#### In the Chair: Councillor N. Bailey

**Attendance:**

P. Cllr. N. Bailey A. Cllr. M. Curtis

P. Cllr. D. Baverstock P. Cllr. K. Dunleavey

P. Cllr. M. Bramley P. Cllr. M. Greggains

P. Cllr. J. Burnage P. Cllr. I. Hibberd

P. Cllr. M. Cooper A. Cllr. N. Michell

 P. Cllr. J. Parker

Clerk: Judith Giles Present:

Public: 1 Mark Edgerley – Town Centre Manager

 Debbie Forder – Events Manager

 Howard Brisland – Building Manager

 Barbara Burbridge - LTVAS

1. **APOLOGIES**

Apologies received from Cllr. M. Curtis and Cllr. N. Michell

1. **DECLARATION OF INTEREST**

Cllr. M. Cooper – Grant Romsey & Abbey Tennis Club - £1,000

1. **MINUTES**

The minutes of the Building & Town Committee Meeting held on 5th February 2019 were confirmed as a correct record.

**PROPOSED:** Cllr. J. Parker

**SECONDED:** Cllr. M. Greggains

**CARRIED**

**Matters Arising**

Agenda Item 10 – Cllr. M. Cooper said he has written to the Chief Executive of Santander with his concerns regarding the closure of the Romsey Branch. The Branch is to close on 18th July 2019

1. **PUBLIC PARTICIPATION - None**

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1. **ARCHIVIST REPORT (Appendix 1)**

1. **REVIEW OF BOOKINGS**

The Town Clerk reported the bookings for 2019-20 are looking good. In particular Civil Wedding Ceremonies/Partnerships. The Bar income has exceeded expectations and the filmshows continue to be a popular community event.

1. **FINANCE REPORT**

It was noted the Town Hall Bar has done particularly well in this financial year 2019/20 and is well ahead of budgeted income.

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

Cllr. K. Dunleavey asked what progress has been made with regards to the possibility of installing a lift in the Town Hall. The Building Manager reported he is currently investigating different options. A discussion was also held with regards to turning points in the Town Hall for wheelchairs.

1. **TOWN CENTRE MANAGER REPORT (Appendix 3)**

The Town Centre Manager reported footfall in the town is slightly up on this time last year, even with the disruption of the Market Place refurbishment. Cllr. K. Dunleavey congratulated the Town Centre Manager on the success of the French Market and thanked him for all his hard work. This was concurred by the Committee.

1. **MARKET**

The Town Clerk confirmed the agreement between Bradbeers, Broadlands and the Town Council will be signed on 23rd April 2019 by all three parties.

1. **MARSHALLING OF TOWN EVENTS**

The Town Centre Manager furnished the Committee with a discussion paper regarding the marshalling of road closures and potential future costs which maybe incurred. Further investigative work to be carried out. The Town Centre Manager will report back to the next meeting.

1. **TOWN SIGNS**

The Building Manager reported he has received three quotes for the replacement of the town signs and is moving forward with regards to choosing a Contractor and having town signs installed.

1. **EMERGENCY PLANNING GROUP**

Cllr. J. Parker stated the Emergency Planning Group is independent of Romsey Town Council and Romsey Extra Parish Council. Action Cards are being developed and the group is in the final process of establishing a list of a variety of resources. An Operational Incident Team has been identified who will be on-call and will activate appropriate plan for whatever emergency incident may arise. A desktop exercise is to be held on 18th May 2019.

**CORRESPONDENCE**

Letter received from Ian Bullivant dated 3rd April 2019 regarding the acoustics. The Building to reply.

**GRANTS**

**RESOLUTION NO. 18/48**

It was **RESOLVED** to defer the following grants until the Year End Final Accounts 2019 have been received by Council:-

Romsey Community Lantern Parade - £500

Romsey Carnival Committee - £100

Romsey Town Council Marshals - £500

Citizen’s Advice Bureau - £500

Romsey & Abbey Tennis Club (RATC) - £1,000

Romsey Opportunity Group - £500

 Meeting Closed 8.37p.m.

 **Appendix 1**

**Buildings & Town Committee 9.4.2019**

**Archivist’s Report**

Current Work

1. *Extra Support*: Jennifer Wilsdon continues to help on Monday mornings, despite having to use a crutch.
2. *Portfolio*: All unframed pictures are now in the portfolio box.
3. *Computer Entries*: A set entitled ‘Events’ is currently being entered, after which it only remains to catalogue the extra-large items. Thereafter the photographic programme should begin.
4. *Deed of Recovery*: The frame of this deed proved to be unsatisfactory for Neil Gwynne. So, it was dismantled and the deed itself was transcribed by me. One copy has been retained for RTC records and another taken with the original document to the Hampshire Record Office (on 2nd March 2019) where both were well received.
5. *Non-Romsey Items*: No further documents have been found
6. *Box of Old Books*: Still nothing definite to report.
7. *Armorial Boards*: Ronnie Munday, one of the Collections team at KJH, has produced a well-researched paper on the Town Hall armorial boards. It has been suggested that, with editing, it would make a suitable paper for submission to the Hampshire Field Club’s annual Proceedings publication. The endorsement of the Committee would be welcome.

