

# Romsey Town Council

Town Hall  
1, Market Place  
Romsey  
SO51 8YZ



## **BUILDING & TOWN COMMITTEE MEETING**

Minutes of the Meeting held on Tuesday 28th August 2018

**In the Chair: Councillor M. Curtis**

### **Attendance:**

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

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

Clerk: Judith Giles  
Public: 0

Present:

Mark Edgerley – Town Centre Manager  
Debbie Forder – Events Manager  
Howard Brisland – Building manager

### **1. APOLOGIES**

Apologies received from Cllr. I. Hibberd and Cllr. N. Michell

### **2. DECLARATION OF INTEREST**

None

### **3. PUBLIC PARTICIPATION**

None

### **4. BUILDING MANAGER'S REPORT (Attachment 1)**

The Building Manager presented his report. Cllr. J. Parker asked when the rear wall in the Courtyard garden will be repaired. The Building Manager said the wall requires planning permission before work can commence on rebuilding it. To date he has not had time to apply for planning permission.

### **5. COURT ROOM PA SYSTEM**

The Building Manager outlined the issues with the PA System in the Court Room

#### **RESOLUTION NO. 18/09**

It was **RESOLVED** the Building Manager acquires costings for the replacement of the PA System in the Court Room and will present at the next Building & Town Meeting

**PROPOSED:** Cllr M Bramley

**SECONDED:** Cllr K. Dunleavy

**CARRIED**

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### **6. TOWN HALL – SECOND FLOOR TOILET REFURBISHMENT/DDE COMPLIANCY**

The Building Manager presented quotes for the refurbishment of the second floor toilets which will make them DDE compliant

#### **RESOLUTION NO. 18/10**

It was **RESOLVED** to approve quote of £25,000 for the refurbishment of the second floor toilets which will make them DDE compliant.

**PROPOSED:** Cllr. K. Dunleavy

**SECONDED:** Cllr. M. Greggains

**CARRIED**

### **7. TOWN SIGNS**

#### **RESOLUTION NO. 18/11**

It was **RESOLVED** to defer a decision regarding refurbishment of Town Signs until the Town Clerk confirms how much CIL funds (Community Infrastructure Levy) has been allocated to RTC, with a view to using these funds to refurbish Town Signs.

**PROPOSED:** Cllr M Cooper

**SECONDED:** Cllr. J. Parker

**CARRIED**

Cllr. D. Baverstock to investigate if TVBC would be willing to fund Town Signs

### **8. BUDGET 2019/20**

#### **RESOLUTION NO. 18/12**

It was **RESOLVED** to recommend Building Budget Cost Code 110 to the Finance & Resources Committee subject to Cost Centre 4572 - Long Term Building Repairs being reduced from £20,000 to £17,500 and Cost Centre 5220 – Publicity & Marketing being increased to £5,000

**PROPOSED:** Cllr. J. Burnage

**SECONDED:** Cllr M. Greggains

**CARRIED**

#### **Town Signs**

#### **RESOLUTION NO. 18/13**

It was **RESOLVED** to put in abeyance the budgeted £5,000 for the Town Signs until the Town Clerk has investigated if CIL funds will cover the costs.

**PROPOSED:** Cllr. J. Parker

**SECONDED:** Cllr. K. Dunleavy

**CARRIED**

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### **Christmas Lights**

#### **RESOLUTION NO. 18/14**

It was **RESOLVED** Cost Centre 170 – Christmas Lights include an Income Cost Code - Donations with a figure of £7,000.

**PROPOSED:** Cllr. J. Parker

**SECONDED:** Cllr. K. Dunleavy

**CARRIED**

#### **RESOLUTION NO. 18/15**

It was **RESOLVED** to recommend to the Finance & Resources Committee the Town budget cost codes subject to Resolution Nos. 18/13 and 18/14 being instigated.

**PROPOSED:** Cllr. J. Parker

**SECONDED:** Cllr. K. Dunleavy

**CARRIED**

Meeting Closed 9.05p.m.

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### **Building Manager Report to Extraordinary Building and Town Committee 28<sup>th</sup> August 2018.**

1. **Fire Provisions** Automatic door closers have been fitted to basement escape route doors.  
The fire alarm "Red Care" unit suffered a catastrophic failure. This has been repaired.
2. **Heating** Whilst the system was drained for the works to the Rear Ground Office two other jobs were undertaken.  
Radiators were replaced in the offices that had been removed some time ago. This is part of the slowly progressing office upgrade. In the Council Chamber two old noisy underperforming convector units have been changed for two large radiators. This should now give background heating and allow for better temperature regulation. This was not planned but within current budgets.
3. **Council Chamber** Mayoral board has been updated.
4. **Tadburn Notice Board** The repair to this is complete.
5. **Rear Ground Floor Office** Works now complete ready for The Cranfield Trust.
6. **Paimpol Room** Additional sound proofing has been fitted between this office and the Town Clerks office above.
7. **Kitchen** A new freezer has been procured.
8. **Garden** Works to continue later in the year.