

## 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
Rec & Env	180204	27/02/2018	Skateramp Refurbishment	<p><b>Oct 20:</b> Additional work (R19/202) to skatepark commissioned (removing fence, drainage)</p> <p><b>4 Nov</b> - Work undertaken -awaiting on price on reinstalling benches</p> <p><b>Feb 21:</b> Quote accepted for £280 to weld legs onto benches</p> <p><b>March 21: Benches reinstalled</b></p>	Ongoing	
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>Charity Number 301895</p> <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 sujet to Accessibility regs</p>	Ongoing	
Rec & Env	R19/012	29/01/2019	Stratton Bates Car Park	<p><b>Dec 20:</b> Removeable bollard installed at car park</p> <p><b>Jan 21:</b> Cones ordered and plan for cones sent to Hampshire County Council</p> <p><b>Feb 21: Plan for cones approved by Hampshire County Council</b></p>	Ongoing	
Rec & Env	R19/015	29/01/2019	New Allotments	<p><b>R20/069: RESOLVED</b> To approve quote for £630 from CC Ecology</p> <p><b>060121-</b> Survey undertaken on site. Awaiting report</p> <p><b>0221:</b> Ecology report received</p> <p><b>250321: AS met with land agent to confirm area for draft lease</b></p>	Ongoing	
Town Council Planning	19/104 19/115	09/07/2019	Parking strategy for Alresford	<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</b></p>	Ongoing	

Planning	P19/092	30/07/2019	Design Statement	<p><b>131020 P20/085 RESOLUTION:</b> It was proposed that the Planning Committee accept Troy Planning &amp; Design as consultants to NATC for the New Alresford Design Statement and ask that Full Town Council ratify this decision.</p> <p><b>271020 20/134 RESOLVED:</b> That the Consultants Troy is approved to assist with New Alresford Design Statement at a fee of £9,950.00</p> <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.</p> <p>Troy to conduct a self guided tour of Alresford in January. Plan Committee to have meeting with Troy in March &amp; April 2021 to progress the project.</p>	Ongoing	
Town Council Com & Tourism	19/140	17/09/2019	West Street telephone kiosk	<p><b>230321</b> Leak identified and repair carried out to make it more watertight. Chair outlined ideas for developing the kiosk further. Items include the purchase of a floor covering (£210 excl VAT) and a planter-(£99 excl VAT) to be attached to the outside of the kiosk.</p> <p><b>30.03.21 Floor covering and planter purchased</b></p> <p><b>12.04 21 Quote for painting of the three exterior crests in gold plate agreed at a cost of £96.00 by MRL Contracting. Date TBA</b></p> <p><b>20-04.21 Request for planter (to be erected on nth side of the box) to be planted by Anita Wade with wild strawberries or similar</b></p>	Ongoing	
Rec & Env	R19/098	08/10/2019	Tree planting/Plan	<p><b>071020 R20/045:</b> 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><b>R20/066 RESOLVED</b> Quote for £650 from Chris Matthews to plant new trees is approved</p> <p><b>R20/071 RESOLVED</b> 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><b>Jan 21:</b> 10 trees planted at Arlebury Park</p>	Ongoing	
Finance & Facilities Town Council	F119/102	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</p> <p><b>210920 20/105 RESOLVED:</b> 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> <p><b>200421: Straegy meeting held with WCC Mark Maitland re moving forward for NATC Chair &amp; Clerk attended</b></p>	Ongoing	
Town Council Rec & Env	19/227	28/01/2020	Alresford Town Football Club	<p><b>03032021 F20/145 RESOLVED:</b> 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><b>03032021 F20/146 Recommendation:</b> To ask Recreation and Environment Committee to develop a plan to ensure the Changing Rooms are left in a satisfactory condition.</p> <p><b>070421 R20/117 RESOLVED:</b> To ask Finance to consider a one off clean of changing rooms and develop a checklist</p>	Ongoing	

Town Council	19/257	25/02/2020	River Path Working Group	<p><b>RESOLVED:</b> 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.</p> <p><b>060421 P20/170 RESOLVED: It was agreed to dissolve the current River Path Working Group</b></p>	Completed	
Rec & Env	R19/156	03/03/2020	Unauthorised parking at Arlebury Park car park	<p><b>Jan 21:</b> Quote for bollards received</p> <p><b>030321 R20/110 RESOLVED:</b> 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</p> <p><b>Recommendation 1</b> – To obtain prices for larger wooden posts than provided in the existing quote</p> <p><b>Recommendation 2</b> – Finance and Facilities Committee are asked to consider planters around Arlebury Park building.</p> <p><b>March 2021:</b> Snowdrop bulbs ordered - awaiting delivery</p> <p><b>070421 R20/123 RESOLVED:</b> To appoint South Coast Fencing to install wooden posts at a cost of £3670.30</p>	Ongoing	
Finance & Facilities	FI19/140	10/03/2020	New Alresford Bins	<p>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</p> <p><b>231220:</b> Email sent to credit control WCC requesting definitive response to invoices</p> <p><b>210121:</b> Liaise with WCC credit control and NATC will only be invoiced for 2020/21</p>	Ongoing	
Town Council	19/264 iv	09/04/2020	The Arlebury Limited	<p><b>Nov 20:</b> Second close down, directors request rent freeze</p> <p><b>241120 20/161 RESOLVED:</b> That if the government regulations deem that the Arlebury Limited must close and is not allowed to open their will be zero rent.</p> <p><b>300321 20/235 RESOLVED: That the Arlebury Limited is charged a 50% reduction from the when government legislation allows reopening for a period of three months. That NATC are allowed the use of the main hall on Tuesdays from 6pm onwards from now until the end of the of the three month period.</b></p>	Ongoing	
Town Council	19/264 iii	09/04/2020	COVID-19 Response	<p><b>28072 20/073 ORESOLVED:</b> 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.</p> <p><b>RESOLVED:</b> That the single parking space in the Keep Clear area is converted into a Disabled Parking bay.</p> <p><b>RESOLVED:</b> That 17 made up planters at £75.00 each are placed in the sidings to improve the look of the area.</p> <p><b>RESOLVED:</b> That a Working Group is created to address the Pop-Up Measures in the town.</p> <p><b>051020:</b> 2nd stakeholder meetings with WCC and HCC</p> <p><b>051120: Team Leaders meeting to reactivate Support network, Social media updated</b></p>	Ongoing	
Finance & Facilities	F20/012	09/06/2020	Ear Marked Reserves	<p><b>RESOLVED:</b> That all Earmarked Reserve reports are updated and referred to Town Council for approval.</p>	Ongoing	

Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<p><b>081220 F20/093 RESOLVED:</b> To defer this item to January 2021 and defer £5000 to next years budget</p> <p><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.</p> <p><b>Feb 21:</b> Initial meeting held between KD, the Clerk and Saxon Safety</p> <p><b>April 21: Draft policy received to be reviewed May 21,</b></p>	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><b>120121 F20/112 RESOLVED:</b> Appoint GDM Surfacing to undertake repairs to car park surface at a cost of £2441</p> <p><b>January 2021</b> - repairs to car park surface undertaken</p> <p><b>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.</b></p>	Ongoing	
Rec & Env	R20/044	07/10/2020	Tree Survey	<b>RESOLVED:</b> Approve quote from Hampshire County Council's 201020 Survey commissioned for June 2021 when ash dieback is obvious	Ongoing	