



Romsey Town Council Meeting

*Tuesday 27th September 2022
at
7.30pm*



Romsey Town Council

MEETING

A Meeting of the Town Council convened by the Town Mayor of Romsey (Cllr. N. Gwynne) will take place on Tuesday 27th September 2022 at 7.30 p.m.

The public and press are cordially invited to be present.

(Meeting papers available at the Town Council Offices in the Town Hall, Monday to Friday 9.00a.m. – 3.00p.m.)
Email: chiefofficer@romseytc.org.uk

Town Mayor

Issue Date: 200922

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



You are hereby summoned to attend a Meeting of the above-named Council convened by the Town Mayor (Councillor N. Gwynne) on **Tuesday 27th September 2022 at 7.30P.M.**

AGENDA

1. PRAYERS

2. APOLOGIES

3. DECLARATION OF INTERESTS

4. MINUTES

Confirmation

To receive and approve the accuracy of the Minutes for meetings held on
26th July 2022
Matters Arising

PUBLIC PARTICIPATION

To pass a resolution to adjourn the meeting

- (a) To receive formal presentations from individuals or organisations which are an identified agenda item: None
- (b) To receive verbal reports from Borough and County Councillors of what has been happening at Borough and County level which is of interest to Romsey Town Councillors
- (c) Questions from members of the public to Town Councillors
- (d) Questions from members of the public to Borough Councillors
- (e) Questions from members of the public to the County Councillor
- (f) Questions from Town Councillors to Borough Councillors
- (g) Questions from Town Councillors to County Councillor

5. PLANNING COMMITTEE

To receive and note the minutes of the Planning Committee meetings held on
21st July 2022 and 18th August 2022(draft)

6. TOWN & BUILDING COMMITTEE

To receive and note the minutes of the Town & Building Committee meetings held
14th June 2022 and 16th August 2022(draft)

7. FINANCE & RESOURCES COMMITTEE

To receive and note the minutes of the Finance & Resources Committee
meetings held on 5th July 2022 and 6th September 2022(draft)

8. ALLOTMENTS COMMITTEE

To receive and note the minutes of 1st August 2022

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



You are hereby summoned to attend a Meeting of the above-named Council convened by the Town Mayor (Councillor N. Gwynne) on **Tuesday 27th September 2022 at 7.30P.M.**

9. **ANNUAL RETURN 2021/22**
RECOMMENDATION: Full Council approve Annual Return 2021/22
10. **ROMSEY TOWN COUNCIL/ROMSEY EXTRA PARISH COUNCIL PROPOSED MERGER**
Update/Questions?
11. **ROMSEY FUTURE**
Update
12. **REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS**
Reports from members attending meetings of external organisations since the last Full Council Meeting
13. **CORRESPONDENCE**
None
14. **DEATH OF HER MAJESTY THE QUEEN – 8TH SEPTEMBER 2022**
Chief Officer to report on events in Romsey to commemorate her death
15. **MAYORAL ANNOUNCEMENTS**

N.B. Agenda items for the next meeting on Tuesday 15th November 2022 should be received by the Chief Officer no later than 1st November 2022

Romsey Town Council
Town Hall
1, Market Place
Romsey
SO51 8YZ

FULL COUNCIL MEETING

Minutes of the Meeting held on 26th July 2022

In the Chair:

Attendance:

P Councillor D. Baverstock	P Councillor N. Gwynne
A Councillor J. Cairney	A Councillor S. Lamb
P Councillor M. Cooper	P Councillor J. Parker
P Councillor J. Critchley	P Councillor J. Ray
P Councillor I. Culley	- Councillor M. Southey
P Councillor N. Daas	A Councillor C. Wise
P Councillor J. Burnage	P Councillor S. Wilkinson

Clerk: Nicqui Chatterley

Public: 2

1. PRAYERS

The Reverend Thomas Wharton led prayers

2. APOLOGIES

Apologies received from Cllr. J. Cairney, Cllr. S.Lamb and Cllr C. Wise

3. DECLARATION OF INTEREST

None

4. CONFIRMATION OF MINUTES

To receive and approve the accuracy of the Minutes meetings held as follows:-
The minutes of the meeting held on 17th May 2022 and adjourned meeting on 24th May were duly confirmed and signed

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Ray

CARRIED

Matters Arising

None

PUBLIC PARTICIPATION

PROPOSED: Cllr. K. Dunleavey

SECONDED: Cllr. N. Daas

CARRIED

MEETING ADJOURNED: 7.35 P.M.

To receive formal presentations from individuals or organisations which are an identified agenda item:- Sgt Chris Challis, gave a police update on the last 9 months with the area covered being Knightwood, North Baddesley, Nursling & Romsey. There has been an increase in crime of 2% in the last 90 days mainly directed to shoplifting in the Nursling area. Sergeant Challis encouraged individuals to report a crime to 101.

Beggars Fair was a great success from a policing perspective with minimal incidents to deal with.

Cllr Dunleavy raised the question of the Travellers recently in the Nursling area. There was a discussion on how the policing of the situation was handled and an explanation of the new Section 61 powers which make it easier for the police to move travellers on. There is an issue with resources when travellers descend on an area as it impacts on surrounding forces. It was suggested that joint up thinking and communication amongst surrounding Town & Parish Councils to warn of the potential for movement into an area might be useful. Chris is happy to advise or send an officer to advise on securing areas of concern. It was suggested that Parishes Councillors receive some form on training on Section 61 process to quickly assemble evidence, this could be through TVBC – Association of Parish and Town Councils.

The police are continuing a presence around Saddlers Mill to ensure members of the public are not swimming. The anti-social behaviour in the town has decreased however there has been one recently reported incident that the police are looking into. E Scooters were discussed with the increase in use into and around the town. The police are addressing this and a couple of final warnings have been issued to repeat offenders.

Cllr Baverstock shared her disappointment that three of the yarn bombs created by members of the public had been stolen.

