

In the Chair:

ATTENDANCE:

P Councillor J Critchley
P Councillor I Culley
A Councillor S Lamb
P Councillor J Ray
P Councillor C Wise
P Councillor J Parker

In attendance: Cllr M G Cooper
Nicqui Chatterley – Planning Clerk

114. **Apologies**
Cllr S Lamb

115. **Declarations of Interest**
None

116. **Minutes**
Confirmation
The minutes of the Joint Planning Committee Meeting held on Thursday 30th March 2023 were confirmed as a true record.
Proposed by: Cllr I Culley
Seconded by: Cllr J Critchley **CARRIED UNANIMOUSLY**

Matters Arising
None

117. **Public Participation**
Dr Helen Briers attended the meeting and spoke in respect of application 23/000805/FULLS

118. **Participation at Southern Area Planning Committee**
None

119. **Appeal Notifications/Decisions**

Site: The Abbey Hotel, 11 Church Street, Romsey, SO51 8BT
Proposal: Erection of two detached dwellings
Application No: 21/03491/FULLS
Appeal Reference: APP/C1760/W/22/3312542
Appellant: Mr Tim Lincoln
Appeal Starting Date: 31st March 2023
Noted

Signature: 

Date: 11/5/23

Application No: 21/02189/FULLS
Site: 33 Church Street, Romsey, SO51 8BT
Decision Type: Delegated
Appeal Decision: Allowed, subject to conditions.
Noted

120. **Amended Applications**

None

121. **Correspondence**

- α) Email from John-Paul Roberston – Proposed upgrade of the existing base station site at Romsey Railway Station in respect of improved network services. Email forwarded to RTC Full Council 27 March 2023.

Noted

122. **Planning Applications**

List Nos: 12, 13, 14.

Signature:

Date:

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 20th April 2023

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ROMSEY TOWN COUNCIL					
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO					
Week Ending: Friday 24 th March 2023					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
<u>23/00731/AAQS</u> 22.03.2023 ROMSEY TOWN 1.	Application under Regulation 77 of the Conservation of Habitats and Species Regulations 2017 for approval under Regulation 75 to commence development of 21/01854/PDMS (Conversion of existing retail and office space into 2 flats) and 22/03037/PDMAS (convert first floor office space in to a two bedroom flat)	Meadowland Properties Cycle World 109A Winchester Road Romsey Hampshire SO51 8JF	Kate Levey	No Comment	
<u>23/00753/FULLS</u> 21.03.2023 ROMSEY TOWN 2.	Alterations to windows and doors	Mr Lawson And Dr Sumner 38 Kingfisher Way Romsey Hampshire SO51 7RY	Mrs Sacha Coen	No Objection	
<u>23/00769/CLIPS</u> 22.03.2023 ROMSEY TOWN 3.	Lawful development certificate for proposed change of use from asbestos waste transfer station to scaffold storage and distribution yard	Mrs Sharrom Baddams Merryhill House, Budds Lane, Romsey, Hampshire SO51 0HA	Mr Nathan Glasgow	No Comment	
<u>23/00779/FULLS</u> 22.03.2023 ROMSEY TOWN 4.	Single storey rear extension	Mr Keith Scorgie 16 Nelson Close Romsey Hampshire SO51 7DA	Mr Simon Branston- Jones	No Objection	
<u>23/00790/IPOS</u> 22.03.2023	7086 - mature oak - remove major deadwood, reduce crown radially by	Mr Ben Lewis Tadburn Meadows	Mr Rory Gogan	No Objection	

Signature:



Date:

11/3/23

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 20th April 2023

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ROMSEY TOWN 5.	up to 4m to reduce end weight in limbs and encourage formation of secondary crown	Romsey Hampshire SO51 5BQ			
23/00794/CLPS 23.03.2023 ROMSEY TOWN 6.	Application for lawful development certificate for proposed extension to conservatory and addition of a replacement flat roof for the existing glazed roof	Mr and Mrs Doe 5 Budds Lane Romsey Hampshire SO51 0HA	Mr Simon Branston- Jones	Withdrawn	
23/00816/TREES 24.03.2023 ROMSEY TOWN 7.	T1- Liquidambar - Reduce height by up to 2m and reshape using previous pruning points to balance	Mr Platt 49 Cherville Street Romsey Hampshire, SO51 8FB	Mr Rory Gogan	No Objection	
23/00818/CLPS 24.03.2023 ROMSEY TOWN 8.	Remove 2 existing sheds and replace with garden room and storage	Mr Michael Jolly Duck Cottage 58 Mill Lane Romsey Hampshire SO51 8EQ	Katie Savage	Objection	We believe the size and location of the proposed building is such that a planning application should be submitted. Significant intrusion in an otherwise sensitive location.

ROMSEY TOWN COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO 13

Week Ending: Friday 31st March 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
23/00826/FULLS 27.03.2023 ROMSEY EXTRA 1.	Single storey extensions and alterations (Amended scheme)	Mr and Mrs Darren Over 7 The Causeway Romsey Hampshire	Katie Savage 28.04.2023	Objection	No objection to the rear extension but object to the proposal of extending the front porch

Signature:

Date:

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
 THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE
 THURSDAY 20th April 2023

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	SO51 8HF				
<u>23/00827/LBWS</u> 27.03.2023 ROMSEY EXTRA 2.	Mr and Mrs Darren Over 7 The Causeway Romsey SO51 8HF	Katie Savage 28.04.2023	Objection	No objection to the rear extension but object to the proposal of extending the front porch	
<u>23/00804/FULLS</u> 28.03.2023 ROMSEY TOWN 3.	The Romsey School The Romsey School Greatbridge Road Romsey Hampshire SO51 8ZB	Mr Simon Branston- Jones 24.04.2023	No Objection	RTC regrets the apparent lack of consultation with the immediate neighbours. The committee has no objection to the proposed building. However, it would like to see a plan to plant a mixed native species hedgerow on the boundary rather than four trees on other parts of the site. This would reduce the ecological impact and provide a more immediate increase in biodiversity. A construction management plan must be submitted and agreed before work commences that minimises the impact of the construction work on the amenity of the neighbours.	
<u>23/00805/FULLS</u> 30.03.2023 ROMSEY TOWN 4.	The Romsey School The Romsey School Greatbridge Road Romsey	Kate Levey 24.04.2023	Objection	RTC regrets the apparent lack of consultation with the immediate neighbours.	

Signature: 



Date:

18/5/23

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 20th April 2023

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	parking bays along northern boundary, fencing and planting	Hampshire SO51 8ZB		<p>The committee objects to this planning application.</p> <p>It is considered that the loss of the hedgerow at the entrance to the site and the replacement by hard fencing would be detrimental to the overall character of the street scene. If fencing is a necessity, then it should be screened by hedging to soften the appearance from the street.</p> <p>The loss of hedgerow along the northern boundary of the site will have a negative impact on the amenity of the neighbouring properties and a loss of biodiversity.</p> <p>The introduction of impervious surfaces has the potential to adversely affect the root protection zones of trees in the neighbours' gardens. The potential overhanging of neighbours' trees above the parked cars may well lead to requests to severely prune those trees to the detriment of their long-term health. Parking cars immediately adjacent to the neighbouring properties' fences may well</p>
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Signature:

Date:

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
 THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE
 THURSDAY 20th April 2023

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				<p>result in damage to those fences.</p> <p>The loss of trees and hedgerow on the eastern boundary will have a negative impact on the biodiversity of the area. The committee is not convinced by the argument that increasing the number of car parking spaces and the provision of a bus bay will result in reduced car traffic.</p> <p>A construction management plan must be submitted and agreed before work commences that minimises the impact of the construction work on the amenity of the neighbours.</p>
<p><u>23/00872/FULLS</u> 30.03.2023 ROMSEY TOWN 5.</p>	<p>Replace collapsed boundary wall with new wall and fence</p>	<p>Mr Woodhall, Executors Of Mr Beale & Mrs Dale Flats 1-12 Cherville Court Mill Lane Romsey Hampshire SO51 8EX</p>	<p>Mr Simon Branston- Jones 28.04.2023</p>	<p>Objection</p>
<p><u>23/00880/FULLS</u> 31.03.2023 ROMSEY TOWN</p>	<p>Second storey extension to form additional bedroom and increase family bathroom; Relocation of</p>	<p>Mr James Ranger 43 Monifort Road Romsey</p>	<p>Kate Levey 25.04.2023</p>	<p>Objection RTC needs to be reassured that adequate parking will be available with the</p>

Signature:



Date:

25/4/23

6.	garage door and front entrance and construction of open porch at the front entrance	Hampshire SO51 5SF		increase in bedrooms. The porch does not blend with the street scene.
23/00890/FULLS 31.03.2023 ROMSEY TOWN 7.	Single storey side extension and construct a pitched roof over garage/carport	Mr And Mrs Alldred 33 Richmond Lane, Romsey, Hampshire, SO51 7LB	Mr Simon Branston- Jones 25.04.2023	No Objection

ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO 14 Week Ending: Friday 7 th April 2023					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
23/00744/FULLS 04.04.2023 ROMSEY EXTRA 1.	Demolition of an agricultural barn and construction of a school building for use in connection with the outdoor learning centre	Mr M Fry New Forest Care (Education) Ridge Farm Ridge Lane Ower Romsey Hampshire SO51 6AB	Kate Levey 05.05.2023	No Objection	
23/00942/OBLS 05.04.2023 ROMSEY EXTRA 2.	Discharge planning obligation 2.2 part 1 dated 11.02.2021 on planning application 19/02698/FULLS that requires securing a memorandum and articles of association for the management company	Ian Humble Ringstead Cupernham Lane Romsey Hampshire SO51 7AL	Mr Paul Goodman 03.05.2023	No Comment	

Signature:

Date:

MINUTES


ROMSEY TOWN COUNCIL PLANNING COMMITTEE
 THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE
 THURSDAY 20th April 2023

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<p><u>23/00708/CLIPS</u> 06.04.2023 ROMSEY TOWN 3.</p>	<p>Application for a lawful development certificate for a replacement conservatory</p>	<p>Mrs Mary Eldridge 61 Mill Lane Romsey Hampshire SO51 8ER</p>	<p>Mr Simon Branston- Jones 03.05.2023</p>	<p>No Objection</p>	
<p><u>23/00823/FULLS</u> 05.04.2023 ROMSEY TOWN 4.</p>	<p>Extension to form coffin store, chapel, and covered walkways</p>	<p>A H Cheater 122 The Hundred Romsey Hampshire SO51 8BY</p>	<p>Mr Nathan Glasgow 05.05.2023</p>	<p>No Objection</p>	
<p><u>23/00878/FULLS</u> 03.04.2023 ROMSEY TOW 5.</p>	<p>Erection of single storey garden room</p>	<p>Mr And Mrs Taylor 20 Botley Road Romsey Hampshire SO51 5AH</p>	<p>Mr Simon Branston- Jones 27.04.2023</p>	<p>No Objection</p>	
<p><u>23/00915/TREES</u> 04.04.2023 ROMSEY TOWN 6.</p>	<p>(T1) Magnolia and (T2) Crab Apple reduced and reshaped by up to 2m</p>	<p>Mr Ross Woodley 55 Middlebridge Street Romsey Hampshire SO51 8HJ</p>	<p>Mr Rory Gogan 26.04.2023</p>	<p>No Objection</p>	

Meeting ended at: 8.43 pm

Next meeting: Thursday 11th May at 7.30 pm



Signature:

Date: 11/5/23

In the Chair: Cllr J Critchley

ATTENDANCE:

P	Councillor A Goddard	P	Councillor J Critchley
A	Councillor C Burgess	P	Councillor I Culley
P	Councillor M G Cooper	P	Councillor S Gidley
P	Councillor J Parker	P	Councillor J Ray

In attendance: Nicqui Chatterley – Planning Clerk
Toby Oliver – Romsey Advertiser
David Faria, Chris Ling and Jenny Harding

1. **Apologies**

Apologies were received from Cllr C Burgess

2. **To Elect Chair and Vice-Chair for 2023 – 2024**

Resolved: The Committee elected Cllr J Critchley as the Chair

Resolved: The Committee elected Cllr I Culley as the Vice-Chair

3. **Declarations of Interest**

Cllr Cooper declared a pecuniary interest in List 17 item 1 [23/00894/FULLS](#)

Cllr Cooper left the meeting at 8.23 pm and returned at 8.24 pm.

