

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 18th October 2022

In the Chair: Councillor S. Wilkinson

Attendance:

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

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

Clerk: Judith Giles
Public: 0

Present:

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

1. APOLOGIES

Cllr. D. Baverstock, Cllr. K. Dunleavy and Cllr. N. Gwynne

2. DECLARATION OF INTEREST

None

3. MINUTES

The minutes of the Building & Town Committee Meeting held on 16th August 2022 were confirmed as a correct record.

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Critchley

CARRIED

Matters Arising –

Agenda Item 6. Review of Bookings. Cllr. M. Cooper said he has reported parking problems to HCC when weddings take place in the Town Hall. HCC agreed to suspend parking for weddings, however cannot be responsible if someone removes bollards and ignores parking restrictions.

Agenda Item 13. Cllr. M. Cooper gave an update regarding crossing for Highwood Lane. Cllr. M. Cooper and Cllr. N. Adams-King, the Romsey Rural Division Councillor, have agreed to fund £1,000 each from their devolved County Council budgets and this is, in part, funding a design and viability study by HCC. Romsey Extra PC has pledged £4,000 from its CIL funding. Cllr. M. Cooper suggested that Romsey Town Council might wish to contribute from its own CIL funds as one half of the crossing point is within the current town boundary. A timetable has not yet been published. Romsey Extra Parish Council will manage the project.

Cllr. J. Critchley reported there is currently no update on advertising located on fencing at development - Cupernham Lane/Winchester Hill.

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 18th October 2022

4. **PUBLIC PARTICIPATION** – None
5. **ARCHIVIST REPORT (Appendix 1)**
Received and noted.
6. **REVIEW OF BOOKINGS**
The Events Manager reported bookings continue to be on the increase, in particular weddings. 30 weddings booked for 2022-23 and 13 wedding already booked for 2023-24.
7. **FINANCE REPORT**
The Chief Officer presented Month 5. No areas of concern.
8. **BUILDING MANAGER'S REPORT (Appendix 2)**
Noted. The Building Manager demonstrated the new sound and lighting system in the Council Chamber. The Committee congratulated the Building Manager on the improved system. The Building Manager and Chief Officer investigated the ownership of the black finger post markers in Romsey. Both TVBC and HCC report they do not come under their ownership. In view of this, RTC will take responsibility and arrange for quotes to refurbish. Chief Officer to add to RTC inventory and inform TVBC and HCC they are now taking ownership of the black finger post markers in Romsey. Cllr. I. Culley raised concerns regarding the cost for the energy to the Christmas Lights. The Building Manager confirmed lights have been replaced over the last few years to new low wattage LED's and the cost is reasonable.
9. **EXTERIOR DECORATIONS AND ROOF REPAIRS**
RECOMMENDATION: to approve Lifetime Construction to carry out external decorations and repairs to Town Hall roof at a cost of £65,000. Costs are already budgeted for in 2022-23 budget
RESOLUTION NO. 22/17
It was **RESOLVED** to approve Lifetime Construction to carry out external decorations and repairs to Town Hall roof at a cost of £65,000. Costs are already budgeted for in 2022-23 budget
PROPOSED: Cllr. J. Parker
SECONDED: Cllr. I. Culley
CARRIED
10. **GREEN ENERGY**
The Building Manager and Business, Events & Tourism Officer reported their attendance at a Community Energy Meeting. They gave an outline of the scheme which is to setup Dragonfly Power as a Community Benefit Society to provide PV electricity to Romsey. The Committee asked them to pursue this on behalf of RTC and report back to the next meeting.
11. **BUSINESS, EVENTS AND TOURISM OFFICER REPORT (Appendix 3)**
Noted. A discussion was held with regards to the demise of ShopAppy. The Committee congratulated the Business, Events and Tourism Officer for her report.

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 18th October 2022

12. MAYOR'S AWARD SCHEME

It was agreed to go ahead with the Mayor's Award Scheme using criteria presented to the Committee.

