in December to align current policy guidance and begin image gathering.</p> <p>Troy to conduct a self guided tour of Alresford in January. Plan Committee to have meeting with Troy in March 2021.</p>	Ongoing	
Town Council Com & Tourism	19/140	17/09/2019	West Street telephone kiosk	<p>190121: Ideas to complete kiosk to be brought to next meeting in February £1200 budget remaining.</p> <p>160221: No further work on the interior of the phone box pending identification of a leak. SE to investigate. It was suggested remaining budget to cover cost of repairs if necessary. However, proceed with painting of exterior crests in gold as per original spec and consider floral displays for exterior.</p> <p>230321: Leak identified and repair to make it more watertight. Chair outlined ideas for developing the kiosk further.</p>	Ongoing	
Rec & Env	R19/098	08/10/2019	Tree planting/Plan	<p>071020 R20/045: That the tree planting location plan be approved for Arlebury Park and a range of suitable species be planted Winter 20/21.</p> <p>Nov 2020 - quote obtained for trees and planting. Tree management survey started</p> <p>R20/066 RESOLVED Quote for £650 from Chris Matthews to plant new trees is approved</p> <p>R20/071 RESOLVED To approve up to £1100 for spend on trees at Arlebury Park</p> <p>Tree planting scheduled at Arlebury Park for end of Jan 21</p> <p>Jan 21: 10 trees planted at Arlebury Park</p>	Ongoing	
Finance & Facilities Town Council	F119/102	10/12/2019	NATC Strategy	<p>140720 F20/027 Recommendation 2: £5000.00 Strategy development is referred to Town Council</p> <p>090920 F20/043 RESOLVED: To request £5000.00 funding for NATC Strategy and additional ARC repairs £11,000.00 from Town Council</p> <p>210920 20/105 RESOLVED: That the funding for the NATC Strategy development to the cost of £5000.00 is approved.</p> <p>The debate suggested that the Strategy is incorporated into the Design Statement consultation.</p>	Ongoing	
Town Council Rec & Env	19/227	28/01/2020	Alresford Town Football Club	<p>Dec 20 -Draft template received from solicitor. Contact details of Southampton Womens Club and constitution received from ATFC</p> <p>03032021 F20/145 RESOLVED: To recommend to Council that when a new agreement is negotiated with the Football Club, £75 is charged per match for external organisations (not covered by the agreement) using the football pitch and facilities</p> <p>03032021 F20/146 Recommendation: To ask Recreation and Environment Committee to develop a plan to ensure the Changing Rooms are left in a satisfactory condition.</p>	Ongoing	
Town Council Rec & Env	19/256	25/02/2020	Tennis Club Lease	<p>RESOLVED: To approve to offer the Tennis Club an interim one-year licence.</p> <p>Sept 20: Referred to Sports Working Group</p>	Ongoing	

Town Council	19/257	25/02/2020	River Path Working Group	RESOLVED: That a River Path working Group is set up to address the issues along the River path. Councillors BEAN, GORDON-SMITH and SPROTT will be members of the Working Group.	Ongoing	
Rec & Env	R19/156	03/03/2020	Unauthorised parking at Arlebury Park car park	180620: All councillors provided with code for side gate. Recc 2 complete. Nov 2020 - awaiting quote for bollards. SJ met with AB to discuss planters as an alternative Jan 21: Quote for bollards received R20/110 RESOLVED: To install wooden posts and undertake bulb planting on the grass edge of the car park at Arlebury Park, in front of the flint wall Recommendation 1 – To obtain prices for larger wooden posts than provided in the existing quote Recommendation 2 – Finance and Facilities Committee are asked to consider planters around Arlebury Park building.	Ongoing	
Finance & Facilities	FI19/140	10/03/2020	New Alresford Bins	The Clerk advised that together with WCC had conducted a review of the all the dog and dual bins in the town. The Clerk is working with WCC to finalise and agree the location, bin collections and invoices 231220: Email sent to credit control WCC requesting definitive response to invoices 210121: Liaise with WCC credit control and NATC will only be invoiced for 2020/21	Ongoing	
Town Council	19/264 iv	09/04/2020	The Arlebury Limited	271020 20/137 RESOLVED: That rent be charged a reduced rate of 50% and the service charge to be at full charge to be reviewed in three months Nov 20: Second close down, directors request rent freeze 241120 20/161 RESOLVED: That if the government regulations deem that the Arlebury Limited must close and is not allowed to open their will be zero rent.	Ongoing	
Town Council	19/264 iii	09/04/2020	COVID-19 Response	28072 20/073 ORESOLVED: That 10, A1 signs are erected in Broad Street notifying residents of the purpose of the closure of the sidings at a price of £180.60. RESOLVED: That the single parking space in the Keep Clear area is converted into a Disabled Parking bay. RESOLVED: That 17 made up planters at £75.00 each are placed in the sidings to improve the look of the area. RESOLVED: That a Working Group is created to address the Pop-Up Measures in the town. 051020: 2nd stakeholder meetings with WCC and HCC 051120: Team Leaders meetng to reactivate Support network, Social media updated	Ongoing	
Finance & Facilities	F20/012	09/06/2020	Ear Marked Reserves	RESOLVED: That all Earmarked Reserve reports are updated and referred to Town Council for approval.	Ongoing	
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	081220 F20/093 RESOLVED: To defer this item to January 2021 and defer £5000 to next years budget 090221 F20/131 RESOLVED: That Saxon Safety are appointed at a cost of £2461 to write and develop a Health and Safety policy and a Covid-19 risk assessment for all Town Council activities. Feb 21: Inital meeting held between KD, the Clerk and Saxon Safety	Ongoing	

Finance & Facilities	F20/047	09/09/2020	Internal Controls - Contractors	That the controls in respect of contractors are enhanced and that specialist are recruited for specific projects. That experts are used for all projects to aid with the creation of the specifications. That all projects include payment breakdown.	Ongoing	
Finance & Facilities	F20/050 iv	09/09/2020	Other improvements - ARC	<p>120121 F20/112 RESOLVED: Appoint GDM Surfacing to undertake repairs to car park surface at a cost of £2441</p> <p>January 2021 - repairs to car park surface undertaken</p> <p>030321 F20/147 Recommendation: To investigate whether there is an appetite for additional storage or meeting rooms at Arlebury Park and the feasibility of altering the use of Changing Rooms 5 and 6 at the rear of the building.</p>	Ongoing	