Cllr Parker declared a non-pecuniary interest in List 17 item 4 [23/01074/FULLS](#)

4. **Minutes**

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 20 April 2023 were confirmed as a true record.

Proposed by: Cllr I Cully

Seconded by: Cllr J Ray

CARRIED UNANIMOUSLY

Matters Arising

It was noted that List 13 item 5 had been updated to show the comments in respect of the objection [23/00872/FULLS](#)

5. **Public Participation**

David Faria (resident) and Chris Ling (Ampfield Parish Council) attended the meeting and spoke in respect of application [23/00964/OUTS](#)

Cllr J Parker and Cllr S Gidley joined the meeting at 7.52 pm prior to application discussions.

6. **Participation at Southern Area Planning Committee**


None

7. **Appeal Notifications/Decisions**

None

8. **Amended Applications**

Signature:



Date:

1/6/23

None

9. **Correspondence**

None

10. **Planning Applications**

List Nos: 15, 16 and 17

Signature:

D. Kelly

Date:

1/6/23

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
 THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE
 THURSDAY 11 MAY 2023

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ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 15 Week Ending: Friday 14 April 2023					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
23/00964/OUTS 12.04.2023 1.	Outline - Residential development of up to 309 dwellings, delivered across 3 severable residential parcels and 1 access parcel with associated infrastructure and works; all matters reserved other than access.	Barratt David Wilson Homes Kings Chase South Land South of Ganger Farm Ganger Farm Lane Romsey Hampshire	Sarah Barter 12.05.2023	Strong Objection	<p>The site is outside the settlement boundary and contrary to the TVBC Local Plan COM 2 A and B; development in the countryside.</p> <p>Proposed access: The original application for this was for farm access only and it is not accepted as an access to a new housing estate. Only having one access onto Jermyn's Lane for two estates is unacceptable.</p> <p>There will be a significant impact on traffic in King's Chase and likely to be a greater impact in the town than the application suggests, putting a strain on already overloaded infrastructure.</p> <p>There is in excess of the 5-year housing land supply in southern Test Valley.</p>

Signature:



Date:


1/6/23

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
 THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE
 THURSDAY 11 MAY 2023

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<p><u>23/00647/FULLS</u> 11.04.2023 2.</p>	<p>Installation of portable milk vending machine within car park (Retrospective).</p>	<p>Mr John Drake Michelmersh Dairy Ltd Woodley Village Hall School Road Romsey Hampshire SO51 7NY</p>	<p>Kate Levey 04.05.2023</p>	<p>Objection</p>	<p>The future house land supply will be significantly less than stated in the Local Plan with the developments already committed in Romsey. Scorey's Crescent is an over long cul-de-sac not designed as an access road to a large housing development. Housing by definition will have a detrimental impact on the SINC and ancient woodland. The proposed shared cycleway/footpath link to Winchester Road will have a detrimental impact on the woodland and SINC</p>
<p>The appearance of the vending machine is out of keeping in this residential location and creates a significant visual intrusion. The impact of the bright lighting has a particular impact on the amenity of the closest neighbour. Concerns were raised about noise in this residential area with a 24/7 commercial vending facility in operation.</p>					

Signature: 

Date: 1/6/23

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 11 MAY 2023

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<u>23/00960/VARS</u> 12.04.2023 3.	Variation of condition 02 (submitted plans) of 21/01527/FULLS (Removal of existing rear conservatory and lean-to structure, rear garden room extension and internal alterations) to change roof covering.	Clare Cooper and Michael Pooley Bath House 91 - 93 Middlebridge Street Romsey Hampshire SO51 8HJ	Mr Simon Branston-Jones 12.05.2023	No Objection	
<u>23/00965/FULLS</u> 13.04.2023 4.	Demolition of garage and erection of two storey side and single storey rear extension.	Mr and Mrs J Chapman 3 Carisbrooke Court Romsey Hampshire SO51 7JQ	Mr Simon Branston-Jones 05.05.2023	No Objection	
<u>23/00971/TPOS</u> 13.04.2023 5.	T1 - Lime - Fell.	Mr Paul Doswell 82 Latham Road Romsey Hampshire SO51 7DB	Mr Rory Gogan 05.05.2023	No Objection	Subject to replacement

ROMSEY TOWN COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 16

Week Ending: Friday 21 April 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
<u>23/00984/FULLS</u> 18.04.2023 ROMSEY TOWN 1.	Erect single storey rear extension and replace glazed roof.	Mr and Mrs Doe 5 Budds Lane Romsey Hampshire SO51 0HA	Mr Simon Branston- Jones 11.05.2023	No objection	

Signature:



Date:

1/6/23

MINUTES

ROMSEY TOWN COUNCIL PLANNING COMMITTEE
THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 11 MAY 2023

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<u>23/01012/TPOS</u> 19.04.2023 ROMSEY TOWN 2.	T1 - Alder – Fell.	Mr Ross Woodley 4 Millstream Rise Romsey Hampshire SO51 8HA	Mr Rory Gogan 11.05.2023	No Objection	
<u>23/01042/TREES</u> 20.04.2023 ROMSEY TOWN 3.	T1 - Mimosa – Fell.	Dr Sabine Akerman 63 The Hundred Romsey Hampshire SO51 8BZ	Mr Rory Gogan 12.05.2023	No Objection	

ROMSEY TOWN COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 17

Week Ending: Friday 28 April 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
<u>23/00894/FULLS</u> 27.04.2023 ROMSEY EXTRA 1.	Installation of air source heat pump.	Mr C Goodrich Mountbatten School Whitenap Lane Romsey Hampshire SO51 5SY	Katie Savage 22.05.2023	No Objection	
<u>23/00961/FULLS</u> 27.04.2023 ROMSEY TOWN 2.	Install replacement windows.	Mr Pead 36 Knatchbull Close Romsey Hampshire SO51 8WJ	Mr Simon Branston- Jones 19.05.2023	No Objection	
<u>23/01010/FULLS</u> 24.04.2023 ROMSEY TOWN 3.	Ground and first floor side extension.	Mr And Mrs Stacey 3 Sutherland Close Romsey Hampshire SO51 7TH	Katie Savage 17.05.2023	No Objection	

Signature:



Date:

1/6/23

<p><u>23/01074/FULLS</u> 28.04.2023 ROMSEY TOWN 4.</p>	<p>Erection of two detached dwellings with associated car ports, parking and landscaping works.</p>	<p>Blue Leaf Projects Ltd and Venture Management Ltd Land To The Rear Of 169 Botley Road Romsey Hampshire</p>	<p>Kate Levey 24.05.2023</p>	<p>Objection</p>	<p>RTC continue with their previous objection as the proposed dwellings are out of keeping with the surrounding dwellings and the height creates a significant intrusion on the neighbour's amenity.</p>
<p><u>23/01085/FULLS</u> 27.04.2023 ROMSEY TOWN 5.</p>	<p>Ground floor extension to trade area and to include disabled WC.</p>	<p>Stonegate Group Hunters Inn Winchester Hill Romsey Hampshire SO51 7NW</p>	<p>Mr Simon Branston- Jones 26.05.2023</p>	<p>No objection</p>	
<p><u>23/01086/LBWS</u> 27.04.2023 ROMSEY TOWN 6.</p>	<p>Ground floor extension to trade area and to include disabled WC.</p>	<p>Stonegate Group Hunters Inn Winchester Hill Romsey Hampshire SO51 7NW</p>	<p>Mr Simon Branston- Jones 26.05.2023</p>	<p>No Objection</p>	
<p><u>23/01113/TPOS</u> 27.04.2023 ROMSEY TOWN 7.</p>	<p>T1 - Ash - dismantle to the lowest level.</p>	<p>Ms Hickling Testmill Trout Farm Hollman Drive Romsey Hampshire SO51 8ES</p>	<p>Mr Rory Gogan 19.05.2023</p>	<p>Abstain</p>	<p>No proposal for or against due to lack of information</p>

Meeting ended at: 8.31 pm

Next meeting: Thursday 1 June at 7.30 pm

John

Signature:

Date:

1/6/23

In the Chair: Cllr I Culley

ATTENDANCE:

A	Cllr A Goddard	A	Cllr J Critchley
P	Cllr C Burgess	P	Cllr I Culley
P	Cllr M G Cooper	P	Cllr S Gidley
P	Cllr J Parker	P	Cllr J Ray
P	Cllr R Theron		

In attendance: Nicqui Chatterley – Planning Clerk

11. **Apologies**

Apologies were received from Cllr J Critchley and Cllr A Goddard

Declarations of Interest

Cllr M Cooper declared a prejudicial interest in [22/01213/OUTS](#) amended application - Whitenap

Cllr M Cooper declared a prejudicial interest in List 20 item 3. [23/01140/FULLS](#)

12. **Minutes**

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 11 May 2023 were confirmed as a true record.

Proposed by: Cllr S Gidley

Seconded by: Cllr M Cooper

CARRIED UNANIMOUSLY

Cllr J Ray joined the meeting at 7.37 pm

Matters Arising

None

13. **Public Participation**

Cllr M Cooper addressed the committee as a member of the public List 20 item 3 [23/01140/FULLS](#)

Cllr Cooper left the meeting at 7.42 pm and returned at 7.49 pm

14. **Participation at Southern Area Planning Committee**

None

15. **Appeal Notifications/Decisions**

APPLICATION NO: [23/00692/FULLS](#)

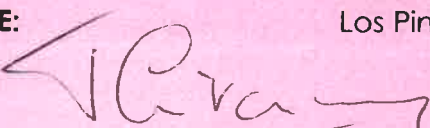
PROPOSAL:

Erect two storey rear infill and side extensions to the outbuilding, convert ground floor to an annexe and first floor to home office and gym

SITE:

Los Pinares, Sandy Lane, Abbotswood

Signature:



Date:

DECISION: PERMISSION subject to conditions & notes
NOTED

APPLICATION NO: 22/01582/FULLS

PROPOSAL: Demolish dwelling and construct 4 bedroom detached dwelling with associated access and landscaping

SITE: Rieve Verte, Sandy Lane, Abbotswood

DECISION: PERMISSION subject to conditions & notes
NOTED

16. **Amended Applications**

APPLICATION NUMBER: 23/00872/FULLS

PROPOSAL: Replace collapsed boundary wall with new wall and fence

SITE: Flats 1-12, Cherville Court, Mill Lane, Romsey

AMENDMENT: Revised plans received

NOTED. WELCOME THE REVISED DESIGN.

Cllr M Cooper left the room at 7.50 pm and returned at 8.07 pm whilst the committee discussed the following amendment

Cllr Theron joined the meeting at 7.51 pm


APPLICATION NUMBER: 22/01213/OUTS

PROPOSAL: Outline application for up to 1,100 dwellings including affordable homes with associated open space, roads, parking, service infrastructure, local food production and landscaping. Employment areas (commercial, business and service), visitor accommodation, local community uses, community hall, medical consulting rooms, 1.5 form entry primary school, early years/nursery provision, conversion and/or new build at Whitenap Barns to provide commercial, business, service and local community uses with associated infrastructure. Creation of two new vehicular access points to Luzborough Lane (A27), pedestrian and cycle connection to St Barbe Close, and improvement of existing Whitenap Lane access. Provision of Suitable Alternative Natural Greenspace (SANG), provision of Sustainable Urban Drainage System (SuDs). All matters other than access to be reserved.