13. ROMSEY INFRASTRUCTURE IMPROVEMENTS

Cllr Cooper reported that the scheduled road re-construction and re-surfacing between the Plaza roundabout and Winchester Hill by HCC had been programmed for the current quarter. This work has been deferred as Southern Water need to upgrade the main sewer in Winchester Road. As the sewer work involves deep trenching and is complicated by the presence of several other underground services Southern Water wish to close the road, possibly in the new year, for up to 14 weeks. HCC recognises the importance of this main link between the town centre and the suburbs of Tadburn and Cupernham and are attempting to negotiate a works programme which has less impact on the town's traffic flows.

14. ROMSEY FUTURE

Next meeting to be held in November 2022.

15. GRANTS

CITIZEN'S ADVICE TEST VALLEY – ROMSEY BRANCH RESOLUTION NO. 22/18

It was **RESOLVED** to grant £500 to Citizen's Advice Test Valley – Romsey Branch

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. I. Culley

CARRIED

Meeting closed 8.57p.m.

Chairman's Report for Romsey Local History Society Appendix 1 Autumn 2021-Autumn 2022

In Autumn 2021 we returned to holding meetings in the Town Hall and enjoyed talks on Mottisfont, medieval graffiti and the clothes worn by the Mayflower pilgrims. At the start of 2022 we used Zoom for our evening meetings and were able to draw on a number of speakers from some distance from Romsey including, of course, one of our members from the 1970s Mike Heyworth from York who gave us a very interesting talk on the problems of protecting portable antiquities. Alex Langlands, now at Swansea, gave us a talk on excavations at Old Sarum. We have also enjoyed a number of talks from our local members and supporters including Frank Green, Roger Leech, Chris Woolgar and Terry Proctor as well as newer members like Ronnie Munday and Sybil Warner. Phoebe Merrick's slide shows on areas of Romsey and the surroundings continue to draw large audiences who correct us on the dates of the photos when necessary.

At the request of those who enjoy them we have continued the Zoom chat meetings on the third Thursday of each month when Barbara Burbridge has explained how to understand early deeds and their terminology as well as giving the detailed history of Church Street and Shirley Rogers gave an interesting account of Romsey library building. We have contributions from other members on a variety of topics planned for the autumn and winter.

Workshop meetings especially on Monday mornings are well attended with a number of people attending to do regular research on their own projects. We continue to receive donations and loans of pictures and archives to add to our collection. The most recent donations were the records of Romsey Rotary Club and an order of service for the Commemoration Service for Queen Elizabeth II in Romsey Abbey on 18th September. We are now having regular meetings on the first Thursday of the month for the Survey of Romsey group and are discovering that we have a great many documents already transcribed which can be used. The buildings of Romsey are extremely varied and the people who inhabited them even more so. At the request of some researchers dealing with original documents we propose to run the "How to read old handwriting course' again in the Autumn on Zoom as this worked so well last year.

Work still continues on conserving the Town Hall archives and the system of wrapping pictures but having a label with a thumbnail photo is proving extremely useful.

Work is also still being done on reviewing the archaeological excavations done in Romsey. During this last year we have had carbon-14 dates established for several pieces of charcoal from the iron smelting layers found

in the excavation behind No 4 Market Place and proved conclusively that the iron smelting does date from the 7th and 8th centuries. We also had a bone from the base of the water channel dated to the mid 7th century but as it may have been washed out of the channel sides it does not provide a secure date for the channel itself. The records of the excavations held at Chilcomb House are also yielding more information as we reread them in detail and can compare them. We are currently reviewing the work done on the Saxon Project in an effort to make it available on the internet. Much work was done and we feel that we ought to make it more widely available. We hope to make this public this Autumn.

At the request of Romsey Town Council we used our collection of old photographs to mount an exhibition on Romsey and Royalty assembled by Phoebe Merrick and Janet Kearns which was on display for the 4 days of the Platinum Jubilee holiday and attracted a great deal of interest from partakers in the great Jubilee tea party/picnic as well as shoppers and visitors.

We must express our thanks to Janet Cairney for acting as our Treasurer since 2016 and continuing for many years after her wish to resign due to having other commitments. We now have a new programme secretary and treasurer in Julia Benn and we thank her very much for stepping in to these tasks. However, Julia would prefer to concentrate on the programme so if there are any people with financial expertise who would be willing to take on being treasurer we would be very grateful.