To receive verbal reports from Borough and County Councillors of what has been happening at Borough and County level which is of interest to Romsey Town Councillors
HCC Report

Cllr Cooper reported that the HCC Resilience re-surfacing of Winchester Road from the Plaza roundabout eastwards was scheduled for the current quarter. However, work has been deferred because Southern Water now has funding to replace the inadequate sewer in Winchester Rd; this needs completing before the resurfacing work takes place.

Cllr M. Cooper shared the consultation link in respect of 20mph zones.

<https://www.hants.gov.uk/transport/transportchemes/20mph-speed-limits-consultation>

Alternatively going on to HCC's website and typing in 'Hampshire 20mph consultation' will access the survey.

TVBC Report

Cllr J. Parker reported TVBC Parks Department have made the barrier at the Whitenap Play Space more secure.

Cllr J. Parker gave an update on the Whitenap Development. Current proposals list access areas but could change drastically. There is no detail on the bridge or the proposed link to the Whitenap play space or positioning of the school. At this stage the papers are indicative and could change drastically. The Development of 8 houses at Winchester Road has been refused given the impact on the houses in Tadfield Road.

Cllr N. Daas reported that Louise Thorpe from the housing department at TVBC is aware of and addressing the issues in and around the Banning Street flats including the pruning of two large trees which he is trying to get pruned back in Banning Street as they are currently coming into residents' balconies.

Waste bins in around Dukes Mill have been relocated to more appropriate sites to reduce litter.

Cllr N. Daas reminded all Cllrs. to keep an eye on the development of the site adjacent to King John's House.

Cllr Daas suggested that a long-term strategy may be the way forward with the issue of travellers being pushed from County to County and a main point of contact in place to alert other towns and parishes of their movement.

Questions from members of the public to Borough Councillors

None

Questions from members of the public to the County Councillor

None

Questions from Town Councillors to Borough Councillors

None

Questions from Town Councillors to County Councillor

None

RE-COMMENCED 7.55 PM

5. PLANNING COMMITTEE

Cllr. J. Burnage proposed that the Full Council accept the minutes of the Planning Committee held on 28th April 2022, 26th May 2022, Extraordinary Meeting 16th June 2022 (draft) and 23rd June 2022 draft)

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. M. Cooper

CARRIED

6. BUILDING AND TOWN COMMITTEE

Cllr. S. Wilkinson proposed that the Full Council accept the minutes of the Building and Town Committee meetings held on 12th April 2022 and 14th June 2022 (draft)

Citizens' Award is still under discussion and will be ongoing

PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr. J. Burnage

CARRIED

7. FINANCE & RESOURCES COMMITTEE

Cllr. J Critchley proposed that the Full Council accept the minutes of the Finance & Resources Committee meetings held on 3rd May 2022 and 5th July (draft)

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. S. Wilkinson

CARRIED

8. ALLOTMENTS COMMITTEE

Cllr. J. Parker proposed that the Full Council accept the minutes of the Allotments Committee meeting held on 4th May 2022

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. K. Dunleavy

CARRIED

9. COUNCIL CHAMBER PA AND LIGHTING UPGRADE

RECOMMENDATION:

1. To authorise a Contractor to install new lighting and audio video equipment as per their quotation 220408-A1 for the sum of £32,190.00 ex VAT.
2. The existing Delegate Conference System will be repaired within the existing annual maintenance budget. This will provide 12 microphone stations.
3. This will provide an up-to-date facility compatible with the Court Room, which will further enhance the "saleability" of this space.
4. £20,000 is budgeted for in the Long Term Buildings Fund (Budget Code 4572). Remainder £12,290 to be taken from the General Reserve

RESOLUTION NO. 22/08

It was **RESOLVED:**

1. To authorise a Contractor to install new lighting and audio video equipment as per their quotation 220408-A1 for the sum of £32,190.00 ex VAT.
2. The existing Delegate Conference System will be repaired within the existing annual maintenance budget. This will provide 12 microphone stations.
3. This will provide an up-to-date facility compatible with the Court Room, which will further enhance the "saleability" of this space.
4. £20,000 is budgeted for in the Long Term Buildings Fund (Budget Code 4572). Remainder £12,290 to be taken from the General Reserve

PROPOSED: Cllr. J Parker

SECONDED: Cllr. J Burnage

CARRIED

Cllr S Wilkinson will take back to the Building & Town Committee and report that it is important to track the progress on the spend

10. NEWLY APPOINTED BUSINESS, EVENTS AND TOURISM OFFICER

Suzi Shilling introduced herself to the Full Council and reported the following:-

I started on the 27th June and have slowly been introducing myself to local businesses, retail and market traders and asking of their experience of Romsey and also the ShopAppy website. Whilst out networking I am promoting the business groups (Romsey Mutual Business Group and Romsey Chamber of Commerce) encouraging people to join them, so far four have joined and a few more have taken the information.

I am currently developing a tourism marketing strategy for Visit Romsey and Visit Test Valley liaising with partners TVBC and Tourism Southeast.

I have been introducing myself at local Community Meetings and gatherings and working with Unity to help gain an understanding of the wealth of work they do.

Thank you to those so far who have popped into the office for a chat – Please feel free to drop in or email me I would love to hear your ideas and future plans for Romsey and the surrounding area.

11. ROMSEY FUTURE

RECOMMENDATION: to endorse revised Romsey Future Vision Statement
RESOLUTION NO. 22/09

It was **RESOLVED** to endorse revised Romsey Future Vision Statement

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. N. Gwynne

CARRIED

Note - There is one key change not in the Vision document and that is the governance. Romsey Vision is moving from workstream leads to a more formal program board whose members should be more of a cross section of interests in Romsey.