SITE: Land at Whitenap, Luzborough Lane, Romsey, Hampshire

AMENDMENT: Amended and additional information has been received in relation to this application. These amended/additional details have been submitted by the applicant to respond to representations previously made. Please note that this information does not include any amended details relating to highways (including the railway bridge). These are expected at a

Signature:

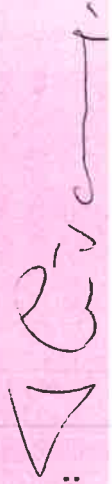


Date:

9.	<p><u>23/01301/REJS</u> 19.05.2023 ROMSEY TOWN</p>	<p>Application to determine if prior approval is required for proposed installation of 48 no. roof mounted photovoltaic panels on non-domestic buildings (Blocks 1 and 2)</p>	<p>Mr Nick Goulden Goulden Properties Limited G & N Packing Ltd Unit 5 Romsey Industrial Estate Greatbridge Road Romsey Hampshire</p>	<p>Katie Savage 13.06.2023</p>	<p>No Comment Technical Matter</p>	
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Meeting ended at: 8.29 pm

Next meeting: Thursday 22 June at 7.30 pm



Signature:

Date:

5. <u>23/01258/VARS</u> 16.05.2023 ROMSEY TOWN	Variation of Condition 1 (approved plans) of 20/01293/RESS - (Approval of details for access, landscaping, layout, scale and appearance of 5 dwellings and garages pursuant to outline planning permission 17/00915/OUTS) to amend access arrangements	Mr and Mrs Owers Land West Of Cuperhham Lane Romsey SO51 7JF	Mr Paul Goodman 16.06.2023	No Objection
6. <u>23/01269/TPOS</u> 16.05.2023 ROMSEY TOWN	T1 - Oak, and T2 - Maple - raise crown over building to give 1.5m clearance, T3 - Plan - reduce long lateral limb by up to 3m, T4 and T6 - Holm oak, and T5 - Cedar - raise crown by up to 5m from ground level	Mr Robert Booth Roke Manor Research Ltd Roke Manor Old Salisbury Lane Awbridge Romsey Hampshire	Mr Rory Gogan 07.06.2023	No Objection
7. <u>23/01275/FULLS</u> 17.05.2023 ROMSEY TOWN	Proposed extended replacement garage with wc and first floor mezzanine store/home office	Mr and Mrs Mason Charnwood 46 Botley Road Romsey Hampshire SO51 5AP	Kate Levey 16.06.2023	No Objection
8. <u>23/01299/TPOS</u> 19.05.2023 ROMSEY TOWN	T1 - Beech - Reduce limb over the house by up to 3m, reduce southerly limb by up to 4m, reduce upper canopy by up to 2m, crown raise up to 8m, crown raise upper canopy to allow a 2-3m roof clearance.	Mr Alan Roberts Sainfoin Winchester Hill Romsey Hampshire SO51 7NL	Mr Rory Gogan 13.06.2023	No Objection

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 20
Week Ending: Friday 19 May 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/00934/LBWS</u> 15.05.2023 ROMSEY TOWN	Single storey glazed rear extension, line party stud wall, and associated internal works	Mr Beck And Ms Sonnenberg 10 Middlebridge Street Romsey Hampshire SO51 8HL	Katie Savage 16.06.2023	No Objection	
2. <u>23/011005/FULLS</u> 19.05.2023 ROMSEY TOWN	Erect fence (retrospective)	Miss Lois Drayson Riverfalls 10 Little Meads Romsey Hampshire SO51 8HD	Mr Nathan Glasgow 13.06.2023	Objection	Out of keeping with the street scene.
3. <u>23/01140/FULLS</u> 16.05.2023 ROMSEY TOWN	Reception and administration block	Mr Chris Goodrich Mountbatten School Whitenap Lane Romsey Hampshire SO51 5SY	Katie Savage 08.06.2023	Objection	RTC appreciate the need for the building and agree in principle but have concerns regarding the design which affects the aesthetics of the school and concerned about the impact of felling of trees
4. <u>23/01177/FULLS</u> 18.05.2023 ROMSEY TOWN	Single storey porch extension to the South elevation which includes a lean-to sheltered passage between the house and flat entrance above the garage	Mr Geoffrey Sturgess 42 Middlebridge Street Romsey Hampshire SO51 8HL	Mr Simon Branston- Jones 16.06.2023	No Objection	

Signature:



Date:

<p>3. <u>23/01 205/FULLS</u> 10.05.2023 ROMSEY TOWN</p>	<p>Installation of an external air source heat pump and extension of fence to surround the unit</p>	<p>Mr Keith Murray 33 St Johns Gardens Romsey Hampshire SO51 7RW</p>	<p>Mr Simon Branston- Jones 02.06.2023</p>	<p>No Objection</p>	
<p>4. <u>23/01 206/TREES</u> 10.05.2023 ROMSEY TOWN</p>	<p>T1 - Holly - Reduce height by approx. 3-4m (level with adjacent Beech), trim side over garden. To maintain as a high hedge, rolling annual permission requested.</p>	<p>Instone 1 Farriers Mews Love Lane Romsey Hampshire SO51 8TA</p>	<p>Mr Rory Gogan 02.06.2023</p>	<p>No Objection</p>	
<p>5. <u>23/01 228/TPOS</u> 12.05.2023 ROMSEY TOWN</p>	<p>T1 - Lime- Pollard - Reduce finished height to 3 metres below old reduction points, final tree height 17 metres, T2- Lime - Pollard</p>	<p>Derek Maison Stanbridge House School Road Romsey Hampshire SO51 7NX</p>	<p>Mr Rory Gogan 05.06.2023</p>	<p>No Objection</p>	



Signature:

Date:

ROMSEY TOWN COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 18

Week Ending: Friday 5 May 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
No items listed					

ROMSEY TOWN COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 19

Week Ending: Friday 12 May 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/01159/FULLS</u> 10.05.2023 ROMSEY TOWN	Demolition of dilapidated outbuilding and construction of a detached garage	Mr Ian Hammond 117 Middlebridge Street Romsey Hampshire SO51 8HH	Katie Savage 09.06.2023	No Objection	
2. <u>23/01160/LBWS</u> 10.05.2023 ROMSEY TOWN	Demolition of dilapidated outbuilding and construction of a detached garage	Mr Ian Hammond 117 Middlebridge Street Romsey Hampshire SO51 8HH	Katie Savage 09.06.2023	No Objection	

J. Curran

Signature:

Date:

later date and further notifications will be sent out at that time.

NOTED – PREVIOUS OBJECTION STANDS

Cllr J Parker joined the meeting at 8.02 pm

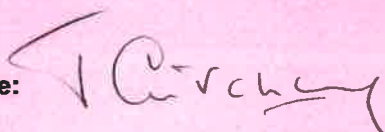
17. **Correspondence**

Email and video dated May 18, 2023 from Louise Cookson & Jason Watson of Hunters Lodge, Romsey regarding objection to [23/01085/FULLS](#) and [23/01086/LBWS](#) (The Hunters Inn Pub, Winchester Hill, Romsey, Hampshire, SO51 7NW). **NOTED**

18. **Planning Applications**

List Nos: 18, 19 and 20

Signature:



Date:

In the Chair: Cllr J Critchley

ATTENDANCE:

P	Cllr A Goddard	P	Cllr J Critchley
P	Cllr C Burgess	P	Cllr I Culley
P	Cllr M G Cooper	P	Cllr S Gidley
P	Cllr J Parker	P	Cllr J Ray
A	Cllr R Theron		

In attendance: Nicqui Chatterley – Planning Clerk
Toby Oliver – Romsey Advertiser

19. **Apologies**

Apologies from Cllr R Theron

20. **Declarations of Interest**

21. **Minutes**

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 1 June 2023 were confirmed as a true record.

Proposed by: Cllr J Parker

Seconded by: Cllr J Ray

CARRIED UNANIMOUSLY

Matters Arising

None

22. **Public Participation**

Dr H Briars addressed the Committee in respect of Amended Application [23/00805/FULLS](#)

23. **Participation at Southern Area Planning Committee**

None

24. **Appeal Notifications/Decisions**

Application No: [22/02109/VARS](#)

Appeal Reference: APP/C1760/W/22/3313146

Appellant: C/O Agent

Appeal Starting Date: 26.05.2023

Site at: Land Adjacent to Woodpeckers, Cupernham Lane, Romsey, Hampshire

Proposal: Variation of condition 17 of 20/01045/FULLS - (Erection of 9 dwellings, with access, landscaping, and associated works) to allow for changes to the approved plans for plots 5 and 6.

NOTED

Signature:

Date:

25. **Amended Applications**

Application No: 23/01258/VARS
Proposal: Variation of Condition 1 (approved plans) of 20/01293/RESS
- (Approval of details for access, landscaping, layout, scale,
and appearance of 5 dwellings and garages pursuant to
outline planning permission 17/00915/OUTS) to amend
access arrangements.

Site: Land West of Cupernham Lane, Romsey, SO51 7JF
Item discussed List 22 Item 2 - Objection

Application No: 23/00805/FULLS

Proposal: Removal of hedgerow, trees and 10 car parking bays to
facilitate bus bay, and installation of 15 car parking bays
along northern boundary and planting.
Site: The Romsey School, Greatbridge Road, Romsey, Hampshire
**RTC maintain their objection to this application as detailed
on the RTC Planning Minutes on 20th April 2023.
RTC note the addition of the Construction Management Plan
but note there are flaws within.**

**Concerns about the increased number of parking spaces
for cars at the site from 10 to 15.**

**The removal of hedgerow and the cherry tree and the
impact on the survival of trees in the neighbouring
properties contradicts the TVBC Local Plan Policy E6 Green
Infrastructure in particular section 7.45**

**There is a negative impact with the potential to cause
fragmentation on the GI and biodiversity networks running
from Fishlake Meadows, Greatbridge Industrial Estate on
toward the school, The River Test and the town with a
detrimental impact and the risk to disturbing the bats
throughout this network.**

26. **Correspondence**

None

27. **Other Matters**

The Committee had a discussion on the long term and strategic planning of
Romsey.

It was noted that RTC should have involvement in the long term Strategic
Infrastructure Plan.

RTC

A review of the Section 106 contributions and the CIL funding sitting with HCC
should be undertaken to see what is available.

Cllr J Parker to organise a separate meeting to take these discussions further.

28. **Planning Applications**

List Nos: 21, 22 and 23.

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 21
Week Ending: Friday 26 May 2023

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/01058/FULLS</u> 22.05.2023 ROMSEY TOWN	Double car port and workshop with storage over.	Mr Ian Brant 1 Spursholt Cottages Salisbury Road Romsey Hampshire SO51 6DJ	Mr Nathan Glasgow 16.06.2023	Objection	The use of the roof space is unclear in particular with the presence of the glazing and balcony. Uncertain about the ownership of The Folley and the proposed site of the car port which appears to be in the ownership of No 2 and not No 1 Spursholt Cottages
2. <u>23/01287/FULLS</u> 23.05.2023 ROMSEY TOWN	New timber doors and windows to the existing conservatory and outbuilding to the rear elevation and garden.	Mr Peter Halliwell 29 Middlebridge Street Romsey Hampshire SO51 8HJ	Mrs Sacha Coen 23.06.2023	No Objection	
3. <u>23/01288/LBWS</u> 23.05.2023 ROMSEY TOWN	New timber doors and windows to the existing conservatory and outbuilding to the rear elevation and garden.	Mr Peter Halliwell 29 Middlebridge Street Romsey Hampshire SO51 8HJ	Mrs Sacha Coen 23.06.2023	No Objection	
4. <u>23/01296/FULLS</u> 22.05.2023 ROMSEY TOWN	Proposed ramp system to rear of property to facilitate disabled access.	June Wareham 10 Wakeford Court Cressey Road Romsey	Mrs Sacha Coen 23.06.2023	No Objection	

Signature:

Date:

	Hampshire SO51 8HU			
5. <u>23/01379/TREES</u> 26.05.2023 ROMSEY TOWN	Paris The Bishop Blaize 4 Winchester Road Romsey Hampshire SO51 8AA	Mr Rory Gogan 21.06.2023	No Objection	West side is Alma Road not Station Road
NOTIFICATION OF A LARGER HOME EXTENSION – (FOR INFORMATION ONLY)				
6. <u>23/01357/PDHS</u> 25.05.2023 ROMSEY TOWN	Mr And Mrs Packer 9 Walnut Close Braishfield Romsey Hampshire SO51 0EQ	Mr Simon Branston- Jones 19.06.2023	No comment	Technical Matter

ROMSEY TOWN COUNCIL					
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 22					
Week Ending: Friday 2 June 2023					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/01227/LBWS</u> 30.05.2023 ROMSEY TOWN	Relocation of existing noticeboard and addition of signboard.	Mr Andrew Campbell Abbey House The Abbey Romsey Hampshire SO51 8YB	Mrs Sacha Coen 30.06.2023	No Objection	

