

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: Reccomendation - To reinforce what the Council are currently doing by purchasing larger cones and encourinng 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>08092021 R21/45: Subject to clarification of 5.4, draft lease is recommended to Council</p> <p>08092021 R21/46: To accept quote for £375 from RMJ Surveys to undertake initial allotment design</p> <p>R21/66 RESOLVED: To approve the quote for £3000 from Herpetologic for undertaking reptile relocation at the new allotment site, Spring Gardens</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>290621 Fee proposal received from Troy Hayes for NATC consideration.</p> <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.</p>	Ongoing
Com & Tourism	CT19/89	21/01/2020	Town Crier	<p>15.06.21 CT21/12 Cllr Holmes to lead on trialling the use of the Alton Town Crier for Alresford town events. as per original resolution.</p> <p>24.7.21 Town Crier visited Alresford and visited the Watercress Line. This visit can be viewed on YouTube "A special visitor to Alresford". Cllr Holmes to give further update at next meeting in October</p> <p>19.10.21 CT21/62 RESOLVED that the Town Crier would be invited back to Alresford on 4th or 11th December 2021 and a donation of £50 per visit be approved</p>	Ongoing
Finance & Facilities Town Council	F19/102	10/12/2019	NATC Strategy	<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> <p>200421: Straegy meeting held with WCC Mark Maitland re moving forward for NATC Chair & Clerk attended. Consider Planning incorporating some questions in the design statement public consultation.</p> <ol style="list-style-type: none"> 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>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>	Ongoing
Town Council	19/227	28/01/2020	Alresford Town Football Club	<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> <p>070421 R20/117 RESOLVED: To ask Finance to consider a one off clean of changing rooms and develop a checklist</p>	Ongoing

Finance & Facilities	F119/140	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>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>	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>290621: Feasibility report received 280621 - to be considered at Planning Committee 060721. Feasibility report costs received 190721-to be reviewed by Planning Committee 030821.</p> <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 advise 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.</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 'The Forum', NATC website and 'All things Alresford.'</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>15.6.21 Cllr Bean gave an update on progress and plans for the poppies August 21 Poppy wreath and event poppies purchased to replace those damaged last year at a cost of £78.50</p> <p>21.9.21 Cllr Evans has agreed to erect poppies around the town as per 2020. Cllr Bean gave an update on the poppies</p> <p>19.10.21 Cllr Bean gave an update on the poppies which were being installed by Alresford Men's Shed at St John's Church and Memorial Gardens for Remembrance Day. The Chair thanked Cllr Bean and everyone who had contributed to this community project.</p>	Ongoing	
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>	Ongoing	
Rec & Env	R20/084	13/01/2021	Stratton Bates Play Park Phase 2 - Planning	<p>240621 21/050 RESOLVED: That the tender for the redevelopment of Stratton Bates Play area is ratified</p> <p>Sept 21: Four Tenders received</p> <p>R21/60 RESOLVED: To approve the recommendations from the Stratton Bates Playground Working Group and select Eibe (Tender 2) as the preferred contractor for developing the new playground, and for Cllrs Divall and Sprott to represent the Committee at meetings with Eibe which in the first place will explore potential changes to some aspects of the design.</p>	Ongoing	
Rec & Env	R20/098	03/02/2021	Wildflower seed	<p>010921: New Leaf have cleared site. SJ awaiting advice from wildflower expert as to whether the clearance is sufficient or if spraying is required</p> <p>280921 - £256 spent on seed</p> <p>061021 - Final clearance and sowing undertaken by New Leaf</p>	Completed	8
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>	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	
Finance & Facilities	F20/188	21/04/2021	Mixer taps	RESOLVED: To accept the quote from Vision Contracting for £1245 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	Ongoing	
Finance & Facilities	F20/173	13/04/2021	Cleaning changing rooms ARC	240521: Splash Clean invited to clean as one off and create check list 250521: Splash Clean state that they are unable to assist as it requires industrial equipment to clean the rooms 280921 21/111:Quote for cleaning changing rooms at Arlebury Park One quote from Rentokil of £6632 for cleaning the changing rooms was received. Seven companies had been invited to quote. It was agreed to defer this item until an arrangement is made with the Football	Pended	6
Finance & Facilities	F20/174	13/04/2021	Changing rooms ARC	RESOLVED: To recommend to Council that a number of changing rooms at Arlebury Park are repurposed as storage/ meeting rooms 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. 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	Ongoing	
Town Council	19/255	25/02/2020	Cogswell Memorial	310321: Group informed of council approval and to order marble 240521: Chaser sent for status report 020621: Granite stone ordered awaiting delivery	Ongoing	3+
Town Council	20/190	26/01/2021	CIL Funding Bid 2021	310321: Applications for River path and Gym submitted to WCC 050721: The panel advised the gym application is successful but the river application not. Will be formally approved at September cabinet meeting 150921: WCC Cabinet meeting approved - Arlebury Park New Alresford Outdoor Gym - £20,00. R&E will oversee project.	Completed	9
Town Council	21/030	25/05/2021	Decorating First Floor	250521 21/030 RESOLVED: That the decorating Quote B - Michael Hobbs Decorator is approved to decorate the first-floor landing at a value of £1560.00 041021: Decorating undertaken during week. Toilets not painted due to leaks in roof, will undertake once roof repaired	Completed	5

			SUN HILL Development	<p>280721 TW Meeting concentrating on OS & parking. Main issues raised were parking for open space use & school drop off, provision of allotments, play areas and the cost of maintenance for OS. Various comments were raised-geology of possible allotment/burial ground area. It was agreed that this area will need flexibility 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 cost of maintaining the OS which wil need to be met by NATC when WCC hand it over.</p> <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>	Ongoing	
Planning	P20/110	01/12/2020	SLR	<p>Resolved: To purchase new SLR. App£3,400 Sid sign Various issues over the months resulting in 50% payment made only. TC attempting to recover funds.</p> <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>	Ongoing	
Operations & Resources	OR21/038	14/09/2021	WiFi in LMR	<p>RESOLVED: That WiFi is hard wired installed in the lower meeting room at a maximum price of £500.00</p> <p>200921: Cable inserted in ceiling by Vision</p> <p>300921: Technique wired in WiFi</p>	Completed	1