The 2023 programme seeks to satisfy both the people who like Zoom meetings and those who prefer physical meetings as we generally intend to run Monday evening lectures in the Town Hall and Thursday evenings as Zoom. We will experiment with trying combined meetings but we will have to couple our Zoom capabilities with the Town Hall projection system which may not be easy.

We hope members will continue to enjoy our talks and slide shows and we would welcome more members participating in our research on the buildings and streets of Romsey. We would also appreciate help with running our computer and IT system which is essential to enable us to store our archives, and all the research which has already been done. However, if you would like to join the committee but don't feel able to take on a specific task you will still be welcome.

Mary Harris, chairman

Romsey Town Council App 2

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 October 2022.

1. **Council Chamber** PA and Lighting replacement. This is now complete. Some remedial decoration is still underway in-house. Apart from the benefits from the vastly improved services we can offer the new lighting will use 10Kw less electricity.
2. **Church Place Bench** The new bench has been delivered and installed. The comments from the public whilst we were installing it were all very positive.
3. **Tadburn Notice Board** A replacement has been purchased. Delivery has been delayed. Will install upon receipt.
4. **Allotments** Have implemented, in conjunction with the Committee, new cashless payments to reduce the load upon the Office Team in handling cash and cheques and exuberant bank charges. Working with the Committee I have purchased a new notice board for the display of the Rules.
5. **Bench Seats** The new bench for the corner of Chambers Ave/Botley Rd. The Contractor ROCON will be installing w/c 10th Oct.
6. **Garden** A bike rack has been installed. There is no longer any excuse to bring cycles into the building and contravening the Fire Regulations.
7. **Merger RTC/RE** I attended a meeting on 26th September regarding the merger of assets. No difficulties were found in adding the RE Assets into the RTC systems.
8. **Exterior Decorations** A competitive tender exercise has been run with Lifetime Construction coming out clear favorites. Work to be completed in two phases now for decoration and repairs with the rear roof replacement next April. All with the budget set aside.
9. **Town Way Markers** Following the last meeting I have submitted a request to HCC for the refurbishment of the Finger Post Way Markers around the Town. They deny responsibility and have said it has been passed to a third party. TVBC have already said it is HCC.

Romsey Town Council App 2

Town Hall
1, Market Place
Romsey
SO51 8YZ

Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk



10. **Court Room Ventilation**

We have an opportunity to purchase a little used £4K air scrubber from Countess Mountbatten House for a donation. There would be some additional costs but mostly in house work to install.
This would provide an "Airborne Disease" safe environment.
- 11 **Green Energy**

On 8th September I attended a Green Energy event in the Crossfield Hall. See separate agenda item.
12. **Security**

We have signed up to the Governments latest Security Advice initiative <https://www.protectuk.police.uk/>. This replaces all previous schemes. This is the first port of call rather than the Counter Terrorism Officer as before.

Monthly Report to Building and Town Committee

Well doesn't time go fast! I am now into my fourth month here and am still meeting many new people and businesses.

In working closely with Romsey Chamber of Commerce and Industry I was kindly invited to be on the Executive Board representing Romsey TC.

Food Fair was successful with many stall traders reporting record sales and some stalls even sold out. Shops, cafes, and restaurants all reported an exceptional Sunday and were really busy with good takings. Everyone I spoke to were happy.

Romsey Future community event was well attended from start to finish and gave me a great insight and understanding of the views from residents.

Highlights to discuss in the meeting:

RTC and Hampshire Police are to introduce a new 'ShopWatch' in the town in a bid to reduce crime.

ShopAppy's 12-month contract has now completed. Shops I have spoken to will not be renewing.

The Tourism Group are organising a 'Tourism Conference' for the 1st of March 2023 whereby local attractions, retail, accommodation providers and food and drink establishments attend.

Tourism App is now in full planning using information from Romsey Local History Society, old leaflets, and other ideas in the pipeline. We aim to have this up and running for a big launch in March to tie in with the Tourism Conference and for the Easter holidays.

Disabled area introduced for Christmas events.

Partnering with UnityOnline to launch a Volunteer Fair for Romsey and Southern Test Valley in January 2023.