2. <u>23/01258/VARS</u> 30.05.2023 ROMSEY TOWN	Variation of Condition 1 (approved plans) of 20/01293/RESS - (Approval of details for access, landscaping, layout, scale and appearance of 5 dwellings and garages pursuant to outline planning permission 17/00915/OUTS) to amend access arrangements.	Mr and Mrs Owers Land west of Cuperham Lane Romsey SO51 7JF	Mr Paul Goodman 26.06.2023	Objection	RTC have concerns in respect of line of sight in the lane. With no passing place there could be vehicles having to back up into Cuperham Lane which we regard as highly dangerous.
3. <u>23/01414/LBWS</u> 01.06.2023 ROMSEY TOWN	Proposal to install a wall-mounted automated external defibrillator (AED) unit in a high visibility robust cabinet connected to a mains 240v supply and also incorporating a 120 - 240v AC powered heater and internal LED lighting.	Mr Stephen Clark South Western Railway Romsey Railway Station Station Road Romsey Hampshire SO51 8DT	Katie Savage 30.06.2023	No objection	

ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 23 Week Ending: Friday 9 June 2023					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
1. <u>23/00634/FULLS</u> 09.06.2023 ROMSEY TOWN	Remove and replace tender.	Mr Marcus Page Flat 3, 7 St Clements Close Romsey Hampshire SO51 8FF	Mr Simon Branston-Jones 07.07.2023	No objection	
2. <u>23/00635/LBWS</u> 09.06.2023 ROMSEY TOWN	Remove and replace tender.	Mr Marcus Page Flat 3, 7 St Clements Close Romsey Hampshire. SO51 8FF	Mr Simon Branston-Jones 07.07.2023	No Objection	

Signature:

Date:

3. <u>23/01476/FULLS</u> 08.06.2023 ROMSEY TOWN	Single storey side extension following removal of porch, and alterations to fenestration.	Mr Ruff 24 The Tyleshades Romsey Hampshire SO51 5RJ	Mrs Sacha Coen 01.07.2023	Objection	The build element brings the front door directly onto the edge of the pavement. There will be loss of an important piece of landscaping which softens the corner and will be entirely lost. The proposed extension is not in keeping with the street scene or suburban feel of the estate.
4. <u>23/01480/FULLS</u> 08.06.2023 ROMSEY TOWN	Replace solid roof of conservatory and glaze rear elevation.	Mr And Mrs Maidment 9 Millstream Rise Romsey Hampshire SO51 8HA	Mrs Sacha Coen 01.07.2023		
5. <u>23/01496/ADVS</u> 09.06.2023 ROMSEY TOWN	Display of Advertisement text on site hoarding.	Churchill Retirement Living Edwina Mountbatten House Broadwater Road Romsey Hampshire SO51 8GH	Katie Savage 14.07.2023	Objection	RTC would suggest advertising material is premature as planning permission has yet to be granted for the site.
6. <u>23/01497/FULLS</u> 09.06.2023 ROMSEY TOWN	Erection of site hoarding (Retrospective).	Churchill Retirement Living Edwina Mountbatten House Broadwater Road Romsey Hampshire SO51 8GH	Katie Savage 14.07.2023	Objection	RTC strongly object to hoarding 02 opposite the dwellings in Palmerston Street. RTC have no objection to 03

7. 23/01501/TREES 09.06.2023 ROMSEY TOWN	Hornbeam (T1) – Fell.	Sam Lister October Cottage 22 Mill Lane Romsey Hampshire SO51 8EU	Mr Rory Gogan 04.07.2023	Objection	This is the gateway to Romsey and RTC would prefer a more sympathetic hoarding colour to sit with the surrounding properties and a material to be used which creates less noise reverberation as is present with the existing hoarding.

Meeting ended at: 9.00 pm

Next meeting: Thursday 13 July at 7.30 pm

Signature:

Date:

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 18th April 2023

In the Chair: Councillor S. Wilkinson

Attendance:

P. Cllr. D. Baverstock
P. Cllr. J. Burnage
A. Cllr. J. Cairney
P. Cllr. M. Cooper
P. Cllr. I. Culley
P. Cllr. N. Gwynne

P. Cllr. J. Critchley
- Cllr. K. Dunleavy
P. Cllr. J. Parker
P. Cllr. C. Wise
P. Cllr. S. Wilkinson

Clerk: Judith Giles
Public: 1

Present:

Debbie Forder – Events Manager
Howard Brisland – Building Manager
Suzi Shilling – Business, Events & Tourism
Officer

1. APOLOGIES

Apologies received from Cllr. J. Cairney

2. DECLARATION OF INTEREST

Cllr. D. Baverstock – Unity

3. MINUTES

The minutes of the Building & Town Committee Meeting held on 7th February 2023 were confirmed as a correct record.

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. I. Culley

CARRIED

Matters Arising –

Agenda item 8 – The Chief Officer confirmed TVBC has not paid £4,000 towards the Business, Events & Tourism Officer role as in previous years, as they now pay for one of her days a week.

Agenda item 11 - The Chief Officer reported Full Council meeting on 21st March 2023 approved plan for Newsletter in future to be available on RTC website and other social media platforms.

A printed version will be available at different locations throughout the area. The Chief Officer asked Councillors to let her know of suitable locations for the Newsletter to be placed.

4. PUBLIC PARTICIPATION

Sea Cadets Leader – stated if the sea cadets can be of help in any way within the community please let her know.

5. ARCHIVIST REPORT

Noted. The Archivist – Barbara Burbridge reported she has requested individual photographic portraits of all recent mayors. The Chief Officer will liaise with Barbara to fulfil this exercise.

Romsey Town Council

Town Hall
1, Market Place
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SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 18th April 2023

6. WALL HANGING IDENTIFICATION

RESOLUTION NO. 23/35

It was **RESOLVED** to add explanatory plaques to all hanging memorabilia

PROPOSED: Cllr. C. Wise

SECONDED: Cllr. N. Gwynne

CARRIED

7. REVIEW OF BOOKINGS

The Events Manager reported Town Hall bookings are still on the increase. The Committee congratulated the Event's Manager for all her hard work.

8. FINANCE REPORT

Noted. The Chief Officer reported the overspend on the casual workers cost centre is due to the extra bookings taken for hiring of the Town Hall.

9. BUILDING MANAGER'S REPORT (Appendix 1)

Noted. The Building Manager reported we now have all REPC documents in the Town Hall. The Archivist is going to assess the collection for historical value. Cllr. J. Parker requested the final set of REPC minutes are sent to the HCC Records Office to be registered with all previous REPC minutes. The Building Manager was asked if mobility scooters are allowed in the lift. He reported they are not and signage is in place within the lift and he is currently procuring additional signage for outside the lift. The Building Manager reported he is awaiting information from Phoebe Merrick for REPC display cabinet in the Council Chamber.

10. BUSINESS, EVENTS AND TOURISM OFFICER REPORT (Appendix 2)

Noted.

11. ROMSEY TOWN COUNCIL ALLOTMENTS RENT

RECOMMENDATION: To approve rental increase from Broadlands Estates for Romsey Town Council Allotments site from £1,100 per annum to £1,725 per annum (£15 per plot per annum)

RESOLUTION NO 23/36

It was **RESOLVED** to approve rental increase from Broadlands Estates for Romsey Town Council Allotments site from £1,100 per annum to £1,725 per annum (£15 per plot per annum)

PROPOSED: Cllr S. Wilkinson

SECONDED: Cllr. D. Baverstock

CARRIED

A discussion was had regarding possible small yearly increase to allotment rents.

12. EMPLOYMENT OF LENGTHSMAN

RECOMMENDATION: to approve Chief Officer sign Agreement for Employment of Lengthsman

RESOLUTION NO. 23/37

It was **RESOLVED** to approve Chief Officer sign Agreement for Employment of Lengthsman

PROPOSED: Cllr D. Baverstock

SECONDED: Cllr. J. Critchley

CARRIED

Romsey Town Council

Town Hall
1, Market Place
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SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 18th April 2023

13. PROJECT LIST

No projects to be added to the list

14. ROMSEY FUTURE

No meetings have been held recently

15. MAYORAL AWARD SCHEME/ENVIRONMENTAL AWARD

RESOLUTION NO. 23/38

It was **RESOLVED** to grant the following a Mayor's Award to Wilder Romsey and Hampshire & Isle of Wight Trust

PROPOSED: Cllr. C. Wise

SECONDED: Cllr. S. Wilkinson

CARRIED

16. GRANTS

RESOLUTION NO. 23/39

It was **RESOLVED** to grant Romsey Charities Fair £200

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. N. Gwynne

CARRIED

RESOLUTION NO. 23/40

It was **RESOLVED** to grant Unity £850

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. M. Cooper

CARRIED

RESOLUTION NO. 23/41

It was **RESOLVED** to grant Romsey Chamber Music Festival £500

PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr. C. Wise

CARRIED

Spotlight

The Chief Officer was requested to contact the schools Spotlight are looking to help by giving them mental health packs and report back to next Building & Town Meeting on 6th June 2023.

RESOLUTION NO. 23/41

It was **RESOLVED** to grant £100 to Victim Support

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. N. Gwynne

CARRIED

Meeting closed 8.54p.m.

Romsey Town Council App 1

Town Hall
1, Market Place
Romsey
SO51 8YZ

Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk



Building Manager Report to Building and Town Committee 18th April 2023

1. **Chairs** All the 171 chairs in both the Council Chamber and Court Room have been professionally cleaned.
2. **Risk Assessment** With the REPC Merger the Risk Register has been updated.
3. **Tadburn Notice Board** New notice board has been fitted.
4. **REPC Maintenance Contracts** These have been updated and incorporated into RTC systems. Woodley Land, Roundabouts and Bus Shelters.
5. **REPC Archive** This has been brought into the TH Basement. Barbara Bainbridge the Archivist will have a look to see if there are any "golden nuggets"!
6. **Volunteers Flag** I will be applying for conservation funding to the Barker-Mill Foundation. We should know if this is successful by the end of July.
I have also contacted Hampshire Cultural Trust, who have yet to respond.
7. **Merger RTC/RE** All assets have been located, surveyed, moved to the TH if portable and added to our asset list where appropriate. Woodley Village Hall will have a full condition survey later in the year to establish the base line and bring it within the RTC procedures for maintenance of buildings.
8. **Exterior Decorations** The decoration has been completed on all aspects. The scaffold has been removed on the Bell St. elevation and modified on the rear and West elevations to enable the roof works to begin 17th April.
During survey no significant issues have been found. So far!
9. **Town Way Markers** Quotations have been very slow in coming in. Therefore, I have invited additional companies who I hope will be more reactive.
10. **Summer Bunting** With the retirement of volunteer Ian Richards we now have our Christmas Lights Contractor to erect and remove the Summer Bunting. This also now lets us conform to the relevant legislation to which we were not before.

Romsey Town Council App 1

Town Hall
1, Market Place
Romsey
SO51 8YZ



Tel: 01794-512837
Email: howard.brisland@romseytc.org.uk

11 **Kings Chase
Allotments**

I have been working with the new Management Committee on aligning their operations with the Southampton Road "model". We have also rendered assistance with repairs to taps, provision of cones and the ongoing parking issues.

Monthly Report to Building and Town Committee

ShopWatch how has over 60 participants (and still growing) from local shops throughout Romsey and is working well with shop owners alerting everyone when an incident occurs with good descriptions and even photos. Feedback has been really positive. Met with Stockbridge Parish Council about introducing their own ShopWatch.

The Test Valley Leaflet Exchange / Tourism Networking event which was held on the 1 March was a great success with over 20 exhibition stalls networking and talking to tourism businesses. With the great feedback this will now be an annual event.

Kings Coronation Volunteer Market the Big Help Out on Monday May 8 is now awaiting confirmation of all stalls.

Working with Nicqui to help with the Mayors Big Grand Draw and also the concert which was really well received. We have some amazing prizes given by attractions and businesses from the area which we will be selling on the Piazza over the Coronation weekend events.

Event & Business Group Meetings:

- Romsey Mutual Business Group Breakfast Meetings
- Test Valley Community Safety Management Group
- **Continued action** - Romsey Disabled People Partnership – Worked with TVBC and was introduced to members. The group is looking to increase attendees to help discuss how the Town can help, assist, and cater for those with all disabilities. Please continue to pass this plea onto your constituencies.
- Romsey Chamber of Commerce Networking, Breakfast Meetings and Exec Meetings
- Test Valley Tourism Meetings
- Beggars Fair Committee Meetings
- Romsey Carnival Committee Meetings
- Romsey Festival Meetings
- Stockbridge Parish Council meeting to talk about ShopWatch
- Churchill Retirement Living
- Romsey Forum
- Romsey Extra Merger
- Mayors Concert

Organisations

Met with:

Men's Shed Romsey – took a tour of their establishment and met the committee members who talked about their history and future plans.