RESOLUTION NO. 22/10

It was **RESOLVED** Cllr J Critchley be nominated the RTC representative of Romsey Future

PROPOSED: Cllr. J Parker

SECONDED: Cllr. J. Critchley

CARRIED

12. REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS

Cllr S Lamb and Cllr D Baverstock to remain as Trustees of the Romsey Memorial Park Bandstand

Cllr J. Cairney to remain in place with the Allotments Committee (to be confirmed)

Cllr N. Gwynne will become a Trustee of the Kents Alms houses

13. CORRESPONDENCE

None

14. MAYORAL ANNOUNCEMENTS

Matthew Jones the Junior Macebearer has put a request forward for Sponsorship/Funding toward his place at the World Scout Jamboree being held in South Korea in 2023. Matthew has been selected to attend as part of the UK contingent of volunteers. Cllr N. Gwynne to consider a donation from the Mayor's allowance. Cllr J Ray suggested Matthew also contact the Carnival Committee.

Cllr K Dunleavey raised and the Full Council endorsed the amazing work Cllr J. Ray and his Carnival Committee have achieved this summer with the fabulous events they have hosted in the town.

Meeting Closed 8.35p.m.

Next Meeting 27th September 2022

In the Chair: Cllr S Lamb

ATTENDANCE:

ROMSEY EXTRA PARISH

P Councillor J Burnage
P Councillor J Cairney
P Councillor M G Cooper
A Councillor M Southey
A Councillor S Tippett

ROMSEY TOWN

P Councillor J Critchley
A Councillor I Culley
P Councillor S Lamb
P Councillor J Ray
A Councillor C Wise
P Councillor J Parker

In attendance: Nicqui Chatterley, Clerk
Toby Oliver, Hampshire Chronicle

25. **Apologies**

Cllr S Tippett, Cllr M Southey, Cllr C Wise, Cllr Culley

26. **Declarations of Interest**

Cllr J Burnage declared a non-pecuniary interest in List 26 – Item 7

27. **Minutes**

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 23rd June 2022 were confirmed as a true record.

Proposed by: Cllr J Critchley

Seconded by: Cllr J Ray

CARRIED UNANIMOUSLY

Matters Arising

None

28. **Public Participation**

None

29. **Participation at Southern Area Planning Committee**

APPLICATION NO:

21/03600/FULLS

APPLICANT:

Mr Stuart Wilson

PROPOSAL:

Erection of 8 dwellings and access road

SITE:

109A Winchester Road, Romsey, SO51 8JF

Refused 19th July 2022

APPLICATION NO:

19/02450/VARS

APPLICANT:

Mr John Drew

PROPOSAL:

Variation of condition 2 and 7 of 18/00567/FULLS (Erection of two

Signature:

S. A. Hepp

Date:

18.8.22

SITE: bedroom dwelling) to substitute approved plans to amend placement of dwelling and approve landscaping. Remove condition 4 regarding tree protection
7B Lansdowne Gardens (Formerly Part Of 7A), Romsey, Hampshire
Permitted 19th July 2022

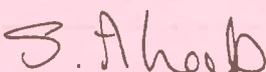
APPLICATION NO: 21/02635/FULLS
APPLICANT: LandQuest UK (Southern) Ltd
PROPOSAL: Erection of 35 dwellings with associated parking and use of the vehicular ingress and egress onto Cupernham Lane following the demolition of the existing dwelling and other outbuildings.

SITE: Oxlease House, Cupernham Lane, Romsey
Permitted 19th July 2022

30. **Appeal Notifications/Decisions**

APPLICATION NO: 21/00886/TPOS
APPEAL REFERENCE: APP/TPO/C1760/8587
SITE: 123 Botley Road, Romsey, Hampshire SO51 5RQ
APPELLANT: Mr David Pearce
APPEAL STARTING DATE: 22 March 2021
PROPOSAL: For consent to carry out works to protected trees
DECISION DATE: 21 May 2021
DECISION TYPE: Delegated
DECISION: **Appeal Dismissed**

APPLICATION NO: 22/01015/CLPS
APPEAL REFERENCE: APP/C1760/X/22/3301851
SITE: 16 Lansdowne Close, Romsey, Hampshire, SO51 8FQ
APPELLANT: Mr Michael Seaforth
APPEAL STARTING DATE: 13 July 2022
PROPOSAL: Application for a lawful development certificate for proposed replacement of external windows, replacement of external living room windows with French doors, replacement of front door
Noted

Signature: 

Date: 18.8.22

31. **Amended Applications****APPLICATION NO:**

22/00174/CMAS

PROPOSAL:

Proposed extension to Nursling Recycling Centre, variations to existing site layout, erection of a new workshop building and the upgrade of parking arrangements at the adjacent paintball centre at Nursling Recycling Centre

SITE: Nursling Recycling Centre, Lee Lane, Nursling, Southampton SO16 0AD

Noted**APPLICATION NO:**

08/00911/FULLS

PROPOSAL:

Waitrose Limited

Variation of condition 18 of approved application 08/00911/FULLS (Extension to foodstore and associated works) to allow a wider delivery window for HGVs and Ecomm deliveries (home delivery service)

SITE:

Waitrose, 32 Alma Road, Romsey

It has been found that the incorrect application number for the variation of condition has been submitted – no further action to be taken

Noted : See List 28 – Item 432. **Correspondence**

1. Letter from BKP, Bunny Lane Timsbury in respect of environmental and infrastructure improvements at the site.

Noted

2. Email from Isabella Falco, TVBC confirming TPO 1237. Land between south side of Luzborough Lane and Premier Way, Romsey.

