

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 Planning	3623	22/08/2017	West Street Project Phase 1 - Funding	250920: West St Project successful in bid. value of contribution not known until 211020. 211020: The full amount will be granted of £110K which equals 88% of costs. Dec 20: This project phase to be closed and refer to West Street Pavement Widening Project	Completed	40
Rec & Env	180204	27/02/2018	Skateramp Refurbishment	Sept 20: Work to surface rectified. Oct 20: Additional work (R19/202) to skatepark commissioned (removing fence, drainage) 4 Nov - Work undertaken -awaiting on price on reinstalling 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 dilapidations to be finalised	
Town Council Finance & Facilities	18/160	16/10/2018	NATC are managing trustees of Stratton Bates Charity	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 remain 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	211020: Signs delivered Nov 20: Removeable bollard ordered. Awaiting date for installation R20/049: To investigate a 'sleeping policeman' at the entrance to Stratton Bates Recreation Ground. Dec 20: Removeable bollard installed at car park	Ongoing	
Rec & Env	R19/013	29/01/2019	Stratton Bates Play Park Phase 1 - Public Consultation	100920: Public Exhibition at Stratton Bates Nov 20 - Final report arrived from Consultant. Meeting being arranged between Councillors and FERIA 130121 R20/081 RESOLVED: That the expense payments for £386.66 and £392.92 to FERIA Urbanism, be approved as part of the Stratton Bates playground redevelopment project. Jan 21: Consultation Phase now concluded to refer to planning phase	Completed	24

Rec & Env	R19/015	29/01/2019	New Allotments	<p>R20/046: To investigate with Tichborne Estates the likelihood of leasing the additional site and subject to this, commissioning an ecological survey.</p> <p>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</p> <p>R20/069: RESOLVED To approve quote for £630 from CC Ecology</p> <p>6 Jan 21- Survey undertaken on site. Awaiting report</p>	Ongoing	
Finance & Facilities	FI19/007	19/02/2019	ARC Roof Phase 1 - Survey	<p>131020 F20/065 RESOLVED: That Ridge and Partners conduct survey of ARC roof</p> <p>210920 20/105 RESOLVED: That additional funding for the ARC repairs of £5000.00 is approved.</p> <p>October 20: Heavy rainfall and leaks in toilets and hallway</p> <p>Dec 20: Survey of roof undertaken by David Lakin and report received</p> <p>180121: Meeting held with Mr Lakin to discuss options for repairs</p>	Completed	23
Planning	R19/069	11/06/2019	Cycle stands in Town Centre	<p>051020: Only 8 delivered, 12 were requested, for WCC/HCC to place the others in Broad Street.</p> <p>171120: WCC advise the additional cycle stands will be installed in December.</p> <p>080121: Chaser sent re Cycle racks in Broad St, they were not installed in December.</p> <p>110121: Confirmed additional cycle racks in Broad Street. 12 now delivered as originally requested. Complete</p>	Completed	19
Town Council Planning	19/104 19/115	09/07/2019	Parking strategy for Alresford	<p>030320 - P19/196 Committee updated on mtg with Councillor Tod. There is a lot of work to be done by WCC before details can be agreed.</p> <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</p>	Ongoing	
Planning	P19/092	30/07/2019	Design Statement	<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. Planning Committee to have meeting with Troy in March 2021.</p>	Ongoing	
Com & Tourism	E19/050	03/09/2019	Bags and water refill logo	<p>RESOLVED NATC to subsidise £1.50 per bag up to 500 bags. Clerk to negotiate price with supplier.</p> <p>20/10/20- CT20/044 Alresford water bottles and bags- Cllr S Cavell will ascertain whether there would be a market for these items in the town and report back at Nov 2020 C&T meeting.</p> <p>15/12/20 -Sustainable bags and water bottles: Cllr Cavell has been liaising with potential suppliers and vendors. This item will be deferred for 2022/23 budget.</p>	Pended	
Com & Tourism	ET19/049	03/09/2019	Communications Strategy	<p>011019 - Rolling calendar on website</p> <p>140720 F20/031 RESOLVED: That the office review both the policy and strategy and report back with a draft document for consideration.</p> <p>190121 Strategy submitted for review by Chair & Town Clerk</p>	Ongoing	

Town Council Com & Tourism	19/140	17/09/2019	West Street telephone kiosk	<p>08/12/20 Renovation works completed on telephone box, gold emblem requires painting.</p> <p>151220: The addition of a floor covering, and extra wall displays will be costed but expenditure will be dependent on the remaining budget</p> <p>190121: Ideas to complete kiosk to be brought to next meeting in February £1200 budget remaining.</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>	Ongoing	
Finance & Facilities Town Council	FI19/102	10/12/2019	NATC Strategy	<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 Planning	19/231	28/01/2020	Sun Lane Development Phase 1 - Outline Planning	<p>130220: Chair of Planning RGS registered to speak at WCC Planning meeting on 180220</p> <p>140220: Letter of objections sent to WCC Planning re Sun Lane amendments of outline planning.</p> <p>Nov 20: WCC advise that there will be further information at beginning of 2021</p> <p>Dec 20: Taylor Wimpey will be constructing development. NATC meeting with TW to be arranged by them.</p>	Completed	12
Town Council Rec & Env	19/227	28/01/2020	Alresford Town Football Club	<p>271020 20/133 RESOLVED: That NATC legal consultant be engaged to offer advice regarding type of agreements and draft documents in relation to Alresford Town Football Club and Alresford Town Youth Football Club using NATC facilities</p> <p>031120: Email to solicitor requesting template/draft documents</p> <p>Dec 20 -Draft template received from solicitor. Contact details of Southampton Womens Club and constitution received from ATFC</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	<p>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.</p>	Ongoing	