Chamber of Commerce – attended Exec meetings, breakfast meeting and social gatherings. Going to work with them to introduce some after work drop in sessions on social media with guest speaks with other expertise from the Chamber to be held at RTH.

Met with Christianne Ireland from **Unity Online** co ordinating the Volunteer Market May 2023

Jane Scarth House

Business

Personal Best Education

Gambledown Farm

Hampworthy Estate

Jackie Edwards, Antique Fair

International Hair Cosmetics, Abbey Industrial Estate ref Romsey Relay

TVBC

Monthly catch-up meetings with **Jennie Pell**, Economic Development Officer – starting a new project discovering all the businesses in the Romsey area which will take me around all the industrial estates with a survey.

Tourism Comms meeting plan

Monthly catch up with **Louisa Rice**, Engagement Team Leader

Bi-monthly catch up with Andy Ferrier

HCC

Two uneven slabs of pavement reported in the hundred; outside Superdrug a lady fell over 11th April 2023 and also the edge of the road paving outside Reeves the bakers.

Elected Members

Ad hoc meetings with Councillors to resolve any issues and keep updated with all things Romsey.

Key priorities:

Short Term:

Tourism App (Faye)

- Added 5 walks so far – still more being added.

- Awaiting change to initial front face of app.

Future events

- St George's Day Parade – 23 April
- Romsey Chamber Quiz at RTH – **Do we want a team!?** – 27 April
- The Royal Coronation Street Party – 6 May
- The Royal Coronation Big Help Out Volunteer Market – 8 May
- Antiques Fair – 14 May
- Mayor Making and 'Live Grand Draw' – 16 May
- Jobs Fair – working with TVBC and DWP - June
- Social media course for small businesses – Late spring/early summer
- Dogstival – 4 June
- Four Fun Fridays / Wacky Wednesdays for summer holidays next year.

Opportunities

- Christmas Market
- Ongoing - Collate and compile database of attractions/accommodation providers/retail/cafes/pubs and restaurants for tourism website and where needed the tourism app
- Ongoing - obtain quality photos for tourism app and website.

Threats

- Turning trend of converting commercial shops and office space to residential in Central Romsey.
- Loss of M & Co – big area and centrally placed.

Long Term:

- Redesign and resize logo for all Visit Romsey social media and website to complement Visit Test Valley branding.
- Future funding for tourism: tourism app, promoted posts on social, photoshoot, rebranding.

Meetings and events coming up:

Romsey and District Society, Annual Lecture

Romsey Future Board

Romsey Chamber AGM Wednesday 7 June

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 6th June 2023

In the Chair: Councillor S. Wilkinson

Attendance:

A Councillor C. Birkett	P Councillor A. Goddard
P Councillor C. Burgess	P Councillor N. Gwynne
A Councillor J. Burnage	P Councillor R. Kohli
P Councillor M. Cooper	P Councillor J. Parker
A Councillor J. Critchley	
P Councillor I. Culley	
A Councillor S. Gidley	

Clerk: Judith Giles
Public: 0

Present:

Howard Brisland – Building Manager
Suzi Shilling – Business, Events & Tourism
Officer

1. APOLOGIES

Apologies received from Debbie Forder – Events Manager, Cllr. C. Birkett, Cllr. J. Burnage, Cllr. J. Critchley, Cllr. S. Gidley

2. CHAIRMAN AND VICE-CHAIRMAN 2022-2023

Cllr. M. Cooper proposed Cllr. S. Wilkinson as Chair, seconded by Cllr. N. Gwynne

CARRIED

Cllr. C. Burgess proposed Cllr. J. Parker as Vice Chair, seconded by Cllr. N. Gwynne

CARRIED

3. DECLARATION OF INTEREST

None

4. MINUTES

The minutes of the Building & Town Committee Meeting held on 18th April 2023 were confirmed as a correct record.

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. M. Cooper

CARRIED

Matters Arising –

Agenda item 6 – The Chief Officer reported Howard Brisland – Building Manager is in discussions with Barbara Burbridge – Honorary Archivist regarding explanatory plaques for all hanging memorabilia. Cllr. M. Cooper requested the Chief Officer locates the list of names of signatures detailed on the 1957 Charter. Agenda item 16 – **Spotlight Grant Request**

The Chief Officer reported she has contacted the schools Spotlight are looking to help by giving them mental health packs but to date had no reply.

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 6th June 2023

5. PUBLIC PARTICIPATION

None

6. ARCHIVIST REPORT

None

7. REVIEW OF BOOKINGS

The Chief Officer reported Town Hall bookings are still on the increase. Barclays are to be in attendance on a Wednesday shortly as well as Tuesdays and Thursdays.

8. FINANCE REPORT

Noted. The Chief Officer was asked to investigate separate accounts for RTC funds in light of merger with Romsey Extra Parish Council.

9. BUILDING MANAGER'S REPORT (Appendix 1)

Noted. It was agreed Building Manager could go ahead and purchase a noticeboard for Woodley Village Hall the same as the new ones in Tadburn and Cupernham Wards. A discussion was held regarding removal of REPC sign on the Ashfield Roundabout. The Building Manager requested Councillors let him know if they would like to volunteer to check the Black Way Marker signs in the town. The Building Manager reported he is to attend a Launch of Solar Panel Energy Presentation in Stockbridge with a view to having solar panels on the Town Hall.

10. TOWN HALL FIRE ALARM REPLACEMENT RESOLUTION NO. 23/01

It was **RESOLVED** to approve the Building Manager replace fire alarm as discussed at a cost of £800

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. C. Burgess

CARRIED

11. BUILDINGS & COMMUNITY WORKING GROUP

Cllr. J. Parker, Cllr. N. Gwynne and the Chair of Romsey Town Council – Cllr. J. Ray will be represented on the Buildings & Community Working Group

12. BUSINESS, EVENTS AND TOURISM OFFICER REPORT (Appendix 2)

Noted. The Business, Events & Tourism Officer – Suzi Shilling reported there has been a build up of youths in Romsey going into shops and annoying shop assistants and stealing. She has set up a ShopWatch group and is also working closely with the police. It was reported there are now several empty premises in the town. Cllr. J. Parker asked if a list of empty premises could be included as part of the Business, Events & Tourism Officer's report.

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BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 6th June 2023

13. WILDER ROMSEY

RECOMMENDATION: it is **PROPOSED** by Cllr. N. Gwynne and **SECONDED BY** Cllr. J. Burnage that Wilder Romsey comes under the administration of RTC Officer, with any current monies being passed to RTC as well as the website and google group email. Any Wilder Romsey projects to be considered under the Projects List

RESOLUTION NO. 23/02

It was **RESOLVED** Wilder Romsey comes under the administration of RTC Officer, with any current monies being passed to RTC as well as the website and google group email. Any Wilder Romsey projects to be considered under the Projects List

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. J. Burnage

CARRIED

14. PROJECT LIST

It was agreed to set up a Working Group to go thru' list of potential small projects in the town. The Chief Officer to arrange a meeting. Proposals will be brought to the Buildings & Community Committee meeting.

15. INFORMATION BOARD – MEMORIAL PARK

RESOLUTION NO. 23/03

It was **RESOLVED** to approve the Chief Officer gets the Information Board in the Memorial Park updated to include the Rotary Club of Romsey Test Mayor's Picnic. The Rotary Club will pay half the costs.

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. N. Gwynne

CARRIED

Councillors were requested to bring ideas of where balance of WW1 Funds remaining may be spent.

16. ROMSEY FUTURE

The Romsey Future Programme Board met on 1 June 2023. The meeting reviewed two additional projects: Walking and cycling route 4 and Ampfield Wood Access. Both projects were endorsed in principle but like all the other projects submitted so far, they await technical and financial appraisal before it can be certain that they are technically feasible and that funding can be found.

The current list of projects seeking Romsey Future active support includes:

- 5 x walking and cycling infrastructure projects raised by the Romsey Future workstream.
- 2 x Romsey Town Council Projects.
- 1 x Romsey & District Society Project.

In reviewing walking and cycling route 4 the Board recommended that improvements designed to improve pedestrian and mobility scooter crossing of Southampton Road at the football ground end should form a separate project as the traffic impact of three pedestrian crossings in close proximity needed to be understood.

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BUILDINGS & COMMUNITY COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 6th June 2023

All these projects require technical and financial information before it is possible to put the projects in a priority order. There is little hope of getting funding from HCC unless the improvement addresses an urgent safety issue. However, there is funding available from the Active Travel Fund and one or two other central government sources. Additionally, there will be money in RTC's Community Infrastructure Levy reserve when funds are transferred from REPC.

In the meantime, RTC members of the Programme Board are pressing Cllr Nick Adams-King to find technical and financial resources from TVBC or HCC to help complete the necessary information on these projects and to identify sources of funding. Cllr Parker requested that at each meeting of the Programme Board a simple status report of each project should be presented. When this becomes available it will be circulated to the RTC Buildings and Community Committee.

Chief Officer to email Network Rail and thank them for an excellent job on the Greatbridge Road Bridge. She will request the bridge at Bridge Road is re-painted.

17. MAYORAL AWARD SCHEME/ENVIRONMENTAL AWARD

None. The Chief Officer to provide a list at every meeting of organisations/individuals who have been nominated.

18. GRANTS

The Chief Officer to inform Cupernham Junior School their Grant Request has not been given as it does not fit the RTC criteria

Meeting closed 9.05p.m.

Romsey Town Council App 1

Town Hall
1, Market Place
Romsey
SO51 8YZ

Tel: 01794-512837
Email: howard.brisland@romseytc.org.uk



Building Manager Report to Buildings and Communities Committee 6th June 2023

- 1 **KC Allotments** After an awful lot of work by myself, ably supported by Debbie Forder and Judith Giles. The new Committee is working well and should now be a "light touch" as we do with Southampton Road.
I am also liaising with Kevin Harrington at TVBC regarding new "Estate Fencing" and a car park gate to resolve the parking issues. The gate is on the Project List.

If I had realised the administrative mess these Allotments were in I would not have been quite so quick to take this on!!
2. **Speed Limit
Reminder Sign** Having reviewed the work already carried out. I believe that we could trial using the sign in the allocated positions using our own inhouse resources. Further locations can be added in time such as Fishlake Meadows.
3. **Woodley Village
Hall Notice Board** A new notice board has been added to the project list. I can procure a new one similar to the Cupernham & Tadburn ones. However, I believe we could refurbish it for around a third of the cost.
4. **Ashfield
Roundabout
Signage** The Romsey Extra Parish Council signs have been damaged. Their location requires certified roadworkers and a Section 50 license to possibly repair or remove them. However, should they now be Romsey Town Council?
5. **Wi-Fi** Two new access points have been installed to eliminate the "Black Spots" in the building. We will now be able to use our cashless payments system everywhere thus further reducing our cash handling.
6. **Volunteers Flag** I have submitted an application for conservation funding to the Barker-Mill Foundation. We should know if this is successful by the end of July.
I Hampshire Cultural Trust do not support this type of work! I have had some information on funding from Sue Mullane of Romsey Arts Group via KJ House. I will investigate if this application is unsuccessful.

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7. **Woodley Village Hall** I will be meeting with the Chairman to introduce and see how we can assist. There is a live project at present replacing the soffits and facias. The Hall will have a full condition survey later in the year to establish the base line and bring it within the RTC procedures for maintenance of buildings.

8. **Exterior Decorations** The pitched roof on the southern end of the building has now been finished. Work is continuing on the three flat roofs on the west side. The highest one is complete. Still no significant issues have been found. So far!

9. **Town Way Markers** We have been contacted by the Catholic Church as they would like an additional sign in The Abbey opposite their entrance. I can easily add this to the project. They will pay the charges.
Overall, the project is slowly progressing. I would like a willing volunteer to walk the routes when I have all the information to ensure I have included everything.

10. **REPC Printer** The ex REPC photocopier/printer has now been added to the TH network as a backup to the main machine. It is located in my office.

- 11 **Email Accounts** The new Councillors have been issued with email accounts. Issues with the Microsoft Authenticator App have been resolved. It has been switched off, only having been switched on automatically during an upgrade by Microsoft! It is interesting that only some accounts were affected.

