

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. 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>	Pended	
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 encourring 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>Nov 21: Clerk spoke with owner of Watercress Farm and there is no possibilty of renting land for parking. Alresford Heritage have no knowledge of anti tank bollards or pill bixes and thought it unlikely due to location</p> <p>050122 R21/115 RESOLVED: 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>250122 21/213 RESOLVED: That a CIL funding bid application is submitted for the new allotments is approved</p>	Ongoing	
Town Council	F119/102	10/12/2019	NATC Strategy	<p>060122: Email sent to Reg as to when he would like to commence strategy process</p> <p>310122: Timetable and survey questionnaires commenced.</p> <p>230322: NATC strategy meeting held with LCC, agreed to consider themes that arise form Neighbourhood Plan engagement day in April</p>	Ongoing	

Finance & Facilities	F119/140	10/03/2020	New Alresford Bins	<p>250122: WCC advised that via the Welcome Back Fund they can replace the Town centre bins - Design to be approved.</p> <p>08022022 OR21/104 RESOLVED: To approve Winchester City Council installing the Wybone NR/1/WEB 112lt as the new style of bin and to replace in the region of 17 bins around the town</p> <p>08022022 OR21/105 RESOLVED: 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>	Ongoing	
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<p>200421: Draft policy received</p> <p>210122: Policy forwarded to Russell for editing as agreed in O&R</p> <p>240122: Policy returned to TC to update, prior to circulation</p>	Ongoing	
Planning	P20/092	03/11/2020	West Street Project Phase 2 - Pavement widening	<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 advised 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. 091121: Meeting with Cllr J.Porter Has spoken to HCC engineers who are currently re-designing the project at a lower cost.</p>	Ongoing	
Town Council Planning	20/159	24/11/2020	The Broad Street Sidings	<p>120122: No response received chaser email sent. HCC to have internal discussion and will suggest dates for onsite inspection</p> <p>270122: HCC engineers plan to meet 010222 on site to consider pedestrianisation proposal</p> <p>010222: NATC Cllrs met with HCC. HCC will work up a few schemes for pedestrianising Broad Street and come back to NATC with options</p>	Ongoing	
Com & Tourism	CT20/66	15/12/2020	Promotion of Town/Welcome Back Fund	<p>Nov 2021: The Chamber together with members of Coordinating Alresford(includes NATC) helping WCC Tourism to by ensuring uptodate list of Alresford businesses provided for brochure along the lines of the pocket guide. Aiming to go to print February 2022</p> <p>110322: Draft Market Towns document received for review - Response and updates provided</p> <p>180322: Final draft guide to Market Towns received.</p>	Ongoing	
Rec & Env	R20/084	13/01/2021	Stratton Bates Play Park Phase 2 - Planning	<p>03112021 R21/81 RESOLVED: To approve the revised equipment list from EIBE for the new playground, subject to removing one play board and the mountaineering board</p> <p>05012022 R21/117: To accept the updated design from Eibe for the new playground at Stratton Bates Recreation Ground</p> <p>23022022 Signed contract sent off for signing by Eibe Installation of new playground to begin 6th June 2022</p>	Ongoing	

Com & Tourism	CT20/101	23/03/2021	Working Group: SOPs for NATC Events	<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> <p>16.11.21: Update - WG unable to meet due to lack of availability.</p>	Ongoing	
Com & Tourism	CT20/105	23/03/2021	Working Group: walking guide	<p>07.12.21 Initial design received and being evaluated by WG</p> <p>15.01.22: Design of walking guide booklet and content being finalised.</p> <p>040322: Walking Guides printed and received for distribution around town.</p>	Completed	12
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	<p>110122: That a plumber is invited to install the mixer taps.</p> <p>220222: 21/241 Recommendation: 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</p> <p>220322: Revised quote for 4 taps and basins received for £1643.27. Requested for them to be fitted asap.</p>	Ongoing	
Town Council	19/255	25/02/2020	Cogswell Memorial	<p>100322: Arrangements to have a site meeting with Blackwell & Moody 170322</p> <p>170322: Site meeting - Granite at Blackwell & Moody to arrive in a few weeks.</p> <p>250322: Requested revised quote for lectern</p>	Ongoing	3+
Planning			SUN HILL Development	<p>270821 Meeting with Robert Green WCC re reserved matters. Awaiting response regarding Highways matters.</p> <p>091121 TW meeting to see updated design of dev. post reserved matters. They are still awaiting Hampshire Highways response so designs not finalised.</p> <p>140122: Updated SunHill reserved matters report sent to Rob Green</p>	Ongoing	
Planning	P20/110	01/12/2020	SLR	<p>280222: Licenses expired, SLRS not in use whilst licences are renewed</p> <p>030322: Witness statement and exhibit list submitted to court</p> <p>250322: Legal court representation will be at a cost of £350.00</p>	Ongoing	
Operations & Resources	OR21/026	13/07/2021	Independent IT Consultant	<p>041021: 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 buisness 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>051021: Staff informed to spend 2 hours and archive data by 15/10/21</p> <p>110322: Email chaser sent to Technique re Rialtas system</p>	Ongoing	

