

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
Town Council	18/038	15/05/2018	ARC Bar Lease	<p>Aug 19: Contacted Alex - Gas is not mentioned in the services. Alex stated this is an error and can be amended.</p> <p>Jan 20: Teething issues regarding the fine detail. Emailed Alex for clarification.</p> <p>October 20: From alex reduction in rent will have no impact on lease. Can issue formal letter if required.</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>Charity Number 301895</p> <p>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.</p> <p>021220: Response from solicitor is that it remains a charity and the land is not a council asset but held in the charity.</p> <p>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</p>	Ongoing	
Town Council	19/013	22/01/2019	Cllrs attendance record to be on website - Referred to next meeting	<p>Councillors Report includes Attendance/Non-Attendance, projects, training etc is to be displayed on the website.</p> <p>260219 - 19/041 : Record will be created and up loaded on to website</p> <p>October 2019: Commenced designing template</p> <p>October 2020: Ready to upload but subject to Accessibility regs</p>	Ongoing	
Rec & Env	R19/012	29/01/2019	Stratton Bates Car Park	<p>080721: Reccommendation - To reinforce what the Council are currently doing by purchasing larger cones and encouringg ATYFC to write to parents to remind them to park responsibly</p> <p>010821: Council provided ATYFC with pairs of cones linked by chains to put opposite driveways</p> <p>290921: Signs put up on verge opposite residents driveways advising no parking</p>	Ongoing	
Rec & Env	R19/015	29/01/2019	New Allotments	<p>22102021 Meeting onsite with Tichborne Estates to confiimre location for access path</p> <p>26102021 21/135 RESOLVED: That the lease for the new allotment site at Spring Gardens is approved</p> <p>R21/84 Reccommendation: For the number of parking spaces to be reduced in the site layout plan, investigate whether there is a spring at the new allotment site by undertaking some initial brush clearance work, ask Alresford Heritage whether there might be a pill box and/or anti-tank bollards at the allotment site, approach the owner of the watercross farm opposite the allotment site, with regard the possibility of renting some land for parking</p>	Ongoing	

Town Council Planning	19/104 19/115	09/07/2019	Parking strategy for Alresford	<p>July 20: Trader parking to be merged with parking strategy</p> <p>070720- P20/023 -RESOLVED: That the Planning Committee budget is increased by £10,000 for the year 2020/21 for the Car Parking Strategy</p> <p>201120: Telephone payment to be available in all carparks from Nov 23 2020</p>	Ongoing	
Planning	P19/092	30/07/2019	Design Statement/Neighbourhood Plan	<p>030821 Natc to approve cost of £700 for Troy to make application for a NP to WCC.</p> <p>030821 P21/043 The committee were in complete agreement that Troy Planning & Design should make an application for a Neighbourhood Plan to WCC.</p> <p>051021 P21/086 The application for New Alresford to become a Neighbourhood Plan area has been approved by WCC Planning. Troy Planning are currently applying for government grants on behalf of the Town Council. Town Council are currently arranging an initial inception meeting for New Alresford Neighbourhood Plan and Committee agreed a spend of £500 to cover the cost of room hire and catering. Inception meeting 3rd November at The Swan Hotel.</p>	Ongoing	
Com & Tourism	CT19/89	21/01/2020	Town Crier	<p>26.10.21 Application for Town Crier to visit via Alton TC - await response</p> <p>05.11.21 Alton TC confirm that the Town Crier will visit on 4.12.21. To be agenda item for discussion at C&T meeting on 16.11.21</p> <p>16.11.21 Town Crier booked from 10am to 11am to coincide with Councillor Street Surgery. Committee agreed that he will "cry" about Street Surgery, Christmas Tree Sale (with Rotary permission), Late Night Shopping Event, Church Service and Carol Service</p>	Ongoing	
Finance & Facilities Town Council	F119/102	10/12/2019	NATC Strategy	<p>121021 OR21/051 RESOLVED: That the next steps for the Council Strategy is to appoint LCC to assist and refer to Town Council for formal approval.</p> <p>261021 21/140 RESOLVED: That Local Council Consultancy is appointed to aid the council develop a strategy</p> <p>041121: Called Debra Harper LCC, Reg Williams will lead and will be best to commence in January 2022, following budget and holidays. Returned signed terms and conditions.</p>	Ongoing	
Town Council	19/227	28/01/2020	Alresford Town Football Club	<p>210921: Meeting held with ATFC</p> <p>131021: Email sent to ATFC with minutes of last meeting and requesting availability for next meeting</p> <p>121121: No response to previous email - Calendar invite sent, Craig is checking his schedule</p>	Ongoing	
Finance & Facilities	F119/140	10/03/2020	New Alresford Bins	<p>231220: Email sent to credit control WCC requesting definitive response to invoices</p> <p>210121: Liaise with WCC credit control and NATC will only be invoiced for 2020/21</p> <p>081121: Doug Ross customer contact called and TC forwarded all info. Awaiting response if further audit required.</p> <p>111121: Arranged for bin audit to be undertaken on 25/11/21</p>	Ongoing	
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<p>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.</p> <p>Feb 21: Initial meeting held between KD, the Clerk and Saxon Safety</p> <p>200421: Draft policy received</p>	Ongoing	

