

## 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:</b> 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><b>131020 F20/063 Recommendation 1:</b> That further enquiries are made in respect of the Charity with the Charity Commission.</p> <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: Response from solicitor is that it remains a charity and the land is not a council asset but held in the charity.</b></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><b>260219 - 19/041 :</b> Record will be created and up loaded on to website</p> <p><b>October 2019:</b> Commenced designing template</p> <p><b>October 2020:</b> Ready to upload but subject to Accessibility regs</p>	Ongoing	
Rec & Env	R19/012	29/01/2019	Stratton Bates Car Park	<p><b>Feb 21:</b> Plan for cones approved by Hampshire County Council</p> <p><b>080721: Recommendation -</b> To reinforce what the Council are currently doing by purchasing larger cones and encourinnng ATYFC to write to parents to remind them to park responsibly</p> <p><b>010821: Council provided ATYFC with pairs of cones linked by chains to put opposite driveways</b></p>	Ongoing	
Rec & Env	R19/015	29/01/2019	New Allotments	<p><b>RESOLVED:</b> That the committee continue dialogue with the owner of the land in relation to new allotment provision. (Bighton)</p> <p><b>120319 - R19/036 - Recommendation 3:</b> To contact Tichborne Estates and enquire</p> <p><b>08092021 R21/44:</b> Approve quote for £3307.50 plus expenses from CC Ecology subject to ensuring it represents value for money</p> <p><b>08092021 R21/45:</b> Subject to clarification of 5.4, draft lese is recommended to Council</p> <p><b>08092021 R21/46:</b> To accept quote for £375 from RMJ Surveys to undertake initial allotment design</p>	Ongoing	
Town Council Planning	19/104 19/115	09/07/2019	Parking strategy for Alresford	<p><b>July 20:</b> Trader parking to be merged with parking strategy</p> <p><b>070720- P20/023 -RESOLVED:</b> That the Planning Committee budget is increased by £10,000 for the year 2020/21 for the Car Parking Strategy</p> <p><b>201120: Telephone payment to be available in all carparks from Nov 23 2020</b></p>	Ongoing	

Planning	P19/092	30/07/2019	Design Statement/Neighbourhood Plan	<p><b>251120:</b> Initial meeting with Troy. Troy will meet with WCC Planning in December to align current policy guidance and begin image gathering. Troy to conduct a self guided tour of Alresford in January. Plan Committee to have meeting with Troy on 1st June 2021 to progress the project.</p> <p><b>290621</b> Next meeting with Troy Hayes tbc after costs plan for NP has been received. <b>290621</b> Fee proposal received from Troy Hayes for NATC consideration. <b>030821</b> Natc to approve cost of £700 for Troy to make application for a NP to WCC. <b>P21/043</b> The committee were in complete agreement that Troy Planning &amp; Design should make an application for a Neighbourhood Plan to WCC.</p>	Ongoing	
Com & Tourism	CT19/89	21/01/2020	Town Crier	<p><b>15.06.21</b> CT21/12 Cllr Holmes to lead on trialling the use of the Alton Town Crier for Alresford town events. as per original resolution. <b>24.7.21</b> Town Crier visited Alresford and visited the Watercress Line. This visit can be viewed on YouTube "A special visit" <b>16.09.21</b> Cllr Holmes intends to invite the town crier - Dave Parsons to come back to Alresford at the begining of October and again nearer Christmas time and that we continue to donate £50.00 to the lord mayors charity trust.. Cllr Holmes will, as before invite other local groups and charities to be included on the criers list.</p>	Completed	8
Town Council Com & Tourism	19/140	17/09/2019	West Street telephone kiosk	<p><b>200521:</b> Floor mat arrived - Caretaker to fit <b>May 21:</b> Floor mat fitted June 21 Reservations about fixing planter to side of phone box due to holes and potential for leaks. More investigation req'd <b>June 21</b> Gold crests painted, windows cleaned, brochures in place (Cllr Evans) Additional brochures to be collected from Winchester Visitor Centre.</p>	Completed	22
