#### In the Chair: Councillor C. Wise

**Attendance:**

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

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

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

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

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

A. Cllr. N. Daas P. Cllr. S. Wilkinson

Chief Officer: Judith Giles Present:

Public: 0 Debbie Forder – Events Manager

Howard Brisland – Building Manager

1. **APOLOGIES**

Apologies received from Cllr. J. Burnage, Cllr. N. Daas and Cllr. J. Critchley

1. **DECLARATION OF INTEREST**

Cllr. D. Baverstock – Grant - The Office of Dmitrijs Meiksans MYP - £250

1. **MINUTES**

The minutes of the Building & Town Committee Meeting held on 11th August 2020 were confirmed as a correct record.

**PROPOSED:** Cllr. M. Cooper

**SECONDED:** Cllr. J. Parker

**CARRIED**

**Matters Arising** –Meeting between Building Manager and 3 Councillors to discuss Maintenance Schedule still to be arranged.

1. **PUBLIC PARTICIPATION -** Dmitrijs Meiksans MYP gave a brief outline regarding Grant Application
2. **ARCHIVIST REPORT –** None
3. **REVIEW OF BOOKINGS**
4. **TOWN HALL**

The Events Manager reported the income for 2020-21 is down substantially due to COVID-19. However bookings are on the increase, in particular weddings for 2021-22, COVID19 guidelines permitting.

1. **REVIEW OF FILMSHOWS**

No filmshows

1. **TOWN HALL – WAY FORWARD – COVID 19**

The Chief Officer reported due to the changed COVID-19 Government Guidelines the Town Hall staff are now providing a scaled back staffing presence in the Town Hall and working from home.

1. **FINANCE REPORT**

The Chief Officer presented Month 5. It was noted income is down due to COVID-19.

1. **BUILDING & TOWN PROPOSED BUDGET 2021/22**

After discussion the following was resolved:-

**RESOLUTION NO. 20/13**

It was **RESOLVED** to approve Cost Centres 110,111 and 112 be included in the 2020-21 draft budget

**PROPOSED:** Cllr. K. Dunleavey

**SECONDED:** Cllr. D. Baverstock

**CARRIED**

1. **PROPOSED LIFT INSTALLATION UPDATE**

The Building Manager reported the Chief Officer has identified a Community Asset Grant to help with the cost of putting in a lift in the Town Hall. She will also apply for a Public Works Loan. The detailed drawings are now being reviewed with all the structural calculations complete. Detailed planning and scheduling is now in progress. The building works are being put out to tender for a return by 20th November. The exterior decorations have been put back from this autumn to coincide with the installation. This is because the rear pitch roof needs modifying for the lift and the Velux window removing. This roof is being retiled within the external decoration so both jobs can share a common scaffold and not repeat unnecessary works.

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

The Committee welcomed Lisa Mortimer – new Town Centre Manager. Cllr. M. Cooper thanked her for an excellent first report.

1. **COMMUNITY INFRASTRUCTURE LEVY (CIL) 2020/21**

**RECOMMENDATION:** to place a bench at the top of Botley Road outside play area on the grass verge

**RESOLUTION NO. 20/14**

It was **RESOLVED** to place a bench at the top of Botley Road outside play area on the grass verge

**PROPOSED:** Cllr. M. Cooper

**SECONDED:** Cllr. C. Wise

**CARRIED**

Cllr. M. Cooper suggested the Chief Officer liaise with Marianne Piggin, TVBC with regards to identifying an appropriate bench