Noted

3. Email : TVBC 2022 Strategic Housing & Economic Land Availability Assessment (SHELAA and Green Land Availability Assessment (GLAA) – Call for Sites

Noted – Deadline for comments 22nd August 2022

Signature:

S. A. Howls

Date:

18.8.22

**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 25**
Week Ending: Friday 24th June 2022

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
22/01578/FULLS 21.06.2022 ROMSEY EXTRA 1.	Two storey extension to front, side, rear and replacement garage.	Mr Crook And Miss Stampfer Highfield School Road Romsey Hampshire SO51 7NX	Kate Levey 14.07.2022	No Objection	
22/01618/FULLS 24.06.2022 ROMSEY EXTRA 2.	Extend over garage to provide additional first floor accommodation	Mr And Mrs Laffin 15 Silverwood Rise Romsey Hampshire SO51 7AD	Katie Savage 16.07.2022	Objection	JPC concluded the extension has an incongruous appearance and is out of keeping with the street scene
22/01654/FULLS 24.06.2022 ROMSEY EXTRA 3.	Demolish garage, erection of front porch, ground floor side extensions, and addition of a second storey above entire ground floor	Mr And Mrs S Holmes Embley View Romsey Road Ower Hampshire SO51 6AE	Mr Nathan Glasgow 22.07.2022	No Objection	
22/01402/FULLS 21.06.2022 ROMSEY TOWN 4.	Erection of front porch with canopy	Mr And Mrs Jacobs 57 Viney Avenue Romsey Hampshire SO51 7NS	Mrs Sacha Coen 13.07.2022	No Objection	
22/01632/FULLS 22.06.2022 ROMSEY TOWN 5.	Single storey front extension creating internal porch and office and single storey rear extension to form garden room	Ed And Nichola Hardwicke Mareda 5 Cupernham Lane Romsey Hampshire SO51 7JJ	Katie Savage 15.07.2022	No Objection	

Signature: *S. A. hawks*Date: *18.8.22.*

**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 26**

Week Ending: Friday 1st July 2022

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
22/01673/FULLS 27.06.2022 ROMSEY EXTRA 1.	Single storey extension and associated alterations	Mr And Mrs Alex Marsh 32 Bramble Drive Romsey Hampshire SO51 7RJ	Mrs Sacha Coen 20.07.2022	No Objection	
22/01693/FULLS 27.06.2022 ROMSEY EXTRA 2.	Change of Use from Agricultural to B8 Storage and Distribution (Retrospective)	Mr Andrew Forrester Home Farm Barn Broadlands Park Romsey By-pass Romsey Hampshire SO51 9LB	Kate Levey 27.07.2022	No Objection	
22/01716/TREES 30.06.2022 ROMSEY EXTRA 3.	T3 and T5 - Horse Chestnut - Fell	Mr Tim Griffiths Wrens Corner Cupernham Lane Romsey Hampshire SO51 7LE	Mr Rory Gogan 22.07.2022	No Objection	
22/01666/TPOS 27.06.2022 ROMSEY TOWN 4.	T1-T4 - Lime - Remove duplicate branches up to height of 5m, and reduce length of overhanging branches in neighbouring gardens, T1 - Lime - Remove branch, T4 - Lime - Remove branches	Mr Andrew Dawbney Little Firs 43 Woodley Lane Romsey Hampshire SO51 7JR	Mr Rory Gogan 18.07.2022	No Objection	
22/01669/CLPS 28.06.2022 ROMSEY TOWN 5.	Certificate of proposed lawful development to operate a part-time baking business from home	Miss Katerina Pentalioti 48 Stapleford Close Romsey Hampshire SO51 7HU	Kate Levey 25.07.2022	No Objection	JPC have concerns about inadequate parking for customers picking up. Suggest make the application unique to Miss Katerina Pentalioti

Signature: *S. A. Webb*

Date: *18.8.22*

22/01722/FULLS 01.07.2022 ROMSEY TOWN 6.	Single storey rear extension, loft conversion, garage conversion with rear dormer and associated alterations	Mrs Carol Rickman 2 Grays Close Romsey Hampshire SO51 5PG	Mrs Sacha Coen 23.07.2022	Objection	The dormer is excessive and the overall design is detrimental to the appearance of the area and to the purposes the bungalows where originally built
21/03188/FULLS 23.06.2022 ROMSEY EXTRA NORTH BADDESLEY 7.	Construction of pedestrian pathway between Mountbatten Park and Luzborough Wood SANG	The Ashfield Estate Mountbatten Park Queens Ride North Baddesley Southampton Hampshire SO52 9GT	Mr Paul Goodman 18.07.2022	No Objection	

**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 27
Week Ending: Friday 8th July 2022**

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
22/01518/FULLS 04.07.2022 ROMSEY EXTRA 1.	Erection of a single storey summerhouse in rear garden of property (retrospective)	Mrs Kerry Gregory 26 Hunters Crescent Romsey Hampshire SO51 7UJ	Mrs Sacha Coen 26.07.2022	Objection	JPC noted that this appears to be an application for the purpose of business premises not for a summerhouse. There are also concerns about the lack of parking for customers. The summerhouse is 2.5m high on the boundary of the neighbouring property.
22/01580/FULLS 05.07.2022 ROMSEY TOWN 2.	Single storey side extension and associated alterations	Mr And Mrs Jeffrey Collins 6 Abbey Water Romsey Hampshire SO51 8EJ	Katie Savage 05.08.2022	No Objection	JPC would recommend an archaeological condition to be applied to the application

22/01762/FULLS 08.07.2022 ROMSEY TOWN 3.	Ground floor front and rear extensions and first floor side extension	Mrs Emily Dixon Arran House 40 Carisbrooke Court Romsey Hampshire SO51 7JQ	Katie Savage 02.08.2022	Objection	The first floor element of the extension is hard on the boundary of the neighbouring property and interrupts the spacious characteristic of this part of Carisbrooke Court. The single storey rear extension would extend into the neighbours boundary. The site is well treed and no protection has been given to the trees – an arboriculturist assessment should be made.
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**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 28
Week Ending: Friday 15th July 2022**