- 12 **Wheelchair / Lift Signage** After the discussion at the last meeting regarding mobility scooters and the lift. A wheelchair has been procured and is stored in the lift lobby.
New signage has been actioned.

Monthly Report to Building and Communities Committee

Sadly, the Coronation was a wash out with the wettest day possible! However diehard fans were in attendance and fun was had by all who braved the weather. Nicqui and I were there on the day to sell the Mayors Big Draw and managed to sell in the region of £450 and gave great awareness of the Town Council and local attractions and businesses who kindly gave prizes.

Kings Coronation Volunteer Market the Big Help Out on Monday May 8 was also a little wet but still had a great turnout. We had 12 stalls and many people kindly signed up to be volunteers. Radio Solent kindly heard my pleas and covered the story live, interviewing myself, Christianne from Unity and also the stall holders. Everyone went away happy from the day and looking forward for the Big Volunteer Fair in January 2024.

Working with Nicqui to help with the Mayors Big Grand Draw which was a great success and drawn on the night of the mayor's changeover. We had some amazing prizes given by attractions and businesses from the area.

This year is Romsey Festival which is on for the first two weeks of July where you can discover over 250 events in and around the Romsey District. Please help promote and advertise them to your constituents. All events can be viewed on the www.romseyfestival.org.

Event & Business Group Meetings:

- Romsey Mutual Business Group Breakfast Meetings
- Test Valley Community Safety Management Group
- Sadler Mill group to deter river parties and swimmers.
- **Continued action** - Romsey Disabled People Partnership – Worked with TVBC and was introduced to members. The group is looking to increase attendees to help discuss how the Town can help, assist, and cater for those with all disabilities. Please continue to pass this plea onto your constituencies.
- Romsey Chamber of Commerce Networking, Breakfast Meetings and Exec Meetings
- Test Valley Tourism Meetings
- Beggars Fair Committee Meetings
- Romsey Carnival Committee Meetings
- Romsey Festival Meetings

Organisations

Met with:

Beggars Fair – agreed security arrangements and liaised about plans and set ups for the day.

Chamber of Commerce – attended Exec meetings, breakfast meeting and social gatherings. Now setting up Food Fair and Summer Drinks get together for businesses. Future plans with comms objectives to help secure new business membership.

Carnival Committee – attended meetings and secured toilets and litter bins from Ace Liftaway. Organised with French Television Company their visit and contacts for filming on the day.

Met with Christianne Ireland from **Unity Online** co ordinating the Volunteer Market May 2023

Romsey Festival – helping them with promotion / point of sale and press release to summarise July's events for Romsey.

Business

Attended Broadland Estates opening of the Orangery Rooms

Jackie Edwards, Antique Fair – set up and planning for the event

TVBC

Monthly catch-up meetings with **Jennie Pell**, Economic Development Officer – starting a new project discovering all the businesses in the Romsey area which will take me around all the industrial estates with a survey.

Tourism Comms meeting plan

Monthly catch up with **Louisa Rice**, Engagement Team Leader

Bi-monthly catch up with Andy Ferrier

HCC

Two uneven slabs of pavement reported in the hundred; outside Superdrug a lady fell over 11th April 2023 and also the edge of the road paving outside Reeves the bakers.

Elected Members

Ad hoc meetings with Councillors to resolve any issues and keep updated with all things Romsey.

Key priorities:

Short Term:

Future events

- Mayors Picnic and Duck Race
- Romsey Festival – over 200 events in the first two weeks of July
- Beggars Fair
- Carnival and Bed Race
- Jobs Fair – working with TVBC and DWP – now moved to September
- Social media course for small businesses – summer
- Four Fun Fridays / Wacky Wednesdays for summer holidays next year.

Opportunities

- Christmas Market
- Checklist and guide for events in Romsey

- Ongoing - Collate and compile database of attractions/accommodation providers/retail/cafes/pubs and restaurants for tourism website and where needed the tourism app
- Ongoing - obtain quality photos for tourism app and website.

Threats

- Turning trend of converting commercial shops and office space to residential in Central Romsey.
- State of pavements in Town Centre

Long Term:

- Redesign and resize logo for all Visit Romsey social media and website to complement Visit Test Valley branding.
- Future funding for tourism: tourism app, promoted posts on social, photoshoot, rebranding.

Meetings and events coming up:

Romsey and District Society, Annual Lecture

Romsey Chamber AGM Wednesday 7 June

Italian Twinning Visit (Treviglio performers) – 7 July

250 + Romsey Festival events – July

Romsey Food Fair planning

Tourism Meeting

Incuhive new business startup

Tracy Lambe – Job Fair in September

Asset based Community Development – Romsey Future

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 2nd May 2023

ATTENDANCE:

P	Councillor D. Baverstock	P	Councillor N. Gwynne
-	Councillor J. Cairney	P	Councillor J. Parker
P	Councillor J. Critchley(Chair)	P	Councillor S. Wilkinson
P	Councillor I. Culley		

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. Apologies

None

2. Declarations of Interests

None

3. Minutes

- i) To receive the Finance & Resource Committee Meeting Minutes of 28th February 2023

PROPOSED: Councillor D. Baverstock

SECONDED: Councillor S. Wilkinson

CARRIED

- ii) **Matters Arising**

None

4. Public Participation

None

5. Town Hall Income

The Chief Officer reported Town Hall bookings for 2022-23 continue to be on the increase. The Committee thanked the Events Manager.

6. Finance Report 2020/21

The Chief Officer presented Month 12 to the Committee. A couple of queries were raised with regards to the payments sheet which the Chief Officer explained.

7. Salaries Breakdown Summary for 2022/23

Noted.

RESOLUTION NO. 23/42

It was **RESOLVED** to discontinue the Salary Breakdown Summary as it is reported in Financial Monthly Reports.

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. J. Parker

CARRIED

8. Fixed Asset Register – 31st March 2023

RECOMMENDATION: to recommend to Full Council approval of updated Fixed Asset Register – 31st March 2023

RESOLUTION NO. 23/43

It was **RESOLVED** to recommend to Full Council approval of updated Fixed Asset Register – 31st March 2023

PROPOSED: Councillor S. Wilkinson

SECONDED: Councillor J. Parker

CARRIED



MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 2nd May 2023

9. Romsey Town Council Year End Accounts for 2022-23

RECOMMENDATION: to recommend to Full Council approval of Year End Accounts for 2022-23

RESOLUTION NO. 23/44

It was **RESOLVED** to recommend to Full Council approval of Year End Accounts for 2022-23

PROPOSED: Councillor J. Parker

SECONDED: Councillor D. Baverstock

CARRIED

10. Romsey Extra Parish Council Year End Accounts for 2022-23

RECOMMENDATION: to recommend to Full Council approval of Year End Accounts for 2022-23

RESOLUTION NO. 23/45

It was **RESOLVED** to recommend to Full Council approval of Year End Accounts for 2022-23

PROPOSED: Councillor J. Parker

SECONDED: Councillor D. Baverstock

CARRIED

11. Romsey Town Council Final Internal Audit – 31st March 2023

RESOLUTION NO. 23/46

It was **RESOLVED** to recommend to Full Council approval of Romsey Town Council Final Internal Audit – 31st March 2023

PROPOSED: Councillor J. Parker

SECONDED: Councillor N. Gwynne

CARRIED

Cllr. J. Critchley congratulated the Chief Officer and her staff for a very good Audit Report.

Romsey Town Council/Romsey Extra Merger

The Chief Officer reported the merger is now complete, except for a few outstanding financial matters which Cllr. J. Parker is currently sorting.

Grants

RESOLUTION NO. 23/47

It was **RESOLVED** to grant the Romsey Carnival Committee £400 towards the King's Coronation Street Party

PROPOSED: Councillor D. Baverstock

SECONDED: Councillor S. Wilkinson

CARRIED

Meeting Ended: 8.29p.m.

Handwritten signature: J. Parker

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 27th June 2023

ATTENDANCE:

P	Councillor J. Critchley(Chair)	P	Councillor J. Parker
P	Councillor I. Culley	A	Councillor J. Urquhart
P	Councillor N. Gwynne	P	Councillor S. Wilkinson

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. Apologies

Cllr. J. Urquhart

2. Chairman and Vice-Chairman 2022-2023

Cllr. N. Gwynne proposed Cllr. J. Critchley as Chair, seconded by Cllr. J. Parker

CARRIED

Cllr. J. Burnage proposed Cllr. N. Gwynne as Vice Chair, seconded by Cllr. S. Wilkinson

CARRIED

3. Declarations of Interests

None

4. Minutes

i) To receive the Finance & Resource Committee Meeting Minutes of 2nd May 2023

PROPOSED: Councillor Cllr. N. Gwynne

SECONDED: Councillor J. Parker

CARRIED

ii) **Matters Arising**

None

5. Public Participation

None

6. Town Hall Income

Noted. The Chief Officer reported Town Hall bookings for 2023-24 continue to be on the increase.

7. Finance Report 2023/24

The Chief Officer presented Month 2 to the Committee. Cllr. I. Culley asked when the Chief Officer was going to review Romsey Town Council funds banking sources. The Chief Officer reported once the Romsey Extra Parish Council External Audit has been completed, she will then investigate the best banking arrangements for increased funds due to the merger of REPC and Romsey Town Council.

8. Asset Register Review 2023-24

The Committee discussed the 2023-24 Asset Register. The Chief Officer to investigate Speed Reminder Sign Asset Valuation which is shared with Nursling and Rownhams. The Chief Officer to get clarification of Asset Note No.2 and report back at the next Finance & Resources Committee Meeting.

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 27th June 2023

9. Councillor Finance Check

As Chair of Finance & Resources Committee, Cllr J. Critchley carried out an independent check of RTC Finances for 1st April 2022 – 31st March 2023 as recommended by Internal Auditor. Cllr. J. Critchley confirmed he has no areas of concern.

10. Romsey Town Council/Romsey Extra Merger

The Chief Officer reported she is currently working on Romsey Extra Parish Council External Audit. The REPC funds cannot be transferred to RTC until the External Auditor has signed off the accounts which is anticipated to be in the Autumn.

11. Building Manager Job Title Change

RECOMMENDATION: in view of merger with Romsey Extra Parish Council the Chief Officer recommends "Building Manager" Job Title is changed to "Buildings and Environment Manager"

RESOLUTION NO.

It was **RESOLVED** in view of merger with Romsey Extra Parish Council RTC "Building Manager" Job Title is changed to "Buildings and Environment Manager"

PROPOSED: Councillor S. Wilkinson

SECONDED: Councillor J. Burnage

CARRIED

The Chief Officer to update Job Description accordingly.

12. Grants

RESOLUTION NO. 23/47

It was **RESOLVED** to grant the Rotary Club of Romsey Test £400 towards the Mayor's Picnic

PROPOSED: Councillor J. Parker

SECONDED: Councillor N. Gwynne

CARRIED

The following to be added to Grant Application Form *"Please note, if you are applying for a fundraising event, the grant can be considered towards the cost of running the event, but must not form part of the funds to be donated".*

Meeting Ended: 8.19p.m.

Romsey Town Council
Budget Report to 31st May 2023

General Notes:

Attached are the summary income & expenditure report for month 2 to May 2023. This report shows a current year surplus of income over expenditure of £169,556 which includes the 1st half of the precept which was received on 12th April 2023.

The council has two long term liabilities of a loan with a current balance of £50,810 & £95,341, they are paid in twice yearly instalments and will be fully repaid by 18th May 2035 & 30th June 2046 respectively. The council took out a second loan for town hall lift.

The balance sheet shows that total funds available to the council are £442,530:

This is made up of the following -

Current Year Surplus	£169,556
General Reserve Brought Forward	£165,147
Other Earmarked Reserves	£107,827
Total	£442,530

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 16.66% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 2 was 15.3% of the annual budget.

Please note this report is not designed to alleviate members or the RFO of their responsibility in managing the Town Council finances. It is merely provided as a snapshot of the current financial position and to highlight to members any potential problem areas that have been identified within the accounts.

The budget is set by The Council and it is the member's responsibility in partnership with the RFO to monitor and control the financial position throughout the year. More detailed information is available to Councillors than is provided for here.

Analysis by Cost Centre

101	Administration
Month Budget	£12,594
Actual	£9,205
Under/(Over)	£3,389

Year to Date Budget	£151,128
Actual	£30,338
% of Budget Used	20.07%

Annual IT support for £12,174 and annual subscription of £2,292 for HALC & NALC was paid in April 2023.

