

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>131020 F20/063 Recommendation 1: That further enquiries are made in respect of the Charity with the Charity Commission.</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>	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>Jan 21: Cones ordered and plan for cones sent to Hampshire County Council</p> <p>Feb 21: Plan for cones approved by Hampshire County Council</p> <p>080721: Reccomendation - To reinforce what the Council are currently doing by purchasing larger cones and encourring ATYFC to write to parents to remind them to park responsibly</p>	Ongoing	
Rec & Env	R19/015	29/01/2019	New Allotments	<p>250321: AS met with land agent to confirm area for draft lease</p> <p>070421 R20/131 RESOLVED: Accept quote from CC Ecology for £720 for reptile survey</p> <p style="color: red;">Reptile survey currently being undertaken</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	<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. Plan Committee to have meeting with Troy on 1st June 2021 to progress the project.</p> <p>290621 Next meeting with Troy Hayes tbc after costs plan for NP has been received.</p> <p>290621 Fee proposal received from Try Hayes for NATC consideration.</p>	Ongoing
Com & Tourism	CT19/89	21/01/2020	Town Crier	<p>RESOLVED: The clerk will liaise with Alton Town Council to see if their town crier would be willing to take on some trial sessions for Alresford.</p> <p>180220 - CT/100 Alton Town Crier is willing to carry out two trial sessions. Clerk to complete booking form so he can consider specific dates.</p> <p>Further actions pending due to COVID</p> <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>	Ongoing
Town Council Com & Tourism	19/140	17/09/2019	West Street telephone kiosk	<p>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</p> <p>200521: Floor mat arrived - Caretaker to fit</p> <p>May 21: Floor mat fitted</p> <p>June 21: Reservations about fixing planter to side of phone box due to holes and potential for leaks. More investigation req'd</p> <p>June 21: Gold crests painted, windows cleaned, brochures in place (Cllr Evans) Additional brochures to be collected from Winchester Visitor Centre.</p>	Ongoing
Finance & Facilities Town Council	F119/102	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> <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> <p>1.What do you love about New Alresford</p> <p>2.What do you dislike about New Alresford</p> <p>3.What would you change about New Alresford</p> <p>4.How would you deliver the change</p>	Ongoing

Town Council Rec & Env	19/227	28/01/2020	Alresford Town Football Club	<p>Dec 20 -Draft template received from solicitor. Contact details of Southampton Womens Club and constitution received from ATFC</p> <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	
Town Council	19/264 iv	09/04/2020	The Arlebury Limited C-19	<p>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.</p> <p>240621 21/054 RESOLVED: That The Arlebury Limited is formally notified of the terms of the lease agreement and that all payment must be paid by 1st July 2021 otherwise NATC will take appropriate action.</p> <p>300621: All outstanding payments received</p>	Completed	15
Town Council	19/264 iii	09/04/2020	COVID-19 Response	<p>28072 20/073 RESOLVED: 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>RESOLVED: That the single parking space in the Keep Clear area is converted into a Disabled Parking bay.</p> <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 meetng to reactivate Support network, Social media updated</p> <p>190721: All restrictions relaxed in England</p>	Completed	15
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<p>081220 F20/093 RESOLVED: To defer this item to January 2021 and defer £5000 to next years budget</p> <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: Inital meeting held between KD, the Clerk and Saxon Safety</p>	Ongoing	

