

## 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: 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><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:</b> Response from solicitor is that it remains a charity and the land is not a council asset but held in the charity.</p> <p><b>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</b></p>	Ongoing	
Rec & Env	R19/015	29/01/2019	New Allotments	<p><b>050122 R21/115 RESOLVED:</b> To delay the reptile relocation for a year, recommend to Council that a CIL bid be submitted for the provision of new allotments and continue to investigate alternative low cost methods of water supply</p> <p><b>250122 21/213 RESOLVED: That a CIL funding bid application is submitted for the new allotments is approved</b></p> <p><b>300322: CIL application submitted</b></p>	Ongoing	
Town Council	F119/102	10/12/2019	NATC Strategy	<p><b>310122:</b> Timetable and survey questionnaires commenced.</p> <p><b>230322:</b> NATC strategy meeting held with LCC agreed to consider themes that arise form Neighbourhood Plan engagement day in April</p> <p><b>060622: Final Report and action timeline forwarded to LCC for consideration</b></p>	Ongoing	
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<p><b>200421:</b> Draft policy received</p> <p><b>210122:</b> Policy forwarded to Russell for editing as agreed in O&amp;R</p> <p><b>240122: Policy returned to TC to update, prior to circulation</b></p>	Ongoing	
Planning	P20/092	03/11/2020	West Street Project Phase 2 - Pavement widening	<p><b>091121:</b> Meeting with Clr J.Porter Has spoken to HCC engineers who are currently re-designing the project at a lower cost.</p> <p><b>030522:</b> The designers have sent the design to WCC Heritage Dept for comment.</p> <p><b>060822: Heritage Department have requested further detailed drawings.</b></p>	Ongoing	
Town Council Planning	20/159	24/11/2020	The Broad Street Sidings	<p><b>290422:</b> Clr Porter sent chaser email to HCC engineers/planners re progress of designs</p> <p><b>120522:</b> HCC Planned maintenance advised they would like to carry out some repairs - Advised of the engineer design and that both parties work together</p> <p><b>170522: Email chaser sent requesting site visit</b></p>	Ongoing	

Rec & Env	R20/084	13/01/2021	Stratton Bates Play Park Phase 2 - Planning	<p><b>23022022</b> Signed contract sent off for signing by Eibe Signed contract from Eibe returned Installation of new playground to begin 6th June 2022 Launch date arranged with schools for Thursday 21 July <b>C22/015 RESOLVED: That the layout of the sign for the new playground is approved subject to amendments to the text. RESOLVED: That bins in the new playground are deferred to a future meeting.</b> <b>06062022 - Work begins on the new playground</b></p>	Ongoing	
Com & Tourism	CT20/101	23/03/2021	Working Group: SOPs for NATC Events	<p><b>20.9.21:</b> SOP was reviewed and comments from the Town Clerk were sent to the WG <b>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.</b> <b>16.11.21: Update - WG unable to meet due to lack of availability.</b></p>	Ongoing	
Rec & Env	R20/132	07/04/2021	Open spaces policy and charges	<p>Recc: To draw up a short policy on useage of open space/ charges</p>	Ongoing	
Town Council	19/255	25/02/2020	Cogswell Memorial	<p><b>290322:</b> Increase in price for lectern researching alternate options. <b>230522: Lectern ordered - 4 weeks lead in time</b> <b>080622: Lectern arrived, request site meeting once landscaper identified</b></p>	Ongoing	3+
Planning			SUN HILL Development	<p><b>160522: Potential names for development submitted</b> <b>240522: Response to Sunhill infrastructure submitted to Robert Green WCC</b> <b>010622: The following names conflicted checked with no issues - Endeavour, Archer, Fuggle, Challenger, Herald, Pioneer, Progress, Goldings, Keyworths, Bullion</b></p>	Ongoing	