Future Work

I would like to keep the following proposals for future attention:

1. Restoration of Missing coat of arms
2. Location for a rotating display of interesting stored pictures.

**Building Manager Report to Building and Town Committee 9th April 2019.**

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| 1 | **Toilets** | Complete.  |
| 2. | **Lift Feasibility** | After discussions with a consulting engineer, I am costing two options. (A) In the rear stairwell. (B) In the kitchen. This would remove the existing dumb waiter thus freeing up space.Unfortunately, on the funding front, HCC say we are not eligible as do many others as we are a council. |
| 3. | **Street Furniture** | The Cornmarket “Flower Stand” on the southern side has been re-fixed into position after it was struck by a vehicle. There were no witnesses. Two bench seats have been repainted, Botley Road and Middlebridge St. |
| 4. | **Telephones** | Installation of the new telephone system will commence after Easter. Costs will be within the agreed budget. The new system will give us more flexibility and reduce our call and rental costs by at least 40%.  |
| 5. | **Garden** | Application submitted to remove wall. |
| 6. | **Bar** | A new till has been purchased. |
| 7. | **Waste** | We have moved our waste contract to ACE Liftaway. This should save us about 35% on our annual waste budget. This will start from 29th May to follow on from the expiring Veolia contract. |
| 8. | **DDA** | Hampshire Mobility lent us an oversize wheelchair. We used this to prove access to all areas within the Town Hall including the ground floor corridor and new DDA toilet. |

 **Appendix 3**

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

**Report to RTC Building and Town Committee February & March 2019**

**Introduction**

The Market Place works are continuing a pace, the first of the traffic management changes was successful with two-way traffic introduced on the west side of the square on what will be final route. Public comment has tailed off, some public concern about the temporary closure of the URC Arch in the Easter school holidays but once timing and alternative routing was explained there seems general acceptance. The works do feature in almost every one of my working days, so a real time penalty attached

**Town Centre occupancy summary**

Please see Annex A

**Town Centre Events**

The French Market on Sunday 31st March was seen as a success by most people, the town centre was packed with cafes and shops reporting good takings on the day.

The Market Place contractors kindly moved barriers around to create more space but it is clear that the lack of a turning space in Church Street beyond Church Place is going to cause us extra work when The Hundred is closed.

An issue we had on Sunday related to the number and location of bollards in the narrow parts of The Hundred making it very difficult to fit in an event using large trailers and larger gazebos especially during the set up and break down stages. I fear we will see similar problems when Market Place is complete and it is an issue in Bell Street, we will explore options and hopefully find a solution.

Planning of other 2019 events is ongoing, but uncertainties over access remain a major concern.

**Markets**

The tri-party agreement will be signed on 23rd April at The Town Hall.

**Business Support**

I was invited to a recent meeting of Romsey Pub watch and look forward to working closer with this sector in the future especially when event planning and linking together on provision of security provision on Fridays and Saturdays.

**Romsey Future**

The initial consultation with the public regarding the South of Town Centre project has been good, phase one was extended to the end of October currently the consultants are producing a master plan that will be shared with the public to validate information within it post the local elections

We have a meeting planned with Romsey Future appointed consultant to further explore and develop a “digital town” offer which in phase one, will offer free to access town centre WiFi and potentially a basic app to navigate the town retail and eatery offer, later phases could include links to data giving availability in the carparks and as a means to broadcast details about road closures etc.

**Other issues**

I make no apologies that this seems much the same as my last report, problems still exist with the exception of the sewer cover that was fixed by Southern Water contractors

The surface of the Cornmarket continues to cause concern, the local Highway Management share our concerns but lacks resources to repair it properly. Frankly the quality of repairs undertaken by the HCC contractor is little better than pathetic with workers spending longer sat in their vehicle than actually working. The continued parking of blue badge holders in this pedestrian area is a major issue that we hope will be resolved once the Market Place is complete, there is absolutely no point in having traffic orders in place and then not enforcing them especially when the parking is on a surface designed for pedestrian only use.

Major repairs are required at the junction of Latimer Street and the Hundred, one of the crossing points have collapsed and despite halfhearted repairs are potential trip hazards

There has been yet another change of journalist working on Romsey Advertiser, thankfully Georgia Jackson the new reporter wishes to continue the weekly surgery in the Mayor’s Parlour

**Mark L. Edgerley,**

**Romsey Town Centre Manager 3rd April 2019**