Rec & Env	R21/49	08/09/2021	Tree work following tree Inspection reports	<p>RESOLVED: Obtain quotes for tree work identified in tree surveys and for moving three new trees at Arlebury Park away from hedge</p> <p>R21/67 RESOLVED: To approve the quote from C & 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. 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>03.12.21: Hanging Garden will offer a discount of 5% if they receive an order of 140 baskets or more. They will supply to The Dean and Jacklyns Lane</p> <p>January 2022: Application forms delivered and orders are being placed. Red, white & blue theme for jubilee.</p> <p>March 22: All orders received and final order made to supplier, delivery eta end of April/May, before Watercross Festival.</p>	Ongoing	
Com & Tourism	CT21/42	21/09/2021	The Queen's Platinum Jubilee 2022	<p>Following informal meeting of C&T on 15.12.21- KD & MW met with other interested parties & KD provided a draft budget.</p> <p>19.10.21 Red, white and blue floral displays to be provided by supplier (CT21/40 Floral Display Scheme 2022 refers)</p> <p>19.10.21 Trail board costs upto to £1500 per information board including information board for Hambone memorial (CT20/118 refers)</p>	Ongoing	
Com & Tourism	CT21/60	19/10/2021	Queen's Green Canopy	<p>021221 R21/98 RESOLVED: To spend up to £1500 on new trees for Arlebury Park (on species identified by the Tree Planting Working Group) and up to £1500 on tree planting as part of the Queen's Green Canopy project.</p> <p>Dec 21: Trees ordered. Awaiting date for delivery</p> <p>Feb 22: 10 trees planted at Arlebury Park</p>	Completed	5
Operations & Resources	OR21/040	14/09/2021	ARC Roof - Phase 2 Implementation	<p>08022022 Recommendation: Ridge to be asked for guidance on suitable scoring criteria for tender submissions, in order for the Council to prepare a scoring document to be attached to the Tender, and for Ridge to be invited to join the scoring panel.</p> <p>070322: Scoring criteria - 1 Price 40%, 2.Quality of submission 60%</p> <p>180322: Tender submitted on contract finder - Closing date 220422</p>	Ongoing	

Operations & Resources	R21/68	06/10/2021	Arlebury Park Car Park	<p>0802022: OR21/107 Recommendation: For changes to be made to the old Service Agreement to stop the current free parking arrangement on Saturday in line with other car parks in the town, for maintenance responsibilities to be split 50/50 between Winchester City Council and NATC and for it to be ensured that the first two hours parking remain free. The document will be brought back to Operations and Resources Committee for approval.</p> <p>08022022: OR21/108 Recommendation: To respond to Winchester City Council with the following comments:</p> <ul style="list-style-type: none"> - For the wording on the Arlebury Park car park signs to say 'First two hours free', and for this wording to no longer to be in brackets. - To ensure that the number of car parking spaces on the signs are correct - To request a public toilet logo be incorporated on the Station car park sign at the junction of West Street, either at the beginning or the end of the lettering <p>This item will be brought back to Operations and Resources Committee.</p> <p>090322: Re parking agreement, advised WCC of NATC preference re maintenance contributions and enquires made re pay as you use electric charging points.</p>	Ongoing	
Operations & Resources		12/10/2021	Redesign website	<p>071021: Arrangements made to speak with supplier 1 on 12/10/21</p> <p>121021: Meeting held with supplier 1 and awaiting quotation</p> <p>011221: Quote received from supplier 1</p> <p>060122: Funds in budget 22-23, to be referred to Town Council when finalised</p> <p>110322: Arrangements made to meet with supplier 2 150322</p> <p>150322: Met with supplier 2 and requested quote for new website to include staff training</p>	Ongoing	
Rec & Env	R21/119	05/01/2022	Cost of tree donation	RESOLVED: To increase the price of tree donation to £250	Complete	

Agenda Notes March 22

Item	Note
21/252	Clean copy and comparison document sent
21/253	Troy Consultants wish to host a public engagement day on Thursday 28 April 2022 at The Swan Hotel
21/254	To be hosted by Council at Arlebury Recreation Centre on Monday 4 April 2022
21/258 – 260	Separate emails and verbal updates