#### In the Chair: Councillor K. Dunleavey

**Attendance:**

P. Cllr. D. Baverstock A. Cllr. J. Critchley

A. Cllr. J. Burnage P. Cllr. K. Dunleavey

P. Cllr. J. Cairney -. Cllr. M. Southey

P. Cllr. M. Cooper A. Cllr. J. Parker

P. Cllr. I. Culley P. Cllr. C. Wise

Chief Officer: Judith Giles Present:

Public: 0 Mark Edgerley – Town Centre Manager

 Debbie Forder – Events Manager

 Howard Brisland – Building Manager

 Barbara Burbridge – Honorary Archivist

1. **APOLOGIES**

Apologies received from Cllr. J. Burnage, Cllr. J. Critchley and Cllr. J. Parker

1. **DECLARATION OF INTEREST**

Cllr. D. Baverstock - Unity

1. **MINUTES**

The minutes of the Building & Town Committee Meeting held on 15th October 2019 were confirmed as a correct record.

**PROPOSED:** Cllr. C. Wise

**SECONDED:** Cllr. J. Cairney

**CARRIED**

**Matters Arising** - None

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|  |

1. **PUBLIC PARTICIPATION - None**
2. **ARCHIVIST REPORT – Attachment 1**

1. **REVIEW OF BOOKINGS**
2. **TOWN HALL**

The Events Manager reported the income for 2019-20 to date has already exceeded budgeted income. The Bookings income is at its highest since 2015/16. Bookings for 2020-21 are progressing well.

1. **REVIEW OF FILMSHOWS**

Filmshow income is on target. The Chief Officer reported the projector broke down in November and had to be replaced. This will obviously affect the expenditure/income balance from the filmshows at the end of the financial year 2019-20.

1. **FINANCE REPORT**

The Chief Officer presented Month 8 Finance Report to the Committee. There were no areas of concern.

1. **BUILDING MANAGER’S REPORT (Appendix 2)**

The Building Manager presented his report. He is meeting with Lift Consultants on 18th December 2019 and will be in a position to report back to the Building and Town Committee on 11th February 2020.

1. **TOWN CENTRE MANAGER REPORT (Appendix 3)**
2. **EMERGENCY PLAN GROUP**

The Chief Officer reported the Emergency Plan Group are currently struggling to acquire Insurance cover. Cllr. M. Cooper and Cllr. D. Baverstock suggested the Chief Officer contact Phil Lashbrook at TVBC as it is understood he has details of insurance companies who cover Council Emergency Plans.

1. **GRANTS**

**Unity**

**RESOLUTION NO. 19/26**

It was **RESOLVED** to grant £390 to Unity

**PROPOSED:** Cllr. M. Cooper

**SECONDED:** Cllr. K. Dunleavey

**CARRIED**

The Chief Officer was requested to ask Unity to ensure the Grant monies are spent so as to benefit the Romsey area.

The Committee suggested the Chief Officer contact the Foodbank and send a Grant Application form for them to complete as the Grants budget has ample funds.

 Meeting Closed 8.15p.m.

 **Attachment 1**

**ROMSEY TOWN & BUILDING COMMITTEE: 17th December 2019**

**Archivist’s Report**

1. We are progressing well with wrapping and labelling the mayoral portraits.
2. Howard has kindly produced some extra racking to accommodate large items (eg Romsey bushel, Palmerston bust) which have been scattered around the basement areas. Everything of archival significance is now in the one central section of the RTC basement with the exception of the following which can be kept in ‘dead’ area of the boiler room section
	* 1. Royal coat of arms board (very large)
		2. Missing Family coat of arms board (large/waiting restoration)
		3. Foundation stone of Romsey’s 1938 swimming pool, as giving by the Crosfields of Embely Park (now main car park for Crosfield Hall
3. I have agreed with Howard that we will arrange a time in the new year to assess items in the strong room as to whether they all need to be kept there.
4. Our Society has had a visit from Barry Shurlock of Hampshire Field Club with a view to publicising our workshops and the work we do, including visitors. He was very impressed by the work we do with the Town Hall archives and would like to feature this in his article. He feels that it is valuable example of a symbiotic arrangement between a civil authority and a set of knowledgeable amateurs. I let him take some photos and said that I could not let him use any of them or the information unless I had your authorisation for such. As I understand it, his article would be for the HFC website and possibly the Hampshire Chronicle. He intends to send his draft to us for vetting.