No further concerns.

103	Grants
-----	--------

No further concerns.

104	Civic
-----	-------

No further concerns.

105	Finance
-----	---------

Annual insurance cost of £7,305 was incurred in April for 2023/24 against its annual budget of £6000.

No further concerns.

107	Market
-----	--------

No further concerns.

Romsey Town Council
Budget Report to 31st May 2023

Analysis by Cost Centre (Continued)

110 Town Hall

Month Budget	£17,264
Actual	£19,178
Under/(Over)	-£1,914

Year to Date Budget	£207,165
Actual	£33,600
% of Budget Used	16.22%

No further concerns.

111 Town Hall Bar

No further concerns.

112 Town Hall Film Shows

No further concerns.

120 Allotments - Southampton Road

No concerns.

121 Allotments - Kings Chase

No concerns.

125 Town Centre Management

No further concerns.

130 Environmental

No concerns.

135 Marshalls

No concerns.

140 Planning

No concerns.

160 War Horse Fund

No concerns.

170 Christmas Lights Fund

No concerns.

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Trade Debtors	(1,753)	
103	Prepayments	5,447	
105	VAT	5,536	
120	Bar Stock	1,434	
201	Lloyds Current Account	424,038	
202	Building Managers Imprest A/c	599	
204	TSB Deposit A/c	4,991	
212	Mayors Charity A/c	6,037	
215	War Horse A/c 35433560	14,557	
230	Bar Float	300	
Total Current Assets			461,185
<u>Current Liabilities</u>			
500	Trade Creditors - CHQ	3,052	
506	Retentions Payable	1,031	
515	PAYE and NI Due	3,739	
516	Superannuation Due	2,676	
534	Mayors Charity Control Acct	6,522	
545	Wilder Romsey	1,169	
561	Booking Deposits	65	
562	Damage Deposits	400	
Total Current Liabilities			18,655
Net Current Assets			442,530
Total Assets less Current Liabilities			442,530
<u>Represented by :-</u>			
301	Current Year Fund	169,556	
310	General Reserve	165,147	
321	EMR Allotment Fund SR	6,789	
336	EMR Town Hall Major Mainten'ce	37,542	
337	EMR Town Hall Equipment	6,667	
339	EMR Marshals In Romsey	245	
340	EMR Elections	8,757	
343	EMR Romsey Website	2,812	
345	EMR War Horse Fund	11,369	
349	EMR Grants	2,200	
350	EMR Markets	1,908	
351	EMR Town Centre Management	7,092	
353	EMR Neighbourhood Plan	913	
354	CIL Receipts	9,470	
355	EMR WW1 Event	1,797	
356	EMR Romsey Emergency Plan	2,309	
358	EMR Tourism & Heritage App	7,958	
Total Equity			442,530

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1070 Income - Planning Clerk	0	224	0	(224)			0.0%	
Administration :- Income	0	224	0	(224)				0
4001 Salaries	5,029	10,058	82,980	72,922	72,922	72,922	12.1%	
4002 Employers N.I	485	970	7,456	6,486	6,486	6,486	13.0%	
4003 Employers superann	700	1,401	11,610	10,209	10,209	10,209	12.1%	
4006 Contract Accountancy Costs	946	(320)	7,000	7,320	7,320	7,320	(4.6%)	
4009 Staff Travel	0	0	50	50	50	50	0.0%	
4013 Website Admin	42	84	350	266	266	266	23.9%	
4020 Staff Training	0	0	300	300	300	300	0.0%	
4040 Recruitment Advertisements	0	0	150	150	150	150	0.0%	
4512 Telephone	118	238	1,800	1,562	1,562	1,562	13.2%	
4513 Postage	(0)	7	1,000	993	993	993	0.7%	
4514 Stationery	81	116	1,000	884	884	884	11.6%	
4515 Photocopying	680	680	2,600	1,920	1,920	1,920	26.2%	
5012 Council Offices in Town Hall	1,000	2,000	12,000	10,000	10,000	10,000	16.7%	
5250 Subscriptions	0	2,581	2,600	19	19	19	99.3%	
5260 Outsourced Payroll	69	144	1,000	856	856	856	14.4%	
5270 IT & Computer Costs	55	12,229	19,232	7,003	7,003	7,003	63.6%	
5291 Professional Fees -RE Merger	0	150	0	(150)	(150)	(150)	0.0%	
Administration :- Indirect Expenditure	9,205	30,338	151,128	120,790	0	120,790	20.1%	0
Net Income over Expenditure	(9,205)	(30,113)	(151,128)	(121,015)				
103 Grants								
5890 Community Grants	400	1,550	8,500	6,950	6,950	6,950	18.2%	
5893 Community Grant - Bandstand	0	0	1,000	1,000	1,000	1,000	0.0%	
6100 Arts Festival	0	0	1,000	1,000	1,000	1,000	0.0%	
Grants :- Indirect Expenditure	400	1,550	10,500	8,950	0	8,950	14.8%	0
Net Expenditure	(400)	(1,550)	(10,500)	(8,950)				
104 Civic								
4001 Salaries	0	0	500	500	500	500	0.0%	
4043 Council Newsletter	0	0	7,400	7,400	7,400	7,400	0.0%	
5011 Council Use of Town Hall	0	0	2,000	2,000	2,000	2,000	0.0%	
6502 Members training	0	0	400	400	400	400	0.0%	
6550 Meetings Advertisements	100	100	0	(100)	(100)	(100)	0.0%	
6750 Mayors Allowance	0	0	500	500	500	500	0.0%	
6760 Town Crier	0	0	450	450	450	450	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6761 Mace Bearer	0	0	195	195		195	0.0%	
6762 Civic Costs	393	487	3,500	3,013		3,013	13.9%	
Civic :- Indirect Expenditure	493	587	14,945	14,358	0	14,358	3.9%	0
Net Expenditure	(493)	(587)	(14,945)	(14,358)				
105 Finance								
1176 Precept	0	236,728	473,455	236,728			50.0%	
1190 Interest Received	239	389	50	(339)			778.6%	
Finance :- Income	239	237,117	473,505	236,388			50.1%	0
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	0	8,128	6,000	(2,128)		(2,128)	135.5%	
5271 Audit Fees	0	(860)	2,220	3,080		3,080	(38.7%)	
5280 Bank Charges	26	45	400	355		355	11.2%	
5290 Legal & Professional Fees	0	0	500	500		500	0.0%	
5400 Elections	0	24	6,000	5,976		5,976	0.4%	
7350 Tfr to Earmarked Reserves	0	0	53,134	53,134		53,134	0.0%	
Finance :- Indirect Expenditure	26	7,337	68,754	61,417	0	61,417	10.7%	0
Net Income over Expenditure	214	229,780	404,751	174,971				
107 Market								
1030 Income - Market Stalls	0	1,301	6,000	4,700			21.7%	
Market :- Income	0	1,301	6,000	4,700			21.7%	0
5250 Subscriptions	0	0	400	400		400	0.0%	
Market :- Indirect Expenditure	0	0	400	400	0	400	0.0%	0
Net Income over Expenditure	0	1,301	5,600	4,300				
110 Town Hall								
1001 Income - Rental	0	2,500	11,200	8,700			22.3%	
1002 Income - Bookings	3,951	10,104	38,000	27,896			26.6%	
1003 Town Council Office Rent	1,000	2,000	12,000	10,000			16.7%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	0	156	624	468			25.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
1052 Income - Bar Commission	27	27	0	(27)			0.0%	
Town Hall :- Income	4,978	14,787	65,924	51,137			22.4%	0
4001 Salaries	6,150	12,283	70,767	58,484		58,484	17.4%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 Employers N.I	446	883	4,866	3,983		3,983	18.2%	
4003 Employers superann	777	1,552	12,582	11,030		11,030	12.3%	
4005 Holiday Cleaning	0	0	660	660		660	0.0%	
4008 Function Attendants & Casuals	1,879	3,536	9,500	5,964		5,964	37.2%	
4010 Wages - Maintenance	737	1,473	9,838	8,365		8,365	15.0%	
4020 Staff Training	0	0	1,200	1,200		1,200	0.0%	
4030 Uniforms	0	0	300	300		300	0.0%	
4501 Janitorial	46	384	1,200	816		816	32.0%	
4504 Catering Costs	0	0	100	100		100	0.0%	
4505 Health and Safety	76	110	1,000	890		890	11.0%	
4510 Rates	2,405	4,807	22,400	17,593		17,593	21.5%	
4511 Utilities	1,082	1,227	11,000	9,773		9,773	11.2%	
4520 Licences	67	133	2,450	2,317		2,317	5.4%	
4572 Long Term Building Repairs	0	0	20,000	20,000		20,000	0.0%	
4751 Maintenance External	0	0	1,500	1,500		1,500	0.0%	
4800 Maintenance Internal	2,458	3,060	12,000	8,940		8,940	25.5%	
4850 Furniture/Equipment Purchased	457	1,134	4,000	2,866		2,866	28.3%	
4851 Fixed Cost Maintenance	64	128	8,000	7,872		7,872	1.6%	
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%	
5270 IT & Computer Costs	0	354	500	146		146	70.7%	
6014 Hanging baskets\Xmas Trees	60	60	700	640		640	8.6%	
7150 Loan Capital + Interest	2,476	2,476	4,952	2,476		2,476	50.0%	
7152 Lift Loan Capital + Interest	0	0	5,150	5,150		5,150	0.0%	
Town Hall :- Indirect Expenditure	19,178	33,600	207,165	173,565	0	173,565	16.2%	0
Net Income over Expenditure	(14,200)	(18,813)	(141,241)	(122,428)				
111 Town Hall Bar								
1013 Income - Bar Sales	418	1,567	2,600	1,033			60.3%	
3004 Corkage	0	170	0	(170)			0.0%	
Town Hall Bar :- Income	418	1,737	2,600	863			66.8%	0
3000 Bar Purchases	509	1,102	1,300	198		198	84.7%	
Town Hall Bar :- Direct Expenditure	509	1,102	1,300	198	0	198	84.7%	0
4001 Salaries	0	0	750	750		750	0.0%	
4304 Damaged Stock	0	15	0	(15)		(15)	0.0%	
4305 Stocktaking	0	0	260	260		260	0.0%	
5282 Card Reader Charges	2	11	0	(11)		(11)	0.0%	
Town Hall Bar :- Indirect Expenditure	2	26	1,010	984	0	984	2.5%	0
Net Income over Expenditure	(93)	610	290	(320)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 Town Hall Film Shows								
1051 Income - Film Refreshments	8	18	150	133			11.7%	
1053 Income - Film Tickets	271	1,098	12,000	10,902			9.2%	
Town Hall Film Shows :- Income	278	1,116	12,150	11,035			9.2%	0
4008 Function Attendants & Casuals	140	262	2,500	2,238		2,238	10.5%	
4950 Film Hire/Purchases	216	641	5,900	5,259		5,259	10.9%	
4951 Film Refreshment Costs	2	17	150	133		133	11.1%	
5282 Card Reader Charges	9	18	400	382		382	4.4%	
Town Hall Film Shows :- Indirect Expenditure	367	937	8,950	8,013	0	8,013	10.5%	0
Net Income over Expenditure	(89)	178	3,200	3,022				
120 Allotments - Southampton Rd								
1000 Income - General	0	0	2,705	2,705			0.0%	
Allotments - Southampton Rd :- Income	0	0	2,705	2,705			0.0%	0
4509 Water Rates	11	23	750	727		727	3.0%	
5250 Subscriptions	55	55	55	0		0	100.0%	
5300 Rent - Broadlands	0	0	1,100	1,100		1,100	0.0%	
5309 Maintenance Equipment	0	0	150	150		150	0.0%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	33	180	147		147	18.5%	
Allotments - Southampton Rd :- Indirect Expenditure	66	111	2,705	2,594	0	2,594	4.1%	0
Net Income over Expenditure	(66)	(111)	0	111				
121 Allotments - Kings Chase								
1000 Income - General	415	870	900	30			96.7%	
Allotments - Kings Chase :- Income	415	870	900	30			96.7%	0
5282 Card Reader Charges	1	1	0	(1)		(1)	0.0%	
5309 Maintenance Equipment	200	400	0	(400)		(400)	0.0%	
Allotments - Kings Chase :- Indirect Expenditure	201	401	0	(401)	0	(401)		0
Net Income over Expenditure	214	469	900	431				
125 Town Centre Management								
1071 Income - Salary Recharge (TV)	0	0	10,000	10,000			0.0%	
Town Centre Management :- Income	0	0	10,000	10,000				0