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
22/01794/FULLS 11.07.2022 ROMSEY EXTRA 1.	Single storey side extension, open air porch, replacement doors at entrance with replacement window, installation of external insulation	Mr And Mrs Chadwick The Thatch 69 Cupernham Lane Romsey Hampshire SO51 7LE	Katie Savage 04.08.2022	No Objection	It was noted that JPC would like to see a better design solution for the roof
22/01793/FULLS 11.07.2022 ROMSEY TOWN 2.	Single storey rear extension	Mr Alan Parr 8 High Firs Gardens Romsey Hampshire SO51 5QA	Mrs Sacha Coen 12.08.2022	No Objection	
22/01796/FULLS 12.07.2022	Two storey side extension	Mr Daniel Rides 1 Ashdown Way	Mr Nathan Glasgow		Subject to confirmation that the first floor extension does

ROMSEY TOWN		Romsey Hampshire SO51 5QR	04.08.2022	No Objection	not oversail land outside the red line.
3. 22/01800/VARS 12.07.2022 ROMSEY TOWN	4. Variation of condition no. 14 of 05/00494/VARS (following granting of planning permission TVS.07802/14- Demolition of Council depots, Orchard House, SCATS, 32 & 36 Alma Road, existing club buildings, and erection of retail supermarket and new SCATS retail unit with formation of car park, access roads and associated development, retail units, new club for Royal British Legion with access and car parking, relocation of site) - to allow a wider delivery window for HGVs and Ecomm deliveries (home delivery service)	Waitrose Ltd 32 Alma Road Romsey Hampshire SO51 8AS	Sarah Barter 12.08.2022	Objection	JPC strongly objects to this application in respect of the noise generated by loading and unloading and the impact on amenity of neighbours and adjacent dwellings. Current home delivery timings are more than generous.
5. 22/01834/FULLS 15.07.2022 ROMSEY TOWN	Single storey front extension and two storey rear extension including basement and decking area	Mr And Mrs Paul Davies Mataranka The Crescent Romsey Hampshire SO51 7NG	Kate Levey 09.08.2022	Objection	There is an impact on the immediate neighbours on both sides. The extension is overbearing. It is effectively three storeys at the rear and impinges on the amenities of the neighbouring properties.

Meeting ended at: 8.17 pm

Next meeting: Thursday 18th August 2022 at 7.30 pm

Signature:

S. A. Lamb

Date:

18.8.22.

In the Chair: Cllr S Lamb

ATTENDANCE:

ROMSEY EXTRA PARISH		ROMSEY TOWN	
P	Councillor J Burnage	P	Councillor J Critchley
P	Councillor J Cairney	A	Councillor I Culley
P	Councillor M G Cooper	P	Councillor S Lamb
-	Councillor M Southey	P	Councillor J Ray
P	Councillor S Tippet	-	Councillor C Wise
		A	Councillor J Parker

In attendance: Clerk Nicqui Chatterley
Toby Oliver, Hampshire Chronicle

33. **Apologies**

Apologies were received from Cllr I Culley, Cllr J Parker

34. **Declarations of Interest**

None

35. **Minutes**

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 21st July 2022 were confirmed as a true record.

Proposed by: Cllr J Burnage

Seconded by: Cllr J Ray

CARRIED UNANIMOUSLY

Matters Arising

List 27, Page 29, Item 3 22/01762/FULLS has been withdrawn

36. **Public Participation**

None

37. **Participation at Southern Area Planning Committee**

1. APPLICATION NO:	21/03491/FULLS
APPLICANT:	Mr Tim Lincoln
PROPOSAL:	Erection of two detached dwellings
SITE:	The Abbey Hotel, 11 Church Street, Romsey
	REFUSE - NOTED

38. **Appeal Notifications/Decisions**

1. APPLICATION NO:	21/02189/FULLS
SITE:	33 Church Street, Romsey, Hampshire, SO51 8BT
PROPOSAL:	Change of use of ground floor to dwelling
APPELLANT:	Mr James Karsenbarg

Signature:

Date:

APPEAL REFERENCE: APP/C1760/W/22/3295991
APPEAL STARTING DATE: 21.07.22
NOTED

2. APPLICATION NO: 21/00817/FULLS
SITE: Land At Fishlake Cottage , Greatbridge Road, Romsey
PROPOSAL: Change of use from open storage to residential use, erection of 2no. four-bedroom houses with associated parking and landscaping, installation of package treatment plants
DECISION: **REFUSE - NOTED**

3. APPLICATION NO: 21/03600/FULLS
SITE: 109A Winchester Road, Romsey, SO51 8JF
PROPOSAL: Erection of 8 dwellings and access road
DECISION: **REFUSE - NOTED**

39. Amended Applications

1. APPLICATION NO: 22/01762/FULLS
SITE: Arran House , 40 Carisbrooke Court, Romsey
PROPOSAL: Ground floor front and rear extensions and first floor side extension
DECISION: **APPLICANT WITHDRAWN PROPOSAL - NOTED**

2. APPLICATION NO: 22/01149/FULLS
SITE: Land At Ganger Farm, Ganger Farm Lane, Romsey, Hampshire
PROPOSAL: Access road on southern boundary extending to field to serve the adjacent land, engineering work to provide drainage (Retrospective)
DECISION: **FURTHER TREE INFORMATION SUBMITTED - NOTED**

40. Correspondence

1. Email from Anne Cavill of Tadfield Road, Romsey regarding

APPLICATION NO: 22/01871 FULLS
SITE: 5 Tadfield Road Romsey Hampshire
PROPOSAL: Single storey rear extension
List 29 Item 5 on Agenda

Signature:

Date:

2. Email from Liz Manship, Clerk to King's Somborne Parish Council regarding Neighbourhood Development Plan Consultation.

Noted

3. Email from Amy Dales, Development Officer at Hampshire County Council regarding Neighbourhood Development Plan consultation. **NOTED**

APPLICATION NO:

21/01274/CMAS

PROPOSAL:

An extension of mineral working at Roke Manor Quarry, to extract circa 600,000 tonnes of sand and gravel from the Stanbridge Ranvilles Extension, including continuation of on-site mineral processing, backfilling with inert material and progressive restoration to agriculture with increased nature conservation and biodiversity enhancements.