Finance & Facilities Town Council	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. 300321 20/232: The Financial Regulations were reviewed and an amendment made to insert an additional section 4.2 referring to experts used for projects over the value of £5000.00 RESOLVED: That the amendments to Financial Regulation are approved	Completed	7
Finance & Facilities	F20/050 iv	09/09/2020	Other improvements - ARC	January 2021 - repairs to car park surface undertaken 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. 13042021 F20/149 RESOLVED: To approve the quote from Flintstone Restoration to undertake repairs to the flint wall at Arlebury Park, at a cost of £708 130421 F20/174 RESOLVED: To recommend to Council that a number of changing rooms at Arlebury Park are repurposed as storage/ meeting rooms May 2021 - Repairs to flint wall undertaken, due diligence to be completed.	Ongoing	
Rec & Env	R20/044	07/10/2020	Tree Survey	RESOLVED: Approve quote from Hampshire County Council's 201020 Survey commissioned for June 2021 when ash dieback is obvious Survey commenced 8th June	Ongoing	
Planning	P20/092	03/11/2020	West Street Project Phase 2 - Pavement widening	260121 20/188 RESOLVED: That the necessary survey work is approved to the value of £5000.00 040521: survey completed awaiting final check from HCC. Ben Brooks Martin will be contacting NATC soon. 7/6/21 Still awaiting report. 290621: Feasibility report received 280621 - to be considered at Planning Committee 060721.	Ongoing	
Town Council Planning	20/159	24/11/2020	The Sidings	230221: No response, email sent to WCC and licensing requesting update from WCC and possible extension to licence. 30/3/21 WCC has a highway officer working on a scheme for Broad St pedestrian area. 150421: Email received from HCC outlining difficulties with TRO and collapsable bollards - To be reconsidered with the possibility of re-applying for another temporary licence before current one expires 16th August. NB Tables & Chairs licence expires 3/7/21 160621: HCC intend to revoke all licences at the conclusion of the restrictions. Further enquires to be made.	Ongoing	
Com & Tourism	CT20/66	15/12/2020	Promotion of Town	RESOLVED: 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 230321 Progress stalled due to COVID. JJ hopeful he will have a response soon. June 2021 meeting with Solent marketing - quote received.	Ongoing	

Com & Tourism	CT20/68	15/12/2020	Remembrance Day 2021	<p>Recommendation 1: That Councillors are to explore these and other ideas and report back to the Committee.</p> <p>190121 CT20/79 RESOLVED: 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>15.6.21 Cllr Bean gave an update on progress and plans for the poppies</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>10062021 R21/11 RESOLVED: To extend R20/121 to include Design and Build of the new playground at Stratton Bates Recreation Ground</p> <p>100621 R21/12 RESOLVED: To recommend the draft Tender to Council for approval subject to changes outlined below</p> <ul style="list-style-type: none"> -Not to put the shortlisted playground designs out to a public vote -For the budget to be £120-£150,000 -To remove the water fountain from the project brief -To alter the scoring to 55% Design (to also include timely delivery), 25% Quality of materials, 10% Cost, 10% Warranties -To remove the Completion date -Minor changes to wording. <p>240621 21/050 RESOLVED: That the tender for the redevelopment of Stratton Bates Play area is ratified</p>	Ongoing	
Com & Tourism	CT20/91	16/02/2021	Parish in Bloom	<p>23.6.21 C&T & Planning Clerks planned route for the Parish in Bloom Judge, noting last minute adjustments: cleaning of info board Broad St, ensuring lengthman had cut back grass around town entrances. C&T Clerk reviewed & researched judging criteria</p> <p>25.6.21 John Tweddle - RHS judge shown around the town. Requested notes, duly compiled and emailed to him.(28.6.21)</p> <p>September 2021: Notification of result and review</p>	Completed	5
Town Council Com & Tourism	20/191 CT20/118	26/01/2021 20/04/2021	Restoration of Hambone Memorial	<p>April 21 AB outlined that the memorial having been adopted by NATC now required cleaning.</p> <p>RESOLVED to approve the spend of up to £300 on the restoration of the memorial</p> <p>RECOMMENDATION: AB to investigate the possibility of an information board with clerk support.</p> <p>23.04.21 Black & Moody to clean memorial in summer</p> <p>July 2021 Memorial cleaned and restored</p>	Ongoing	
Town Council	19/255	25/02/2020	Cogswell Memorial	<p>300321 20/231 RESOLVED: That the design for the refurbishment of the Cogswell Memorial is approved and NATC contribute up to value of £2500.00</p> <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+

Town Council	20/190	26/01/2021	CIL Funding Bid 2021	<p>230221 20/2111 RESOLVED: That the due to the fact that ecological surveys need to be undertaken prior to any works being planned and that a two year plan is put forward.</p> <p>Recommendation 1: That the public are kept informed of the progress via social media</p> <p>310321: Applications for River path and Gym submitted to WCC</p> <p>050721: The panel advised the gym application is successful but the river application not. Will be formally approved at September cabinet meeting</p>	Ongoing	
Com & Tourism	CT21/14	15/06/2021	Usage of Alresford Tip	<p>RESOLVED: Clerk to request from Hampshire County Council comparative usage data for Alresford HWRC pre and post booking system be approved.</p> <p>16.06.21 Data requested from Cllr Humby HCC.</p> <p>08.07.21 Data received and circulated to members</p>	Completed	