Event & Business Group Meetings:

- Romsey Mutual Business Group Breakfast Meeting
- Safety Meeting for future events
- Community Energy Meeting
- Community Safety Management Group
- **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.
- Beggars Fair wash up and AGM

- Romsey Festival planning meeting
- Social Media Masterclass at Romsey Town Hall
-

Romsey Events attended:

- Food Fair
- Romsey Future
- Antique Fair
- The Presidents Reception (Chamber of Commerce)
- Romsey Future Community Event

Organisations

Met with:

Clare Goddard from **Sir Harold Hillier** Gardens introduced me to their Marketing, Education and Volunteering managers. We discussed partnership working, volunteers, future plans, tourism and day visitors.

Chamber of Commerce – attended Exec meetings, breakfast meeting and social gatherings. Helped discussions and gave contacts for the upcoming Food Fair, promoted their upcoming events and wrote the press release for the Food fair which included quotes from local traders, producers and the Chamber. Went on Forest FM radio to promote the Food Fair.

Met with Christianne Ireland from **Unity Online** who is happy to partner in creating a Volunteer Fair in January 2023. Now in talks with **National Trust** and **Hampshire and Isle of Wight Wildlife Trust**. **Hilliers** are already onboard.

Tourism Southeast met with Graham Haynes to discuss tourism/walking app and also the app creator. App will be tweaked a little to enable more detail such as website and opening hours to be added.

Teams meet up with **ShopAppy** representative to discuss developments.

Jackie Edwards, **Antique Fair** met and worked through plans for the Fair which is on the 16 October.

Businesses

Working with PCSO Dragos Andrei, **Hampshire Police**, we have set 'ShopWatch' which is similar to 'PubWatch' but for local shops and market traders of the town. Everyone will be a part of a WhatsApp group in a bid to reduce shoplifting and anti-social behaviour. The response has been unanimous throughout the town and been warmly welcomed. We are due to have our first meeting on Friday 21st October.

TVBC

Continuing monthly catch-up meetings with **Jennie Pell**, Economic Development Officer

Monthly meetings are in place with TVBC Communications Team **Lisa Phaure & Kathryn Binfield** and **Jennie Pell** developing a Development and Comms plan for Visit Romsey / Visit Test Valley.

Louisa Rice – took over from Marianne Piggin so we have met up together and organised to have regular meet ups.

HCC

Attended Sept meeting with HCC and Transition Town Romsey about future plans to support greener energy and also met them at the Romsey Future event at the Town Hall.

Contacted them regarding the laws on 'A Boards' as I had an enquiry regarding them. Currently there is no information as to the legality of them online and, they have been unable to email me with any legal framework other than to say they will remove them if found. Going forward this would be helpful if it was transparent, and we were able to give formal guidance from a public document to those who do display A boards.

Elected Members

Ad hoc meetings with Mayor Cllr Neil Gwynne to resolve any issues and keep updated with all things Romsey.

Thank you to those councillors who pop in and see me, it is great to have your guidance and your input.

Key priorities:

Short Term:

- Tourism App
 - Small changes to the app to make it more accessible and useable for what we require
 - Input with data and photos
- Community
 - Continue to meet up with local community and introduce myself
- Opportunities
 - Still to meet with Go New Forest to look at how they set up, key learnings etc. (Go New Forest is a 'not for profit' Community Interest Company set up to manage and develop tourism in the new Forest and has 220 paying members. This organisation replaced New Forest Tourism Association and New Forest District Council's tourism service)
 - 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

Long Term:

- Volunteer Fair (Jan 2023) – liaise with further businesses and organisations
- Social media course for small businesses – Feb 2023
- Assist Ian Richards to enrol more marshals to help with road closures for September / Christmas
- Four Fun Fridays for summer next year.

- 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 Future Programme Board (postponed from 13th Sept)

Hampshire Story – Hampshire County Council conference for the promotion of Hampshire.

Christianne Ireland UnityOnline – in the next two weeks

Tourism Meeting - monthly

Christmas planning meeting with local organisations and volunteer groups

Rotary Club Talk (tbc)

Anne Meader – Carers Together

Linda Bate – Youth in Romsey (tbc)

Michael White – Licensing TVBC

Christmas events!!