

## 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>Charity Number 301895</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:</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>060122:</b> Email sent to Reg as to when he would like to commence strategy process</p> <p><b>310122:</b> Timetable and survey questionnaires commenced.</p> <p><b>230322: NATC strategy meeting held with LCC agreed to consider themes that arise form Neighbourhood Plan engagement day in April</b></p>	Ongoing	
Finance & Facilities	F119/140	10/03/2020	New Alresford Bins	<p><b>08022022 OR21/105 RESOLVED:</b> To approve the Variation Order to the bin contract proposed by Winchester City Council and request that the bin on Ashburton Road is replaced by a bin with a lid.</p> <p><b>200422: Confirmation received that there are 2 outstanding invoices for £420 each and moving forward the invoice will be for £195 every 13 weeks relating to 3 dog bins</b></p> <p><b>110522: New WCC bins around the town installed</b></p>	Completed	
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	<b>P21/084</b> 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. <b>091121: Meeting with Cllr J.Porter Has spoken to HCC engineers who are currently re-designing the project at a lower cost.</b> <b>030522: The designers have sent the design to WCC Heritage Dept for comment.</b>	Ongoing	
Town Council Planning	20/159	24/11/2020	The Broad Street Sidings	<b>010222:</b> NATC Cllrs met with HCC. HCC will work up a few schemes for pedestrianising Broad Street and come back to NATC with options <b>290422: Cllr Porter sent chaser email to HCC engineers/planners re progress of designs</b> <b>120522: HCC Planned maintenance advised they would like to carry out some repairs - Advised of the engineer design and that both parties work together</b>	Ongoing	
Rec & Env	R20/084	13/01/2021	Stratton Bates Play Park Phase 2 - Planning	<b>03112021 R21/81 RESOLVED:</b> To approve the revised equipment list from EIBE for the new playground, subject to removing one play board and the mountaineering board <b>05012022 R21/117:</b> To accept the updated design from Eibe for the new playground at Stratton Bates Recreation Ground <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 <b>Launch date arranged with schools for Friday 22nd July</b>	Ongoing	
Com & Tourism	CT20/101	23/03/2021	Working Group: SOPs for NATC Events	<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>	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 Town Council	F20/188	21/04/2021	Mixer taps	<b>220222: 21/241 Recommendation:</b> For the Clerk to gather additional information on the type of taps and sinks proposed and whether these are aerated taps, and for the item to be brought back to a future meeting of Operations and Resources Committee <b>220322: Revised quote for 4 taps and basins received for £1643.27. Requested for them to be fitted asap.</b>	Completed	
Town Council	19/255	25/02/2020	Cogswell Memorial	<b>250322: Requested revised quote for lectern</b> <b>290322: Increase in price for lectern researching alternate options.</b> <b>230522: Lectern ordered - 4 weeks lead in time</b>	Ongoing	3+
Planning			SUN HILL Development	<b>140122:</b> Updated SunHill reserved matters report sent to Rob Green <b>050422 P21/189 RESOLVED:</b> That the naming of the Taylor Wimpey development is based on the theme of the Hop Garden and associated flora <b>200422:</b> Rob Green attended and provided update re site, infrastructure works will commence end of May/June.	Ongoing	

Planning	P20/110	01/12/2020	SLR	<p><b>250322: Legal court representation will be at a cost of £350.00</b></p> <p><b>250422: Claimant had not responded in time and case struck out of court list. Claimant request reinstatement of case. TC attends Court.</b></p> <p><b>280422: Brief of Court hearing sent to solicitor</b></p>	Ongoing	
Operations & Resources	OR21/026	13/07/2021	Independent IT Consultant	<p><b>041021:</b> John Prince account manager visited office due to the number of complaints received. Has identified server is the issue and volume of data held on systems. Server is 9 years old and dated. The type of business we are no longer requires a server and providing Rialtas can be accessed via another means we could remove server and care pack. There is alot of data on the system and if office can identify what can be archived the additional payments for Azure would cease.</p> <p><b>051021:</b> Staff informed to spend 2 hours and archive data by 15/10/21</p> <p><b>110322: Email chaser sent to Technique re Rialtas system</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</p> <p><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.</p> <p>Work at Stratton Bates complete.</p> <p>Tree work at Arlebury Park and Sun Hill Recreation ground completed 21/12/2021.</p> <p>Memorial Park work will be undertaken when ground conditions are suitable.</p>	Ongoing	
Com & Tourism	CT21/40	21/09/2021	Floral Display Scheme 2022	<p><b>January 2022:</b> Application forms delivered and orders are being placed. Red, white &amp; blue theme for jubilee.</p> <p><b>March 22:</b> All orders received and final order made to supplier, delivery eta end of April/May, before Watercress Festival.</p> <p><b>130522: Hanging baskets installed</b></p>	Completed	
Com & Tourism	CT21/42	21/09/2021	The Queen's Platinum Jubilee 2022	<p><b>090322: WCC advise the VE day Grant can be used for Jubilee plus an additional £300. Posters published</b></p> <p><b>310322: SAG meeting held with WCC and other key stakeholders</b></p> <p><b>250522: Following weekly meetings everything on track for event. Poster, toilets, no waiting cones, bins, banner, security, screen, aerials etc.</b></p>	Ongoing	
Operations & Resources	OR21/040	14/09/2021	ARC Roof - Phase 2 Implementation	<p><b>180322: Tender submitted on contract finder - Closing date 220422</b></p> <p><b>120522: Tenders scheduled for review with consultant on 18 May - unconfirmed.</b></p> <p><b>180522: Tenders reviewed, Consulatant to prepare scoring matrix for council approval</b></p> <p><b>310522</b></p>	Ongoing	
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: 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</b></p>	Ongoing	

Operations & Resources		12/10/2021	Redesign website	<b>060422:</b> Quote from supplier 2 received <b>120422 OR21/140 RESOLVED:</b> That supplier A - Forum Media and Design is approved at a value of £2900.00 <b>100522:</b> Website proposal received for review	Ongoing	
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