Attachment 2

**Building Manager Report to Building and Town Committee 17th December 2019.**

|  |  |  |
| --- | --- | --- |
| 1 | **Court Room** | Due to the catastrophic failure of the Film Show Projector and subsequent installation of replacement, the lighting gantry has been removed and fluorescent lights replaced with LED units. This was undertaken as the contractor had a scaffold tower for the projector and changing the lights at this time was a cost saving. The gantry was heat effected and breaking down and only partly functional.Further uplighters will be incorporated in the new FY. |
| 2. | **Christmas Lights** | After numerous meetings with a host of contributing parties the installation was completed successfully and on-time.The Church Street section is regularly tripping. This is part of the final upgrade works for next year along with Latimer Street. |
| 3. | **Cranfield Trust** | The kitchen water heater failed and has been replaced with a new under sink unit the same as RTC Office kitchen earlier in the year. |
| 4. | **Garden** | Further works will continue when the weather permits.  |
| 5. | **Film Show**  | See separate report. |
| 6. | **Market Place Electrics** | TCM has successfully let the new electrical points in the new piazza several times. Thus, proving the system in operation. |
| 7. | **New Access Hatch To Basement** | The Access Hatch has now been completed. It is working well. |
| 8. | **Lift** | On Wednesday 18th December I have a team of Engineers here surveying for the new lift. The drawings will be completed in mid January and hopefully a fully costed proposal will be received in very early February. |

 **Attachment 3**

**Mark L. Edgerley - Romsey Town Centre Manager**

**Report to RTC Building and Town Committee October & November 2019**

**Introduction**

Footfall in Romsey has certainly been a roller coaster over the past couple of months, the sun and our events bring out residents and see visitors to the Town, helping to drive small upturn over 2018.

Interestingly number of local business have recently expressed opinion that there is some confidence returning in that shoppers have increased spending. These comments are supported by Springboard Retail Surveys nationally. Let us hope that trend continues.

**Town Centre occupancy summary**

Please see Annex A

Really pleased to see The White Horse open again and to receive confirmation that Abbey Hotel and Santander buildings are likely to have new owners in December.

In a recent Springboard survey of vacant retail shops Romsey had lowest rate of those towns that participate in our region, just over half the Winchester rate that benefits from BID investment funds.

**Town Centre Events**

We were really pleased with the October Antiques Fair, the day drew a large crowd and traders confirmed good revenue on the day.

The Christmas themed Brocante and Gift Market (8th December) was overshadowed by a very poor weather forecast but did attract reasonable numbers until a very heavy shower around 2pm chased away potential customers and caused traders to pack up early as stock needed drying out. The best bits of the day did demonstrate that we can fit a 45-stall market into Cornmarket, The Market Place and within Court Room of Town Hall – potential to repeat this idea in 2020/21

Due to changes within The Market Place minor modifications were needed to Remembrance Parade which seem to work well.

Christmas Light Switch-on and Late-Night Shopping (6th December) were both modified slightly and both benefited from new public realm space, especially during the period ahead of start when we could safely keep people on the piazza ahead of road closures. Some small lessons to be learnt that will be used in planning for 2010

**Markets**

We continue to attract new traders to the market but we are not succeeding in keeping them for sustainable period in part due to poor weather and low footfall. We now have a second bike stall who use the Market Place location on a Saturday and a regular Record Outlet that use that space on a Wednesday.