Rec & Env	R19/156	03/03/2020	Unauthorised parking at Arlebury Park car park	<p>Recommendation 1: Investigate suitable areas and cost of protecting the grass area around the car park with wooden posts. Contact the Football Club and Rugby Club about coning off the hatched area by the gate during matches and request a contribution from the Club towards the cost of installing the posts.</p> <p>Recommendation 2: All Councillors be provided with the padlock code to the gate at Arlebury Park and reminded not to disclose.</p> <p>180620: All councillors provided with code for side gate. Recc 2 complete.</p> <p>Nov 2020 - awaiting quote for bollards. SJ met with AB to discuss planters as an alternative</p>	Ongoing	
Rec & Env Finance & Facilities	R19/165	03/03/2020	Environment Statement	<p>240620 F&F will look at solar panel possibilities when roof is repaired and will seek a REGO certificate for all utilities when the contracts are renewed. Alternatives to gas being considered, but may not be economically feasible at this time.</p> <p>090620 To request from R&E if they are satisfied with a REGO certificate or do they wish NATC to utilise a green company such as Bulb.</p> <p>F and F advised to hold off on this item at present time</p>	Pended	
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>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	
Town Council	19/264 iv	09/04/2020	The Arlebury Limited	<p>310720 20/090 RESOLVED: That the Arlebury Limited is charged full service charge and 50% reduction in rent. If the Council wishes they can have use of the main hall when the Arlebury Limited is not trading. This will be reviewed in October 2020.</p> <p>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</p> <p>Nov 20: Second close down, directors request rent freeze</p> <p>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.</p>	Ongoing	
Town Council	19/264 iii	09/04/2020	COVID-19 Response	<p>RESOLVED: That 17 made up planters at £75.00 each are placed in the sidings to improve the look of the area.</p> <p>RESOLVED: That a Working Group is created to address the Pop-Up Measures in the town.</p> <p>051020: 2nd stakeholder meetings with WCC and HCC</p> <p>051120: Team Leaders meeting to reactivate Support network, Social media updated</p>	Ongoing	
Finance & Facilities	F20/010	09/06/2020	Internal Auditor	<p>120121: References received and circulated to committee</p> <p>120121 F20/115 RESOLVED: To approve appointing Internal Auditor for 3 years subject to enquiring about 3.5% yearly uplift</p> <p>140121: From Lightatouch they will either do a 3.5 % yearly uplift (as this is their standard practice), or £720 per year for 3 years - Same amount.</p>	Completed	18

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	
Com & Tourism Town Council	CT20/013	16/06/2020	Automotive Show	Recommendation 1: That JJ produce a detailed event plan for New Alresford Automotive Show for consideration at Full Town Council meeting on 27th January 2021 190121: Following JJ's presentation of a scaled down version of the Automotive Show in line with COVID, JJ to produce detail event plan for consideration at February C&T meeting, prior to consideration at Town Council meeting	Ongoing	
Rec & Env	R20/029	08/07/2020	Open Space Bins	241120 20/156 RESOLVED: That further quotes are obtained regarding the installation of three bins for the open spaces. Dec 20 - NATTA installing bins free of charge. One bin installed awaiting on two at Sun Hill Rec 130121 R20/082 RESOLVED: That purchase of three bins from Amberol, one for Arlebury Park, and two for Sun Hill Recreation Ground, be approved for a total cost of £1056.25	Ongoing	
Planning	P20/054	01/09/2020	Planning for the Future	RESOLVED: This committee has concerns about some issues raised in the government white paper. NATC will respond to this consultation. Nov 20: NATC responded to paper	Completed	3
Town Council	20/114	21/09/2020	Additional member of staff	RESOLVED: That the position for an additional member of staff to work one full day a week is approved. Sept 20: Staff returned to WFH. Liz to be trained up to do some Financial work and additional hours if required. Will revisit when office reopens	Pended	
Com & Tourism	CT/045	20/10/2020	Town Rejuvenation	RECOMMENDATION Town Centre Cleaning and Town Centre Task force budget lines will be amalgamated and used to produce a Spring event to 'engender the pride and passion in Alresford'. Jan 21: To be pended until COVID-19	Pended	
Com & Tourism	CT/54	17/11/2020	Market Town Support	RESOLVED: That the Golden Ticket project at a cost of £1300.00, that four banners are produced at a cost of £360.00 and that the town publication be produced and published online be approved The town publication is in line with WCC virtual campaign. To have a virtual publication to advertise and shop locally for the Town as a boost to the economy. 191120: Unable to do Golden Ticket as the council does not have the power 151220: A banner has been placed at the all four entrances to the town 190121: Alresford Independent shops guide to be deferred pending easing of COVID restrictions.	Pended	