Planning	P20/110	01/12/2020	SLR	<p><b>250422:</b> Claimant had not responded in time and case struck out of court list. Claimant request reinstatement of case. TC attends Court. <b>280422:</b> Brief of Court hearing sent to solicitor <b>260522: Judgement received from court - To pay £1871 to NATC if case not reinstated. Solicitor has received £1716.</b></p>	Ongoing	
Operations & Resources	OR21/026	13/07/2021	Independent IT Consultant	<p><b>051021:</b> Staff informed to spend 2 hours and archive data by 15/10/21 <b>110322: Email chaser sent to Technique re Rialtas system</b> <b>200622: Email sent to IT WCC for independant review</b></p>	Ongoing	
Rec & Env	R21/49	08/09/2021	Tree work following tree Inspection reports	<p><b>RESOLVED:</b> Obtain quotes for tree work identified in tree surveys and for moving three new trees at Arlebury Park away from hedge <b>R21/67 RESOLVED:</b> To approve the quote from C &amp; D Trees for £1175 to undertake the tree work recommended in the Tree Inspection reports, subject to any damage at Memorial Gardens being made good. Work at Stratton Bates complete. Tree work at Arlebury Park and Sun Hill Recreation ground completed 21/12/2021. Memorial Park work will be undertaken when ground conditions are suitable. <b>24052022 C22/010 RESOLVED:</b> That the quote for £345.80 from Hampshire Council Arboricultural Services to undertake an ash dieback survey of 24 trees is accepted <b>Ash dieback survey will be undertaken 22/07/2022</b></p>	Ongoing	

Com & Tourism	CT21/42	21/09/2021	The Queen's Platinum Jubilee 2022	<p><b>310322:</b> SAG meeting held with WCC and other key stakeholders</p> <p><b>250522:</b> Following weekly meetings everything on track for event. Poster, toilets, no waiting cones, bins, banner, security, screen, aerials etc.</p> <p><b>040622:</b> Jubilee Picnic in the park held.</p>	Completed	9
Operations & Resources	OR21/040	14/09/2021	ARC Roof - Phase 2 Implementation	<p><b>180522:</b> Tenders reviewed, Consultant to prepare scoring matrix for council approval 310522</p> <p><b>310522:</b> Tender approved 22/031 and awarded to MJ Construction for full roof Cambrian Tiles. Consultant notified.</p> <p><b>140622:</b> Contract finders website updated with awarded contract details. Phase 3 - Installation to commence.</p>	Completed	9
Operations & Resources	R21/68	06/10/2021	Arlebury Park Car Park	<p><b>170322:</b> WCC advise we can agree to 50% towards general maintenance costs, but we would have to put in clause that this wouldn't apply when the car park needs a full resurfacing or reconstruction. The cost of a full resurfacing or reconstruction would remain with the NATC.</p> <p><b>060422:</b> WCC advised of the break clause requirement</p> <p><b>120522:</b> Joju and WCC conduct site visit re installation of pay as you go EV points. Requested 2 spaces and options for review at later date. Also requested draft agreement from WCC to be forwarded for consideration.</p>	Ongoing	
Rec & Env	R21/82	03/11/2021	Outdoor Gym Arlebury Park	<p><b>24052022 C22/014 RESOLVED:</b> That the rectangular layout for the outdoor gym at Arlebury Park is approved and the sign agreed subject to amendments to the text and logos</p> <p><b>24052022 C22/024 RESOLVED</b> That up to £2910 for re-siting the two goal posts and removing the cricket strip be approved and further quotes sought</p> <p><b>07062022</b> Survey undertaken to accurately map the position of the pitch</p> <p><b>14062022 C22/034 RESOLVED:</b> That the lower pitch and goal posts at Arlebury Park are straightened in accordance with the site survey to allow for appropriate siting of the new outdoor gym</p>	Ongoing	
Rec & Env	R21/83	03/11/2021	Slope repairs Sun Hill Recreation Ground	<p><b>02122021 R21/100 RESOLVED:</b> To recommend to Council that 1M Civils Engineering are appointed to undertake the slope repairs work at a cost of £10,502.37</p> <p><b>Jan 22:</b> References being sought</p> <p><b>01022022</b> Work declined by 1M Civils Engineering</p> <p>Quote being waited on from Alton Pumps</p>	Ongoing	