We have our next market operations review meeting timetabled for January

The County Market continues its growth now trades in the General Market in some of the weeks we cannot accommodate them in the Town Hall. They have also attracted new members and increased number of other venues they use

We are discussing with the Makers Market how we can expand their operation within space we control. Currently looking at regular Sunday Markets using the Town Hall and Market Place piazza

We have added a second French Market to 2020 events, 29th March and 29th November they will be themed as per 2019 event with added brocante stalls

**Business Support**

With the Chamber of Commerce we are discussing a Summer 2020 Business Event

**Romsey Future**

Most important activity this period, the Citizens Assembly (report due 16th December) appears to have been a success, good to have TVBC / Romsey selected as one of only three UK locations for this program.

Work on South of Town Centre Masterplan has continued in the background although public consultation activity delayed by election now likely in February 2020.

Funding from Romsey Future has provided the majority of funding for deployment of security guards in Romsey in lead up to Christmas. We will report on this in the New Year.

**Other issues**

There are also consider numbers of paving repairs required in Latimer Street and The Hundred, I accept that budgets are said to be tight but by observation public spending is increasing at a huge rate and local residents don’t get the capital viz running cost agreement and frankly why should they, building new infrastructure ahead of maintaining existing is foolhardy.

It is now clear that the HCC Highway contractor is failing to meet one of its Key Performance Indicators in that repair orders passed to them and due for completion within two months are plainly not being completed in six. Our County Councilor may care to comment on the performance of the contractor that was awarded what I believe is a 20-year contract.

By far the greater numbers of engagements I have with local residents and businesses are about the state of pavements which in its self is a distraction from other medium / long term issues.

**Mark L. Edgerley,**

**Romsey Town Centre Manager 10th December 2019**

**Annex A**

**Romsey Town Centre Vacant/ Available Property Overview**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Address** | **Class** | **Agent** | **Rent pa** | **Size sq ft** | **Notes** |
| 3 Market Place | A1 | Primmer Old  | £15,000 | 264+236 basement | Being refitted as barbershop |
| 7 Market Place | A1 | Carter Jonas, Winchester | £22,000 | 1324 | Word is market thinks rent is unrealistic |
| 8 Market Place | A1 | Carter Jonas | £21,500 | 1639 | In poor condition now back on the market |
| 14 Market Place | A3 | G L Hearn | Freehold£500,000 | 30234 floors | Former Santander branch closed 18th July 2019, we understand sold subject to contract |
| 21A Market Place |  | Private  | tbc |  | New tenant said to be opening it a dress agency and ancillary businesses. Rooms over to be Health and beauty |
| 7 Bell Street |  | Private |  |  | Fairly new business Norma Jean just announced it is closing |
| 17 Bell Street | A1 | John Bird Associates | £17,000 | 798 | Potential tenant pulled out, back on market. |
| 5 Dukes Mill | A1 | Primmer Old | £10,500 | 647 | Now open as a Carpet & Bed Gallery |
| 8 Dukes Mill | A1 | Primmer Old | £51,000 | 4250 | Currently The Original Factory Shop |
| 39 The Hundred | A1 | Primmer Old | £15,500 | 509 | Temporary use to commence Feb 2020, consultation for Ashfield Partnership |
| 3 Abbey Walk | A1 | Goadsby | £14,500 | 572 | Currently Peppercorns – listed as on the market???? |
| Abbey HotelChurch St |  | Savills  |  |  | We understand there is a new freeholder |

* Rent details sourced off Agent’s public websites
* Notes may contain information from external sources that is not fully validated
* RTC provide this information in good faith but are not responsible for originating data, please confirm directly with the Agent before taking any action based on the contents of this page

In addition to above list there are six new retail units in the Abbotswood Centre that are being marketed by Primmer Olds. The larger Abbotswood unit adjacent to the Co-op has been acquired for indoor play facility.