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	3,147	6,294	41,178	34,884		34,884	15.3%	
4002 Employers N.I	324	648	3,958	3,310		3,310	16.4%	
4003 Employers superann	562	1,124	8,746	7,622		7,622	12.9%	
4500 Town Centre Management	0	0	1,000	1,000		1,000	0.0%	
4512 Telephone	12	23	250	227		227	9.1%	
Town Centre Management :- Indirect Expenditure	4,045	8,089	55,132	47,043	0	47,043	14.7%	0
Net Income over Expenditure	(4,045)	(8,089)	(45,132)	(37,043)				
<u>126 Woodley Village Hall</u>								
1080 Inc ome - Woodley V H Rent	0	0	5	5			0.0%	
Woodley Village Hall :- Income	0	0	5	5			0.0%	0
Net Income	0	0	5	5				
<u>130 Environmental</u>								
4511 Utilities	0	0	400	400		400	0.0%	
4601 Lengthsman	0	0	1,200	1,200		1,200	0.0%	
4602 Speedwatch	0	0	1,000	1,000		1,000	0.0%	
4603 Grounds Maintenance	268	365	3,500	3,135		3,135	10.4%	
4605 Other/Projects	0	0	2,700	2,700		2,700	0.0%	
6009 Land at the Star Maintenance	0	0	400	400		400	0.0%	
6010 Bus Shelters	170	170	2,600	2,430		2,430	6.5%	
6011 Town Seats	0	0	550	550		550	0.0%	
6012 Street Lights	0	(8)	2,000	2,008		2,008	(0.4%)	
6015 Signs	0	0	500	500		500	0.0%	
6022 Planting for CornMarket	11	11	400	389		389	2.8%	
6023 Drinking Water Fountain	0	0	200	200		200	0.0%	
6025 Bollard/St Furn Mtce	0	0	400	400		400	0.0%	
6026 Bunting	0	476	550	74		74	86.5%	
Environmental :- Indirect Expenditure	449	1,015	16,400	15,385	0	15,385	6.2%	0
Net Expenditure	(449)	(1,015)	(16,400)	(15,385)				
<u>135 Marshalls</u>								
1103 Income - Marshalls Donations	400	400	0	(400)			0.0%	
Marshalls :- Income	400	400	0	(400)				0
5103 Marshalls In Romsey	0	0	400	400		400	0.0%	
Marshalls :- Indirect Expenditure	0	0	400	400	0	400		0
Net Income over Expenditure	400	400	(400)	(800)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Planning								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
160 War Horse Fund								
1190 Interest Received	8	17	0	(17)			0.0%	
War Horse Fund :- Income	<u>8</u>	<u>17</u>	<u>0</u>	<u>(17)</u>				<u>0</u>
4855 War Horse Fund Expenses	0	0	160	160		160	0.0%	
7350 Tfr to Earmarked Reserves	8	17	0	(17)		(17)	0.0%	
7355 Tfr from Earmarked Reserves	0	0	(160)	(160)		(160)	0.0%	
War Horse Fund :- Indirect Expenditure	<u>8</u>	<u>17</u>	<u>0</u>	<u>(17)</u>	<u>0</u>	<u>(17)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
170 Christmas Lights Fund								
1009 Income - Grants	0	0	2,000	2,000			0.0%	
Christmas Lights Fund :- Income	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>				<u>0</u>
6764 Christmas in Romsey	0	0	32,000	32,000		32,000	0.0%	
6765 Christmas Light Refurb	2,905	2,905	4,000	1,095		1,095	72.6%	
Christmas Lights Fund :- Indirect Expenditure	<u>2,905</u>	<u>2,905</u>	<u>36,000</u>	<u>33,095</u>	<u>0</u>	<u>33,095</u>	<u>8.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,905)</u>	<u>(2,905)</u>	<u>(34,000)</u>	<u>(31,095)</u>				
Grand Totals:- Income	6,737	257,569	575,789	318,220			44.7%	
Expenditure	37,854	88,013	575,789	487,776	0	487,776	15.3%	
Net Income over Expenditure	<u>(31,118)</u>	<u>169,556</u>	<u>0</u>	<u>(169,556)</u>				
Movement to/(from) Gen Reserve	<u>(31,118)</u>	<u>169,556</u>						

Summary Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	0	224	0	(224)			0.0%
	Expenditure	9,205	30,338	151,128	120,790		120,790	20.1%
	Movement to/(from) Gen Reserve	<u>(9,205)</u>	<u>(30,113)</u>					
103 Grants	Expenditure	400	1,550	10,500	8,950		8,950	14.8%
104 Civic	Expenditure	493	587	14,945	14,358		14,358	3.9%
105 Finance	Income	239	237,117	473,505	236,388			50.1%
	Expenditure	26	7,337	68,754	61,417		61,417	10.7%
	Movement to/(from) Gen Reserve	<u>214</u>	<u>229,780</u>					
107 Market	Income	0	1,301	6,000	4,700			21.7%
	Expenditure	0	0	400	400		400	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,301</u>					
110 Town Hall	Income	4,978	14,787	65,924	51,137			22.4%
	Expenditure	19,178	33,600	207,165	173,565		173,565	16.2%
	Movement to/(from) Gen Reserve	<u>(14,200)</u>	<u>(18,813)</u>					
111 Town Hall Bar	Income	418	1,737	2,600	863			66.8%
	Expenditure	511	1,127	2,310	1,183		1,183	48.8%
	Movement to/(from) Gen Reserve	<u>(93)</u>	<u>610</u>					
112 Town Hall Film Shows	Income	278	1,116	12,150	11,035			9.2%
	Expenditure	367	937	8,950	8,013		8,013	10.5%
	Movement to/(from) Gen Reserve	<u>(89)</u>	<u>178</u>					
120 Allotments - Southampton Rd	Income	0	0	2,705	2,705			0.0%
	Expenditure	66	111	2,705	2,594		2,594	4.1%
	Movement to/(from) Gen Reserve	<u>(66)</u>	<u>(111)</u>					
121 Allotments - Kings Chase	Income	415	870	900	30			96.7%
	Expenditure	201	401	0	(401)		(401)	0.0%
	Movement to/(from) Gen Reserve	<u>214</u>	<u>469</u>					
125 Town Centre Management	Income	0	0	10,000	10,000			0.0%
	Expenditure	4,045	8,089	55,132	47,043		47,043	14.7%
	Movement to/(from) Gen Reserve	<u>(4,045)</u>	<u>(8,089)</u>					
126 Woodley Village Hall	Income	0	0	5	5			0.0%
130 Environmental	Expenditure	449	1,015	16,400	15,385		15,385	6.2%
135 Marshalls	Income	400	400	0	(400)			0.0%
	Expenditure	0	0	400	400		400	0.0%
	Movement to/(from) Gen Reserve	<u>400</u>	<u>400</u>					
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%
160 War Horse Fund	Income	8	17	0	(17)			0.0%
	Expenditure	8	17	0	(17)		(17)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					

Summary Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
170 Christmas Lights Fund	Income	0	0	2,000	2,000			0.0%
	Expenditure	2,905	2,905	36,000	33,095		33,095	8.1%
	Movement to/(from) Gen Reserve	<u>(2,905)</u>	<u>(2,905)</u>					
	Grand Totals:- Income	6,737	257,569	575,789	318,220			44.7%
	Expenditure	37,854	88,013	575,789	487,776	0	487,776	15.3%
	Net Income over Expenditure	<u>(31,118)</u>	<u>169,556</u>	<u>0</u>	<u>(169,556)</u>			
	Movement to/(from) Gen Reserve	<u>(31,118)</u>	<u>169,556</u>					

List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2023	Test Valley Borough Council	Std Ord	117.15		TVBC Grounds Mntnce 2023-24
02/05/2023	Lloyds Bank Service Charges	DR	7.00		Lloyds Bank Service Charges
02/05/2023	CPC	DC01	39.97		7668/Megaphone
02/05/2023	Screwfix Ltd	DD1	48.99		7614/Parking post
03/05/2023	Club Charity	BACS	400.00		Club Charity -Romsey Carnival
03/05/2023	Romsey Home Hardware	DC02	34.93		7665/Batteries
03/05/2023	Just Sew / Harrintons	DC03	36.00		7666/Flags
03/05/2023	Ironmongery Direct	DC04	103.56		7699/Fire door closer, sealant
04/05/2023	Town Hall Imprest A/c	Transfer	500.00		Town Hall Imprest A/c Top Up
05/05/2023	Southern Cross Consulting Ltd	DD2	43.14		7704/Phone charges Apr23
05/05/2023	SGW Payroll Ltd	DD3	85.14		7693/Payroll year end 2022-23
05/05/2023	Imperative Training Ltd	DC05	91.74		7669/Medical supplies
09/05/2023	British Telecommunications plc	DD4	55.53		7716/BT Phone Charges
10/05/2023	SGW Payroll Ltd	DD6	83.16		7696/Payroll processing Apr23
14/05/2023	Test Valley Borough Council	Std Ord	2,405.00		Test Valley-Rates 23/24
17/05/2023	Romsey Chamber of Commerce	BACS	22.50		Romsey Chamber of Commerce
17/05/2023	Romsey Archway U3A	BACS	90.00		Romsey Archway U3A
17/05/2023	Abbey Cleaning	Bacs1	598.50		7708/Chair cleaning
17/05/2023	Business Technology Partners	Bacs2	66.14		7709/Website domain renewal
17/05/2023	DCK Accounting Solutions Ltd	Bacs3	544.80		7711/Y.End accounts 22-23 REPC
17/05/2023	Hampshire County Council	Bacs4	950.43		7697/Street lights 2022-23
17/05/2023	Hampshire Association of Local	Bacs5	2,472.00		7691/HALC subs 2023-24
17/05/2023	HM Revenue & Customs	Bacs6	3,764.40		7657/HMRC PAYE/NI April 2023
17/05/2023	Mike Nobbs	Bacs7	40.00		7684/Canes
17/05/2023	National Society of Allotment	Bacs8	66.00		7710/Nat Allotment Soc 2023-24
17/05/2023	Hampshire Pension Fund	Bacs9	2,676.13		7658/HCC Superann April 2023
17/05/2023	Auditing Solutions Ltd	Bacs10	1,728.00		7694/Internal audit 2022-23
17/05/2023	Rialtas Business Solutions Ltd	Bacs11	424.48		7701/Bookings s'ware 2023-24
17/05/2023	Test Valley Borough Council	Bacs12	24.00		7695/Unconteste election chg
17/05/2023	Marc Nokes	Bacs13	170.00		7707/Grounds mntnce Apr2023
17/05/2023	James Hallam Limited	DC14	385.00		7698/Engineering inspection
18/05/2023	Public Works Loan Board	DD	2,475.96		PWLB 504143 - Capital
18/05/2023	Octopus Energy Limited	DD5	1,236.50		7743/Electric Apr2023
18/05/2023	Everflow Limited	DD7	62.43		7717/EFW274366-0 14Jun-13Jul
22/05/2023	NEST Pensions May 2023	DD	160.88		NEST Pensions May 2023
23/05/2023	ACE Liftaway Limited	DD8	317.16		7706/Waste disposal Apr23
25/05/2023	Town Hall Imprest A/c	Transfer	500.00		Town Hall Imprest A/c Top Up
25/05/2023	SJT Services (Southampton) Ltd	Bacs15	2,856.00		7752/Electrical works
25/05/2023	SJT Services (Southampton) Ltd	Bacs16	3,486.00		7751/Xmas lights 2023
26/05/2023	Salaries May 2023	DD	13,840.79		Salaries May 2023
30/05/2023	Lloyds Bank Service Charges	DR	7.00		Lloyds Bank Service Charges
31/05/2023	Utility Warehouse Limited	DD9	58.10		7744/Phone & Broadband May23
31/05/2023	Mole Country Stores	DC06	11.95		7733/Propane gas
31/05/2023	Choice Plants	DC07	60.00		7732/Plants
31/05/2023	Mole Country Stores	DC06	0.02		Mole Country Stores -Pymnt Adj

Total Payments	43,146.48
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