Rec & Env	R21/84	03/11/2021	Ball net/ boundary with Vivid at Arlebury Park	<p><b>Recommendation:</b> To clarify with NATTA what the gradient of the slope would be behind the hedge and suggest that they install a fence on the housing side of the hedge to limit anti-social behaviour and reduce the number of balls being kicked into the housing area.</p> <p><b>15022022</b> - Further contact made with NATTA. No response yet</p> <p>Meeting between NATC and NATTA/ Vivid to take place on 5th April 2022</p> <p>Information from Vivid about the access between the new footpath from The Dean into Arlebury Park is being chased</p>	Ongoing	

Rec & Env	R21/101	02/12/2021	Management of Allotments	<p><b>Recommendation:</b> For the Clerk to monitor how much time is currently spent by the office on the management of the allotments.</p> <p><b>05012022 R21/116 Recommendation:</b> To invite the allotment Committee to a meeting to discuss a potential new agreement</p> <p>19012022: Informal meeting with Chair of Allotment Society</p> <p><b>020322: Recommendation:</b> To investigate having an allotment manager</p>	Ongoing	
Town Council	21/124	26/10/2021	Dean Carpark	<p>The Town Clerk to write to WCC to ascertain the current status.</p> <p><b>091221:</b> Email sent to planning to ascertain current status</p> <p><b>210122:</b> No response received chaser sent</p>	Ongoing	
Town Council Planning	21/159	23/11/2021	Neighbourhood Plan - Initial Phase.	<p><b>280422:</b> NP Engagement day held, responses to community engagement questionnaire concludes 200522</p> <p><b>030522 P21/205 RESOLVED:</b> That the allocation of SHEELA sites is included in the neighbourhood plan</p> <p><b>160522: First NPAG meeting held, advised SHEELA sites will be included in process - next meeting will share findings of questionnaires. Webpage created.</b></p>	Completed	6
Rec & Env	R21/103	02/12/2021	CIL application - memorial Gardens	<p><b>RESOLVED:</b> To recommend to Council that a CIL application for improvements to Memorial Park be submitted to Winchester City Council</p> <p><b>05012022 R21/118 RESOLVED:</b> Cllr Gordon-Smith develops a sketch design for improvements to Memorial Gardens taking into account the ideas of the Committee. This will form the basis of the CIL application.</p> <p><b>300322</b> CIL application for Memorial Gardens submitted</p>	Ongoing	
Operations & Resources Town Council	OR21/059	15/11/2021	ARC Leaks/Plumbing	<p><b>120522: Dynorod attended to clear blockage in upstairs toilets</b></p> <p><b>100622: 3 x boilers at Arelbury Park serviced</b></p> <p><b>130622: Commence searching for facilities managers, One supplier attended and also requested quote for replacement Andrews boiler</b></p>	Ongoing	
Rec & Env	R21/115	05/01/2022	Train play equipment Sun Hill Recreation Ground	<p><b>RESOLVED:</b> To recommend to Council that the 'Off you Go' train from Sovereign Play be purchased at a cost of £5646.71</p> <p>Train play equipment will be installed on 12th May 2022</p> <p><b>Train installed on 12th May, and further work to reinstate the ground undertaken 30th May. Still not completed to a satisfactory standard. Awaiting an update from Sovereign.</b></p>	Ongoing	
Operations & Resources	OR21/088	11/01/2022	Fire Safety	<p><b>110522:</b> Fire Risk Assessor to assess SB pavilion 18/05/22</p> <p><b>070622: Risk Assessments received. TC to arrange for remedial works to be carried out.</b></p> <p><b>220622: Meeting held with Caretaker and CC to address issues</b></p>	Ongoing	
Operations & Resources		12/10/2021	Redesign website	<p><b>100522:</b> Website proposal received for review</p> <p><b>170522 OR22/014: - Proposal reviewed and updates suggested.</b></p> <p><b>140622: Website designer invited to next meeting to update committee</b></p>	Ongoing	