1. **GRANTS**

**RESOLUTION NO. 20/15**

**Halterworth Primary School Green Team**

It was **RESOLVED** to grant £250 to Halterworth Primary School Green Team

**PROPOSED:** Cllr. M. Cooper

**SECONDED:** Cllr. K. Dunleavey

**CARRIED**

**The Office of Dmitrijs Meiksans MYP - £250**

**RESOLUTION NO. 20/16**

It was **RESOLVED** to grant £250to The Office of Dmitrijs Meiksans MYP

**PROPOSED:** Cllr. S. Wilkinson

**SECONDED:** Cllr. K. Dunleavey

**CARRIED**

**Romsey Amateur Operatic & Dramatic Society**

**RESOLUTION NO. 20/17**

It was **RESOLVED** to grant £250 to Romsey Amateur Operatic & Dramatic Society

**PROPOSED:** Cllr. C. Wise

**SECONDED:** Cllr. S. Wilkinson

**CARRIED**

**Meeting closed 8.54p.m.**

**Building Manager Report to Building and Town Committee 13th October 2020.**

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| 1 | **Maintenance Technician** | A new person, David Chase, has been appointed. We are negotiating a start date at present. |
| 2. | **Lighting** | New lighting has been fitted from the main entrance through the foyer and the side corridor. This is to replace the condemned units and is now low energy LED. |
| 3. | **Covid Working** | I am regularly checking the information updates from both the Government and Health & Safety Executive. The Risk Assessment and guidance is then updated. |
| 4. | **Garden** | This has been tidied. Remaining works to take place along with Ex Dec’s. |
| 5. | **Water Trough** | This will be turned off at the end of this month until the beginning of April to prevent frost damage. |
| 6. | **Christmas Lights** | Installation of lights to start on 26th October. |
| 7. | **Lift** | We have to consider bats. This is due to a small roof modification. Otherwise progressing well. |
| 8. | **External Decorations** | Due to the potential of the Lift Works above, this has been postponed to coincide with these works to share scaffolding, roof work and bat survey. |
| 9 | **Piazza Tree** | I have been informed the replacement of the dead tree will take place on 14th/15th October. |
| 10. | **Budget 2021/22** | Large cyclical items: Main heat exchanger clean £4750, Council Chamber lighting renewal £7000, IT renewal £7500. However, other items I have pushed back due to current situation. Court Room & Front Corridor decoration, Ground Floor W/C refurbishment, Alarm system replacement. |

