

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 13th February 2018

In the Chair: Councillor M. Curtis

Attendance:

P. Cllr. N. Bailey
A. Cllr. D. Baverstock
P. Cllr. M. Bramley
P. Cllr. J. Burnage
P. Cllr. M. Cooper

P. Cllr. M. Curtis
A. Cllr. K. Dunleavy
P. Cllr. M. Greggains
A. Cllr. I. Hibberd
A. Cllr. N. Michell
P. Cllr. J. Parker

Clerk: Judith Giles
Public: 18

Present:
Mark Edgerley – Town Centre Manager
Howard Brisland – Building Manager
Barbara Burbridge – Honorary Archivist
Cllr. J. Burgess

1. APOLOGIES

Apologies received from Debbie Forder – Events Manager, Cllr. I. Hibberd, Cllr. D. Baverstock, Cllr. K. Dunleavy and Cllr. N. Michell

2. DECLARATION OF INTEREST

None

3. MINUTES

The minutes of the Building & Town Committee Meeting held on 19th December 2017 were confirmed as a correct record

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Parker

CARRIED

Matters Arising

Agenda Item 3 - Cllr. M. Cooper and the Town Clerk to discuss template for weddings which can be sent to Romsey Advertiser on 15th February 2018. Agenda item 7 – The Town Clerk confirmed a “profitability versus income report” for the Town Hall Bar requested by Cllr. J. Parker is included in the Finance Report - Agenda item 7. Agenda item 15 – Cllr. J. Parker reported he has been in communication with a Marketing Consultant who may give some free time to help identify how to improve the Town Hall income. Cllr. J. Parker to investigate further. It was agreed the Town Hall staff will initially meet with aforementioned Consultant after which a meeting will be called of the Working Group set up to discuss further.

RESOLUTION NO. 18/45

It was **RESOLVED** to adjourn the meeting for Public Participation 7.40P.M.

PROPOSED: Cllr. M. Curtis

SECONDED : Cllr. M. Bramley

CARRIED

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4. PUBLIC PARTICIPATION

A representation from the Rethink Romsey Market Place Group put forward their views on the proposed option chosen by Hampshire County Council for the enhancement of the Market Place, Romsey. A debate was held as to the "pros and cons" between the Rethink Romsey Market Place Group and the Building and Town Committee. The Rethink Romsey Market Place Group expressed the view they would prefer to see the roundabout stay in situ as they have concerns regarding the new traffic flow system and the safety of pedestrians. Cllr. M. Cooper said the planned layout of Romsey's Market Place was a straightforward choice. Do we design the Market Place for cars or do we design it for pedestrians? The Project Board of local elected Councillors decided to improve the pedestrian experience. A public consultation held in November 2016 supported the pedestrian option. Cllr. M. Cooper said in all his experience of Council officers, highway design engineers are the most risk averse. They have designed a safe layout, where vehicles will manoeuvre very slowly and where Romsey residents of all ages will be safe to wander around our potentially lovely Market Place.

5. ARCHIVIST REPORT

Barbara Burbridge reported sponsorship is being sought for the restoration of the Coat of Arms Board. The Town Clerk and Building Manager to liaise with Barbara. Racking is being organised in the basement for storing artefacts which will be properly wrapped. It was confirmed to Cllr. M. Bramley there is a comprehensive list of the original artefacts stored in the basement. Barbara suggested that once the artefacts have been correctly stored and accessible it might be a good idea to have a programme of rotation of the displays in the corridors.

6. REVIEW OF BOOKINGS

The Town Clerk furnished the Committee with Bookings Income Graph. It was noted income is below budget for 2017-18 however an increase in bookings for 2018-19 is being experienced.

7. FINANCE REPORT

Noted. Cllr. J. Parker reported the Finance Report Summary Income & Expenditure does not correlate with the Detailed Income and Expenditure Report. The Town Clerk to raise with DCK Beavers Accounting Solutions Ltd.

8. BUILDING MANAGER'S REPORT

See attached (Appendix 1)

Cllr. M. Bramley asked about the insurance cover for the lights on the Christmas trees purchased via the Chamber of Commerce. The Town Clerk to check with the Chamber of Commerce and report findings to the Building Manager and Cllr. M. Bramley.

9. TOWN SIGNS

The Building Manager reported the Town Signs are "on hold" until after the Boundary Review has been completed. Cllr. M. Cooper reported the boundary between Romsey Town and Romsey Extra is not going to be changed therefore the Building Manager can go ahead with quotes for new signs.

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10. CHRISTMAS LIGHTS SAFETY MAINTENANCE

The Building Manager and the Town Clerk are meeting with the Christmas Lights Contractor (SJT Electrical) to discuss requirements for Christmas Lights Safety Maintenance before lights can be put up Christmas 2018. A report will be given at the next Building & Town Committee meeting.

11. TOWN CENTRE MANAGER REPORT

See attached (Appendix 2)

12. MARKET

The Town Clerk and the Town Centre Manager are liaising with HCC legal in regards to a partnership contract for Romsey Market. The agreement will be ready to bring to Full Council in March 2018.

MARKET PLACE EVENT POWER

RECOMMENDATION: RTC to undertake the maintenance liability and electrical costs of two new power bollards

RESOLUTION NO.18/46

It was **RESOLVED** Romsey Town Council undertake the maintenance liability and electrical costs of two new power bollards

PROPOSED: Cllr. M. Curtis

SECONDED: Cllr. J. Parker

CARRIED

13. EMERGENCY PLAN GROUP

Cllr. J. Parker reported the Emergency Plan Group are in the process of formally adopting a "constitution". Once a constitution has been formalised it will then enable the group to apply for Grants. The Town Clerk is looking into insurance cover for the Romsey Emergency Plan.

Meeting Closed 9.19p.m.