Planning	P20/092	03/11/2020	West Street Project Phase 2 - Pavement widening	<p>P21/044 Review of the HCC West Street widening feasibility report. The costing from HCC were noted as being extraordinarily high. This will be require further investigation. Awaiting to be advised that HCC will allocate funding to help with this project.</p> <p>P21/084 Cllr J Porter has indicated that HCC are looking into how they can assist NATC with the West Street widening project. NATC will await for their response. 091121 meeting with Cllr J.Porter Has spoken to HCC engineers who are currently re-designing the project at a lower cost.</p>	Ongoing	
Town Council Planning	20/159	24/11/2020	The Broad Street Sidings	<p>10.08.21 NATC advised a case officer would be assigned to look at Pedestrian area in Broad Street to find a solution. Clerk to meet with officer & Town Clerk on 24/08/2021.</p> <p>25.08.2021 Meeting with HCC engineer,Chair & TC & CC on site to assess options. Awaiting response from HCC.</p> <p>P21/085 RESOLVED: The committee agreed a questionnaire regarding public opinion on forming pedestrianisation on upper Broad Street. This will be circulated via November issue of 'The Forum', NATC website and 'All things Alresford.' Update John Harvey/Karen Wright Broad St responses at close of public consultation beg Dec.</p>	Ongoing	
Com & Tourism	CT20/66	15/12/2020	Promotion of Town	<p>230321 Progress stalled due to COVID. JJ hopeful he will have a response soon.</p> <p>June 2021 meeting with Solent marketing - quote received.</p> <p>9.9.21 Clerk met with WCC Tourism and other representatives from Wickham, Bishops Waltham - discussed ideas for promoting the three market towns. WCC have appointed a tourism officer to support this initiative.</p> <p>22.9.21 Meeting with WCC Tourism/Alresford Chamber to discuss individual leaflet for Alresford and market town and Winchester brochure based on the pocket guides. Alresford Chamber to liaise with local businesses about them being included in the guide.</p>	Ongoing	
Com & Tourism	CT20/68	15/12/2020	Remembrance Day 2021	<p>041121: Poppies installed at Church and published on social media, website etc</p> <p>08.11.21 Poppies installed on lamp posts around Alresford (Cllr S Evans)</p> <p>191121: Poppies to be removed weekend and knitted poppies dried and stored in store room at NATC</p>	Completed	11
Rec & Env	R20/072	02/12/2020	Yellow Rattle	<p>RESOLVED: Up to £1000 is approved to spend on scarifying grass edge at Arlebury Park and yellow rattle seed</p> <p>Dec 20 - Following discussion with experts, the best time for scarification is September</p> <p>November 2021: Work complete</p>	Completed	11
Rec & Env	R20/084	13/01/2021	Stratton Bates Play Park Phase 2 - Planning	<p>201021: Meeting held with Eibe to discuss amendments to playground design</p> <p>261021 21/139 RESOLVED: That Eibe Limited is approved as the preferred contractor for Stratton Bates Play area and that the funding is approved in principle to the sum of £145,000.00.</p> <p>03112021 R21/81 RESOLVED: To approve the revised equipment list from EIBE for the new playground, subject to removing one play board and the mountaineering ramp</p>	Ongoing	