SITE:

Roke Manor Quarry - Stanbridge Ranvilles Extension, Salisbury Road, Shootash SO51 6GA

Noted – Agenda for REPC Joint Planning Meeting on 15 September 2022

41. **Planning Applications**

List Nos: 29, 30, 31 and 32

Signature:

Date:

ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 29 Week Ending: Friday 22nd July 2022						
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS	
22/01844/FUL LS 21.07.2022 ROMSEY EXTRA 1.	Demolition of existing single storey rear extension and erection of single storey rear extension to form garden room.	Mr And Mrs Yea Sylvan Yokesford Hill Romsey Hampshire SO51 0PF	Katie Savage 12.08.2022	No Objection		
22/01854/FUL LS 19.07.2022 ROMSEY TOWN 2.	Replacement 1.2m high retaining wall and rear enclosure formed by 500mm concrete gravel boards and 1.8m high close boarded fence, set into garden by 1m.	Mr C Comrie 14 Hereward Close Romsey Hampshire SO51 5RA	Mrs Sacha Coen 11.08.2022	No Objection	Note on planning permission that the gap should be planted with vegetation to soften the look.	
22/01869/TPO S 20.07.2022 ROMSEY TOWN 3.	T1 - Horse Chestnut - Reduce back to previous pruning points finishing height 6m and spread 5m, T2 - Silver Maple - Crown lift to 5m, 2m clearance from property and finishing spread 6m.	Radian Housing Association 86 Dufftons Road Romsey Hampshire SO51 8FR	Mr Rory Gogan 12.08.2022	No Objection		

22/01885/TPO S 20.07.2022 ROMSEY TOWN 4.	T1-T4 - Lime - Remove duplicate branches to a maximum height of 5m, reduce length of overhanging branches, removal of one branch from T1, removal of a number of overhanging branches from T4.	Mr Andrew Dawbney Little Firs 43 Woodley Lane Romsey Hampshire SO51 7JR	Mr Rory Gogan 13.08.2022	No objection	
22/01871/FUL LS 21.07.2022 ROMSEY TOWN 5.	Single storey rear extension.	Mr and Mrs Watson 5 Tadfield Road Romsey Hampshire SO51 5AL	Katie Savage 16.08.2022	Objection	The structure's height is dominating. Overshadowing will impact on sunlight in the evening affecting the amenity of the neighbouring property REPC/RTC – JPC would recommend TVBC carry out a sunlight assessment

**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO.30
Week Ending: Friday 29th July 2022**

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
22/01911/FUL LS 26.07.2022 ROMSEY EXTRA 1.	Two storey and first floor side extension and elevational alterations	Mr And Mrs A Coupe 28 Feltham Close Romsey SO51 8PB	Mrs Sacha Coen 18.08.2022	No objection	Subject to provision of adequate off-street parking

22/01909/TPO S 26.07.2022 ROMSEY TOWN 2.	T1 - Beech - Reduce section of canopy overhanging rear garden of 5 Maple close, by up to 2.5 meters	Mr Brian Langford 11 Sycamore Close Romsey Hampshire SO51 5SB	Mr Rory Gogan 17.08.2022	No objection	
22/01918/FUL LS 29.07.2022 ROMSEY TOWN 3.	Single storey rear extension with orangery flat roof	Mr And Mrs Eldridge 61 Mill Lane Romsey Hampshire SO51 8ER	Katie Savage 23.08.2022	No objection	However, the extension does appear to be an imposition on the neighbour's amenity
22/01929/FUL LS 29.07.2022 ROMSEY TOWN 4.	Single storey side and rear extension, additional windows to ground floor	Mr And Mrs Ben Weavers 26 Tadfield Road Romsey Hampshire SO51 5AJ	Katie Savage 23.08.2022	No objection	
22/01934/CLP S 29.07.2022 ROMSEY TOWN 5.	Application for a lawful development certificate of lawfulness for a proposed rear extension	Mrs Susan Newman 53 Riverside Gardens Romsey Hampshire SO51 8HN	Mrs Sacha Coen 22.08.2022	No objection	
22/01935/FUL LS 29.07.2022 ROMSEY TOWN 6.	Two storey and single storey rear extension, single storey front extension and elevational alterations	Mr And Mrs D Young 12 Halterworth Close Romsey Hampshire SO51 5QG	Mr Nathan Glasgow 26.08.2022	No objection	Subject to the provision of off-street parking for two cars

ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO.31 Week Ending: Friday 5 th August 2022					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
22/01998/TPOS 04.08.2022 ROMSEY EXTRA 1.	(T1) Horse chestnut - reduce lateral growth to give 1.5m clearance from building. Remove epicormic growth from main stem. (T2) Willow tree - reduce to a frame 5m from ground level.	Mr Rob Fenton Roke Manor Old Salisbury Lane Awbridge Hampshire SO51 0ZN	Mr Rory Gogan 26.08.2022	No objection	
22/01948/FUL LS 03.08.2022 ROMSEY TOWN 2.	Single storey front extension and part two storey part single storey rear extension	Mr Robert Riley 7 Field Close Romsey Hampshire SO51 5BN	Mr Nathan Glasgow 26.08.2022	Objection	The rear elevation is out of keeping with the general character of the area and can be viewed from public realm. Inadequate parking provision
22/01979/FUL LS 03.08.2022 ROMSEY TOWN 3.	First floor side extension	Mr And Mrs Savage 13 Mead Close Romsey Hampshire SO51 5QX	Kate Levey 02.09.2022	No objection	

Signature:

Date:

22/01997/VA RS 04.08.2022 ROMSEY TOWN 4.	Temporary Variation of Condition 3 of 21/00548/FULLS for a period of 6-months (Proposed changes of use of ground floor to Micro pub (A4); New Shopfront and Shop Door, reinstatement of windows on ground floor southern elevation, new glass canopy on rear elevation, creation of pedestrian access in southern boundary wall, new front dormer window and new rooflights, access to basement with cellar doors mounted at street level and revised licencing hours for the 'Garden' to reflect the 'Micro-Pub' 11.00am to 10.00pm) to extend the Hours of Business to 10.00 to 23.30	Mr Ian Paxton 8 Market Place Romsey Hampshire SO51 8NB	Mr Nathan Glasgow 02.09.2022	Strongly object	The neighbours are very close to, and pre-date the micro-pub. We want to protect the amenity of those residents. Any further extension to business hours will incur even later closing than 23.30 due to drink up time and clearing and closing time.
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**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
 WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO.32**

Week Ending: Friday 12th August 2022

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
22/02045/FUL LS 11.08.2022 ROMSEY EXTRA 1.	Demolish garage, erect annexe with associated parking on site, construct garage on opposite side of property	Mrs Joyce Mayhall 17 Cedar Lawn Romsey Hampshire SO51 7US	Mr Nathan Glasgow 02.09.2022	Objection	The height of the development is out of context with the site. The full-length window and Juliet balcony will overlook the neighbouring property. The use of ceramic-baguettes is out of keeping with the area

Signature:

Date:

22/02064/FUL LS 11.08.2022 ROMSEY EXTRA 2.	Ground floor rear extension, hip to gable loft conversion including rear dormer to provide first floor accommodation, front porch and terrace and associated landscaping	Deirdre And Mark Walden Graz Crampmoor Lane Crampmoor Hampshire SO51 9AJ	Mrs Sacha Coen 02.09.2022	No objection	
22/02073/FUL LS 12.08.2022 ROMSEY EXTRA 3.	Remove softwood balustrade, spindles and top rail at ground and first floor levels, replace with glazed system, remove short central section of balustrade on ground floor and alterations to windows and doors	Mr Christopher Waugh- Bacchus 5 Stanbridge Lakes Awbridge Hampshire SO51 0GY	Mrs Sacha Coen 06.09.2022	No objection	
22/01974/CLP S 10.08.2022 ROMSEY TOWN 4.	Application for a lawful development certificate for a proposed single storey rear extension	Mr Robert McGimpsey Meadow View 6 Cuperham Lane Romsey Hampshire SO51 7JH	Mrs Sacha Coen 02.09.2022	No objection	
22/01994/FUL LS 08.08.2022 ROMSEY TOWN 5.	Two storey infill side extension	Mr Jamie Allen 32 Pine Road Romsey Hampshire SO51 5SG	Mrs Sacha Coen 30.08.2022	No objection	Subject to the provision of 3 off-street parking spaces

Signature:

Date:

22/0202031/FUL LS 09.08.2022 ROMSEY TOWN 6.	Loft conversion and removal of chimney, creation of front and rear dormer	Lucee Silence 46 Viney Avenue Romsey Hampshire SO51 7NQ	Katie Savage 31.08.2022	Objection	Dominating and overbearing mass and not in keeping with the street scene. Inadequate parking. All the neighbours' gardens will be overlooked.
22/0202052/FUL LS 10.08.2022 ROMSEY TOWN 7.	Erection of part two-storey and part single storey rear extensions	Mr And Mrs Randoll 18 Southampton Road Romsey Hampshire SO51 8AF	Katie Savage 02.09.2022	No objection	

Meeting ended at: 8.10 pm

Next meeting: Thursday 15 September 2022 at 7.30 pm

Signature:

Date:

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday ~~12th April~~ 2022

In the Chair: Councillor S. Wilkinson 14 June

Attendance:

A. Cllr. D. Baverstock
P. Cllr. J. Burnage
P. Cllr. J. Cairney
P. Cllr. M. Cooper
A. Cllr. I. Culley
A. Cllr. N. Gwynne

P. Cllr. J. Critchley
- Cllr. K. Dunleavy
- Cllr. M. Southey
P. Cllr. J. Parker
P. Cllr. C. Wise
P. Cllr. S. Wilkinson

Clerk: Judith Giles
Public: 0

Present:

Debbie Forder – Events Manager
Howard Brisland – Building Manager

1. APOLOGIES

Cllr. D. Baverstock. Cllr. I. Culley & Cllr. N. Gwynne

2. CHAIRMAN AND VICE-CHAIRMAN 2022-2023

Cllr. J. Critchley proposed Cllr. S. Wilkinson as Chair, seconded by Cllr. J. Cairney

CARRIED

Cllr. J. Parker proposed Cllr. J. Critchley as Vice Chair, seconded by Cllr. M. Cooper

CARRIED

3. DECLARATION OF INTEREST

None

4. MINUTES

The minutes of the Building & Town Committee Meeting held on 12th April 2022 were confirmed as a correct record.

PROPOSED: Cllr. C. Wise

SECONDED: Cllr. J. Parker

CARRIED

Matters Arising –

Agenda Item 10 – Cllr. J. Parker confirmed Graham Haines is managing the Tourism App.

Agenda Item 14 – The Chief Officer thanked those Councillors who contributed to the next Newsletter which will be sent out in the next few weeks.

5. PUBLIC PARTICIPATION – None

6. ARCHIVIST REPORT – None

7. REVIEW OF BOOKINGS

The Events Manager reported bookings continue to be on the increase, in particular weddings. Bookings for market stalls also continue to be on the increase.

Romsey Town Council

Town Hall
1, Market Place
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SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday ~~12th April~~ 2022
14th June

8. FINANCE REPORT

The Chief Officer presented Month 1. No areas of concern.

9. BUILDING MANAGER'S REPORT (Appendix 1)

It was agreed the new Tadburn Noticeboard (which is replacing damaged one) will be installed in current location and moved when decision is made regarding the land it is currently located on.

10. CHURCH PLACE TREE SEAT RESOLUTION NO. 22/01

It was **RESOLVED** to replace damaged circular tree seat at a cost of £6,000 which will be funded from CIL (Community Infrastructure Levy)

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. J. Burnage

CARRIED

11. BUSINESS, EVENTS AND TOURISM OFFICER VACANCY

The Chief Officer reported this post has now been filled. Successful candidate will commence employment on 27th June 2022.