**Lisa Mortimer MRICS - Romsey Town Centre Manager**

**Report to RTC Building and Town Committee October 2020**

**Monthly Report**

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| **Item No** | **Subject** | **Report** |
| **1** | **General commentary:** | The recent months since the UK has emerged on a limited basis out of lockdown, have been both concerning and economically challenging for most businesses and retailers, not only in Romsey Town Centre but also on a regional basis. This situation is likely to continue for some time yet as the UK faces a second spike of Coronavirus and with that further restrictions and the potential of local lockdowns.  The next few months into the Spring 2021 are predicted to be “bumpy” particularly in terms of consumer confidence as substantial job losses are predicted after the Government’s Furlough Scheme ends at the end of October.  Christmas retail spend is likely to be impacted as a result of larger family gatherings being discouraged, however online retail sales have continued to rise.  The compulsory wearing of masks in shops has also had a detrimental impact on footfall in retail premises according to some. |
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| **2** | **Town Centre trading activity:** | From personal observations at various times during the week, the town centre appears reasonably busy, although noticeably quieter later in the afternoons.  The presence of the Romsey Maker’s Market in the Piazza and The Cornmarket has from my personal observations attracted an increase in footfall in the Town Centre on a Sunday.  For your next meeting, I will ask TVBC to supply details of car parking usage/income for a comparison with last year: |
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| **3** | **Town Centre events and markets:** | Regrettably the antiques market scheduled for Sunday 18th October has had to be cancelled. Weekday markets are apparently well attended with waiting list for pitches. Makers Markets have been operating on most Sundays apart from on Sunday 4th October was cancelled due to the weather.  I will ask TVBC if they can produce a large scale plan for the Market Place and the Cornmarket so that I, in liaison with Bradbeers and traders can plot, designate and record stalls for the various market activities. At present, we have a slight conflict from 2 stallholders unconnected with the Makers Market who were given “free” pitches by my predecessor and now are unwilling to relinquish these pitches. A solution is being sought whereby all traders who have booked can be accommodated. The plan as referred to above will help the situation. |
| **4** | **Planning and redevelopment matters:** | **The Abbey Hotel** – conversion of the front ground floor into retail space proceeding under permitted development. Determination of planning application by TVBC for conversion to provide residential units that was deferred from August due for determination on 6th October.  **14 Market Place (Santander)** – no work yet commenced  **8, Market Place** – application for micro pub yet to be determined  **7, Market Place** – application for certificate of proposed lawful development for change of use from A1 retail to A2 financial and professional services – withdrawn  **21a, Market Place** (former Romsey Advertiser office) - Certificate of proposed lawful use issued - Use of ground floor as A2 Financial and Professional Services to enable Charters Estate Agents to relocate from the Hundred |
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| **5** | **Vacant units:** | **34 The Hundred** – former Carphone Warehouse unit still being marketed. Available by an assignment of an existing lease which is due to expire in June 2021. Rent passing £20,000 pa  A full schedule of all commercial users and vacant units in the Town Centre will be produced and circulated for the next meeting. |
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| **6** | **Temporary closure of the Hundred** | Ongoing complaint from a resident of Portersbridge Street in respect of increased traffic volumes as a result of the closure of The Hundred. Complaint escalated to HCC Highways and Transport Planning Team. |
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| **7** | **Meetings/discussions (in the last month and planned)** | LM has met in the past month  Romsey Chamber of Commerce (re Christmas)  Thomas Wharton Vicar of Romsey (re Remembrance Sunday and Armistice Day Events)  Mark Hall Bradbeers – re Markets  Michael White – Licensing Officer TVBC  Andy Ferrier (Chief Executive TVBC) & Nick Adams-King (Deputy Leader TVBC) – re Romsey Future and other initiatives  Kerri and Kate – Organisers of the Romsey Makers Market  Planned Meetings in the next month  Steve Corbett – Store Manager Waitrose Romsey  Greg Davies – Bradbeers  Tim Lincoln – Brightbeech Property  Richard Jordan-Baker – Estates Director Broadlands |
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| **8** | **Romsey Futures** | Romsey Future Combined Meeting scheduled via Teams for 12th October. The Masterplan gained TVBC cabinet approval on 2nd October 2020. |
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| **9** | **Christmas events and shopping** | Christmas meeting held in RTH Council Chamber in the second week of September with Romsey Chamber of Commerce and other stakeholders. Christmas events are proposed to be scaled back this year due to ongoing Coronavirus restrictions. It is proposed that by using the power of technology this year to live-stream events such as Christmas lights switch on, some form of Christmas celebration can be achieved. The tree in the Piazza to be erected as normal.  We are currently awaiting feedback from Romsey Chamber of Commerce as to whether retailers and Town Centre businesses wish to hold late night Christmas Shopping events.  The proposal for extra security patrols in Romsey Town Centre over the Christmas period has yet to be decided in conjunction with all the relevant stakeholders. |
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| **10** | **Tables and Chairs/Pavement Licences – Piazza and The Cornmarket** | An on-site tripartite meeting with Michael White (licensing officer TVBC), Mark Hall (Bradbeers) and myself to discuss encroachments of the outdoor seating in front of Josie’s, Costa and the Conservative Club, which is conflicting with the weekday market layouts. Michael has now written to the businesses in question reminding them that under the terms of their pavement licences the layout of the market takes priority on market days.  We also met with the Landlady of The Tudor Rose in respect of her licensed outdoor seating area in the Cornmarket, which was causing a slight conflict with the layout of the market stalls on market days. A solution was proposed on site by Michael and accepted by the Tudor Rose to adjust their seating layout slightly.  Further encroachments should they arise are being monitored by myself and Mark Hall. |
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| **11** | **Future Initiatives** | As an outcome of my meeting with Andy Ferrier and Nick Adams-King in which my ideas for a digital/smart high street were discussed, I have been invited to join the TVBC Romsey Smart Town working group and input my ideas.  Also discussed were my ideas for a Romsey Community Heritage App and how to take this initiative forward in conjunction with TVBC working group.  I will report back once the meetings have taken place . |