Finance & Facilities Town Council	FI19/102	10/12/2019	NATC Strategy	<p><b>090920 F20/043 RESOLVED:</b> To request £5000.00 funding for NATC Strategy and additional ARC repairs £11,000.00 from Town Council <b>210920 20/105 RESOLVED:</b> That the funding for the NATC Strategy development to the cost of £5000.00 is approved. The debate suggested that the Strategy is incorporated into the Design Statement consultation. <b>200421:</b> Straegy meeting held with WCC Mark Maitland re moving forward for NATC Chair &amp; Clerk attended. Consider Planning incorporating some questions in the design statement public consultation. 1.What do you love about New Alresford 2.What do you dislike about New Alresford 3.What would you change about New Alresford 4.How would you deliver the change</p>	Ongoing	
Town Council	19/227	28/01/2020	Alresford Town Football Club	<p><b>070421 R20/117 RESOLVED:</b> To ask Finance to consider a one off clean of changing rooms and develop a checklist <b>240621 21/055 RESOLVED:</b> That the ground grading in principle is limited to Grade G as per the Football Association gradings. <b>240621 21/056 RESOLVED:</b> That the recommendations of the Sports Working Group are accepted and request the solicitor moves forward with the initial proposal. <b>260821:</b> Communication Team held video conference call with ATFC <b>210921: Face to face meeting held, negotiations progressing</b></p>	Ongoing	

Finance & Facilities	F119/140	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 <b>231220:</b> Email sent to credit control WCC requesting definitive response to invoices <b>210121:</b> Liaise with WCC credit control and NATC will only be invoiced for 2020/21	Ongoing	
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<b>081220 F20/093 RESOLVED:</b> To defer this item to January 2021 and defer £5000 to next years budget <b>090221 F20/131 RESOLVED:</b> 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. <b>Feb 21:</b> Inital meeting held between KD, the Clerk and Saxon Safety	Ongoing	
Finance & Facilities	F20/050 iv	09/09/2020	Other improvements - ARC	<b>130421 F20/174 RESOLVED:</b> To recommend to Council that a number of changing rooms at Arlebury Park are repurposed as storage/ meeting rooms <b>May 2021</b> - Repairs to flint wall undertaken, due diligence to be completed. <b>Aug 2021: Flint wall fully repaired to satisfactory standard</b>	Completed	12
Planning	P20/092	03/11/2020	West Street Project Phase 2 - Pavement widening	<b>040521:</b> survey completed awaiting final check from HCC. Ben Brooks Martin will be contacting NATC soon. 7/6/21 Still awaiting report. <b>290621:</b> Feasibility report received 280621 - to be considered at Planning Committee 060721. Feasibility report costs received 190721-to be reviewed by Planning Committee 030821. <b>P21/044 Review of the HCC West Street widening feasibility report.</b> The costing from HCC were noted as being extraordinarily high. This will be require further investigation. Awaiting to be advise that HCC will allocate funding to help with this project.	Ongoing	
Town Council Planning	20/159	24/11/2020	The Broad Street Sidings	<b>160621:</b> HCC intend to revoke all licences at the conclusion of the restrictions. Further enquires to be made by NATC. Clerk has written to appropriate WCC & HCC officers requesting permanent pedestrianisation. 270721 still awaiting response from HCC but WCC advise NATC that they cannot grant Tables and Chairs Permits without Highways' approval. <b>100521 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 &amp; Town Clerk on 24/08/2021.</b> <b>250821 Meeting with HCC engineer,Chair &amp; TC &amp; CC on site to assess options. Awaiting response from HCC.</b>	Ongoing	