Com & Tourism	CT20/101	23/03/2021	Working Group: SOPs for NATC Events	<p>15.6.21: The committee agreed with the recommendation that the SOP should be reviewed by Council staff.</p> <p>20.9.21 SOP was reviewed and comments from the Town Clerk were sent to the WG</p> <p>19.10.21 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.</p>	Ongoing	
Com & Tourism	CT20/105	23/03/2021	Working Group: walking and cycling guide	<p>15.9.21 Mint Signs to produce a copy of map at a cost of £19.79 ex VAT</p> <p>20.9.21 Town map copied on artist quality paper (as the original commissioned by NATC could not be located) and collected by Henrietta Hellard for her to update map under the direction of the WG</p> <p>19.10.21 Cllr Divall outlined the layout of the guide and said that a designer would be commissioned to develop and realise those ideas</p>	Ongoing	
Com & Tourism	CT20/115	20/04/2021	Spring Planting Programme	<p>Cllr Weston outlined her proposals: areas of Alresford which would benefit from spring bulbs and was confident in community involvement in the planting programme starting in September 2021. MW to lead with the clerk's support.</p> <p>RESOLVED to approve a spring flower planting programme around the whole town</p> <p>12.10.21 Further enquiries have revealed that cultivation licences will almost certainly be required from WCC so spring bulb planting will take place in Arlebury Park for the time being as R&E initiative (R21/69 refers).</p>	Completed	7
Rec & Env	R20/132	07/04/2021	Open spaces policy and charges	<p>Recc: To draw up a short policy on useage of open space/ charges</p>	Ongoing	
Finance & Facilities	F20/188	21/04/2021	Mixer taps	<p>RESOLVED: To accept the quote from Vision Contracting for £1245</p> <p>Sept 2021: Vision visted to carry out some additional repairs. Advised that the cost of the taps/sink has tripled and will submit a report as to whether it is cost effective to continue with project</p> <p>191021: Emal chaser sent re report for sinks</p>	Ongoing	
Finance & Facilities	F20/174	13/04/2021	Changing rooms ARC	<p>260521: Following on from Town Council Meeting should the repurpose of the changing room be focused on the meeting room to ensure it is now fit for purpose for Town Council meetings in the best interest of staff and councillors. TC to speak to Chair O&R.</p> <p>121021: Paul Williams surveyor visited and reviewed plans. Needs council to decide if the adjustments are within the building or a single storey extension on side of building. There is little to no difference in cost</p> <p>271021: Email circulated to committee with plan and to undertake site visit</p>	Ongoing	
Town Council	19/255	25/02/2020	Cogswell Memorial	<p>310321: Group informed of council approval and to order marble</p> <p>240521: Chaser sent for status report</p> <p>020621: Granite stone ordered awaiting delivery</p>	Ongoing	3+

Planning			SUN HILL Development	<p>10.08.2021 P21/046 Case No: 21/01731/REM Response to reserved matters sent to WCC.</p> <p>270821 Meeting with Robert Green WCC re reserved matters. Awaiting response regarding Highways matters.</p> <p>091121 TW meeting to see updated design of dev. post reserved matters. They are still awaiting Hampshire Highways response so designs not finalised.</p>	Ongoing	
Planning	P20/110	01/12/2020	SLR	<p>24.08.2021 Elan city speed camera- new camera confirmed order, expected delivery end September/mid October.</p> <p>P21/084 1.Sid Signs are making a claim against NATC. The Town Council will be making a counter claim as the SLR equipment was faulty.</p> <p>261021 21/133 RESOLVED: That the fee of £115.00 is approved to issue a counterclaim against the supplier of the new Speed Limit Reminder device. Counter claim submitted via solicitors.</p> <p>Elan Cite camera estimated delivery 121121.</p>	Ongoing	