Com & Tourism	CT20/66	15/12/2020	Promotion of Town	<b>RESOLVED:</b> That JJ and SJC meet with Think Creative Consultants about social media ideas for promoting Alresford and then feedback to the Committee JJ met with Think Creative Consultants who will come up with ideas to promote Alresford digitally to attract visitors <b>230321:</b> Progress stalled due to COVID. JJ hopeful he will have a response soon. June 2021 meeting with Solent marketing - quote received. <b>9.9.21 LJ meeting with WCC Tourism- discussed ideas for promoting the three market towns with funding secured by the Welcome Back Fund. WCC have appointed a tourism officer to support this initiative.</b>	Ongoing	

Com & Tourism	CT20/68	15/12/2020	Remembrance Day 2021	<p><b>Recommendation 1:</b> That Councillors are to explore these and other ideas and report back to the Committee.</p> <p><b>190121 CT20/79 RESOLVED:</b> That the spend of up to £750 for the creation of a river of knitted poppies be approved (Spent - £40.18, £9.35, £17.09</p> <p><b>15.6.21</b> Cllr Bean gave an update on progress and plans for the poppies</p> <p><b>August 21 Poppy wreath and event poppies purchased to replace those damaged last year</b></p>	Ongoing	
Rec & Env	R20/072	02/12/2020	Yellow Rattle	<p><b>RESOLVED:</b> Up to £1000 is approved to spend on scarifying grass edge at Arlebury Park and yellow rattle seed</p> <p><b>Dec 20 -</b> Following discussion with experts, the best time for scarification is September</p>	Ongoing	
Rec & Env	R20/084	13/01/2021	Stratton Bates Play Park Phase 2 - Planning	<p><b>100621 R21/12 RESOLVED:</b> To recommend the draft Tender to Council for approval subject to changes outlined below</p> <ul style="list-style-type: none"> <li>-Not to put the shortlisted playground designs out to a public vote</li> <li>-For the budget to be £120-£150,000</li> <li>-To remove the water fountain from the project brief</li> <li>-To alter the scoring to 55% Design (to also include timely delivery), 25% Quality of materials, 10% Cost, 10% Warranties</li> <li>-To remove the Completion date</li> <li>-Minor changes to wording.</li> </ul> <p><b>240621 21/050 RESOLVED:</b> That the tender for the redevelopment of Stratton Bates Play area is ratified</p> <p><b>Sept 21: Four Tenders received</b></p>	Ongoing	
Rec & Env	R20/098	03/02/2021	Wildflower seed	<p><b>RESOLVED:</b> That a wildflower expert be asked for advice in relation to seed mix and timing, and up to £350 be approved for expenditure on wildflower seeds</p> <p><b>Feb 21:</b> Expert has provided advice on timings and species</p> <p><b>R21/15 RESOLVED:</b> To approve New Leaf undertaking ground preparation of the spoil area in the bottom corner of Arlebury Park, in advance of the area being seeded with wild flowers.</p> <p><b>010921:</b> New Leaf have cleared site. SJ awaiting advice from wildflower expert as to whether the clearance is sufficient or if spraying is required</p>	Ongoing	
Com & Tourism	CT20/101	23/03/2021	Working Group: SOPs for NATC Events	<p><b>RESOLVED</b> to approve a working group to establish standard operating procedures for NATC events. To report back at next C&amp;T mtg</p> <p>20.04.21 Update - comments from TC to be considered by the group. To report back at next meeting.</p> <p><b>15.6.21 The committee agreed with the recommendation that the SOP should be reviewed by Council staff.</b></p>	Ongoing	
Town Council Com & Tourism	20/191 CT20/118	26/01/2021 20/04/2021	Restoration of Hambone Memorial	<p><b>April 21</b> AB outlined that the memorial having been adopted by NATC now required cleaning.</p> <p><b>RESOLVED</b> to approve the spend of up to £300 on the restoration of the memorial</p> <p><b>RECOMMENDATION:</b> AB to investigate the possibility of an information board with clerk support.</p> <p><b>23.04.21</b> Black &amp; Moody to clean memorial in summer</p> <p><b>July 2021 Memorial cleaned and restored</b></p>	Completed	7

Finance & Facilities Operations & Resources Town Council	F20/147	03/03/2021	Changing rooms ARC Redesign Ground Floor	<b>130421 F20/174 RESOLVED:</b> To recommend to Council that a number of changing rooms at Arlebury Park are repurposed as storage/ meeting rooms <b>260521:</b> 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. <b>200721 21/085 RESOLVED: That NATC investigates the possibilities for redesigning the ground floor to maximise the use of space.</b>	Ongoing	
Town Council	19/255	25/02/2020	Cogswell Memorial	<b>240521:</b> Chaser sent for status report <b>020621:</b> Granite stone ordered awaiting delivery <b>010921: Enquiry sent to Blackwell &amp; Moody as to status of order - There is no update</b>	Ongoing	3+
Town Council	20/190	26/01/2021	CIL Funding Bid 2021	<b>Recommendation 1:</b> That the public are kept informed of the progress via social media <b>310321:</b> Applications for River path and Gym submitted to WCC <b>050721:</b> The panel advised the gym application is successful but the river application not. Will be formally approved at September cabinet meeting <b>150921: CIL Funding approved by Winchester £20,000</b>	Ongoing	
Town Council	20/229	30/03/2021	Chilli Festival	<b>RESOLVED:</b> That the Alresford PIGS Association be permitted to host their Chilli Festival at Arlebury Car Park on Saturday 17 July 2021	Completed	4
Operations & Resources	OR21/09	21/06/2021	Unpaid debtors	<b>RESOLVED:</b> To recommend to Council that unpaid debts up until 31st January 2020 amounting to £72.56 are written off and that Financial Regulations are updated to allow the Clerk to write off debts for £2 and under.	Completed	3
Rec & Env	R21/23	08/07/2021	Temporary floodlights	<b>RESOLVED:</b> To grant permission for the use fo temporary floodlioghts at the rugby pitch until 30th April 2022 <b>01082021:</b> Addendum drawn up by HCC legal services. Needs signing by ARFC <b>September 2021: Addendum signed</b>	Completed	2
Planning			SUN HILL Development	<b>280721</b> TW Meeting concentrating on OS & parking. Main issues raised were <b>parking for open space use &amp; school drop off, provision of allotments, play areas and the cost of maintenance for OS.</b> Various comments were raised-geology of possible allotment/burial ground area. It was agreed that this area will need flexibilty for future use. A single play area for mixed ages in open area would be preferable to 2 smaller ones. Play areas need to be supervised. BMX near the wooded area or tracks running through the steeper areas would be nice. Paths need to be hardwearing. More woodland as maintenance cost would reduce over time & also provide good biodiversity. Parking needs alot of thought-school will require more drop off. Allotments/burial/dog walking will require parking,water & toilets. Community building will not be provided by TW but NATC asked if a provision can be made for one in the future possibly on ground near the commercial area? Very important is the <b>cost of maintaining the OS</b> which wil need to be met by NATC when WCC hand it over. <b>10.08.2021 P21/046</b> Case No: 21/01731/REM Response to reserved matters sent to WCC. <b>270821 Meeting with Robert Green WCC re reserved matters. Awaiting response regarding Highways matters.</b>	Ongoing	

Planning	P20/110	01/12/2020	SLR	<p><b>24.08.2021</b> Elan city speed camera- new camera confirmed order, expected delivery end September/mid October</p> <p><b>210921:</b> Appliance returned to SID signs in Fordingbridge</p> <p><b>230921: Claim received from .gov SID signs have made a small claims application</b></p>	Ongoing	
Town Council	21/080	20/07/2021	Account signatories	<p><b>RESOLVED:</b> That Councillor Divall and Byrne are additional signatories on the Council account.</p> <p><b>290721:</b> Keith Divall approved</p> <p><b>070921:</b> Micheal Byrne approved</p>	Completed	2