12. QUEEN'S PLATINUM JUBILEE 2ND- 5TH June 2022 RESOLUTION NO. 22/02

It was **RESOLVED** to thank the Chief Officer for her work with Romsey Carnival Committee for the very successful Queen's Jubilee Street Party. A letter of thanks to be sent to the Romsey Carnival Committee.

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. M. Cooper

CARRIED

RESOLUTION NO. 22/03

It was **RESOLVED** a Town Mayor's Award will be presented to the Romsey Carnival Committee in recognition of organising a very successful Street Party for the Queen's Jubilee.

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. M. Cooper

CARRIED

Romsey Town Council

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SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday ~~12th~~ April 2022
14th April

PROPOSED CITIZEN'S AWARD SCHEME

13. RESOLUTION NO. 22/04

It was **RESOLVED** to consider a Recognition Scheme for people who have provided outstanding service for the town

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. S. Wilkinson

CARRIED

14. ROMSEY INFRASTRUCTURE IMPROVEMENTS

Nothing to report.

15. GRANTS

UNITY

RESOLUTION NO. 22/05

It was **RESOLVED** to grant £700.00 to Unity

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Cairney

CARRIED

ROMSEY SHOW

RESOLUTION NO. 22/06

It was **RESOLVED** to grant £500 to Romsey Show

PROPOSED: Cllr. C. Wise

SECONDED: Cllr. J. Critchley

CARRIED

BEGGAR'S FAIR

RESOLUTION NO. 22/07

It was **RESOLVED** to grant £300 to Beggar's Fair

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. S. Wilkinson

CARRIED

Meeting closed 8.40p.m.

Romsey Town Council

Att 1

Town Hall
1, Market Place
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SO51 8YZ



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Building Manager Report to Building and Town Committee 14th June 2022.

1. **Market Place** The new permeable surface around the replacement tree has now been laid. Job now complete.
2. **Double Glazing** The proposed double-glazing project is proving to be far more complicated than originally envisioned. Basically, it is too big for our small guys and too small for big guys. However, I believe I am finding a way through and will talk to the sub-group before the next meeting.
3. **Church Place Bench** See separate agenda item.
4. **Tadburn Notice Board** A replacement has been purchased.
5. **Cupernham Notice Board** The new notice board has been fitted.
6. **Lighting** LTVAS Basement lighting has been replaced with LED's which is approximately 80% more efficient than the old fluorescent tubes which were failing.
7. **Utilities** Our two-year fixed price electricity supply contract is ending this month. As yet I have no indication of the rise in rates. Be assured the situation is being closely monitored and cost savings being implemented as necessary.
8. **Bench Seats** The new bench for the corner of Chambers Ave/Botley Rd. This has now been received and will be fitted when the Contractor gains the correct HCC permit.
9. **Council Chamber** PA and Lighting replacement. This has become more expensive than first thought. I would like to discuss the options and variations with the sub-group before moving forward.
10. **Queens Jubilee** The outside of the TH and Palmerston have been dressed appropriately.

Romsey Town Council

Att 1

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BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 16th August 2022

In the Chair: Councillor S. Wilkinson

Attendance:

P. Cllr. D. Baverstock
P. Cllr. J. Burnage
P. Cllr. J. Cairney
P. Cllr. M. Cooper
A. Cllr. I. Culley
P. Cllr. N. Gwynne

P. Cllr. J. Critchley
A. Cllr. K. Dunleavy
P. Cllr. J. Parker
P. Cllr. C. Wise
P. Cllr. C. Wilkinson

Clerk: Judith Giles

Public: 0

Present:

Debbie Forder – Events Manager
Howard Brisland – Building Manager

1. APOLOGIES

. Cllr. I. Culley & Cllr. K. Dunleavy

2. DECLARATION OF INTEREST

Cllr. D. Baverstock – Bringing Together Andover CIC

3. MINUTES

The minutes of the Building & Town Committee Meeting held on 14th June 2022 were confirmed as a correct record.

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Burnage

CARRIED

Matters Arising –

None

4. PUBLIC PARTICIPATION – None

5. ARCHIVIST REPORT – Chief Officer to contact Barbara Burbridge – Honorary Archivist regarding ongoing Archivist Reports

6. REVIEW OF BOOKINGS

The Events Manager reported bookings continue to be on the increase, in particular weddings. She raised concerns with regards to the parking outside the front of the Town Hall for weddings. HCC state even though parking suspension has been paid for and arranged by hirer, if a car is parked with a disability badge wardens cannot do anything about it. The Events Manager to email Cllr. M. Cooper who will investigate with HCC Traffic Warden Supervisor, John Sorrell.

Romsey Town Council

Town Hall
1, Market Place
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SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 16th August 2022

7. FINANCE REPORT

The Chief Officer presented Month 3. No areas of concern. Cllr. N. Gwynne asked if the Black Signposts in the town are the responsibility of RTC. The Chief Officer confirmed TVBC are responsible. She will contact TVBC and request they are refurbished

8. BUILDING MANAGER'S REPORT (Appendix 1)

Noted. Bench Seats. The Building Manager was asked to explain what a "SWQC" is that HCC insists their Contractor has. The Contractor who has this card is charging more. The Committee requested a letter be sent to HCC highlighting this.

The Building Manager reported HCC stated in our permission to install, our Contractor must apply for a licensees under section 50 of the New Roads and Street Works Act 1991. This requires the operatives to have SWQC. This is a card showing the operative and supervisor are properly qualified. See this link to explain

<https://www.gov.uk/government/publications/street-works-qualifications-in-england/street-works-qualifications-in-england-guidance-for-operatives-and-supervisors>

9. BUSINESS, EVENTS AND TOURISM OFFICER REPORT (Appendix 2)

Noted. The Committee congratulated the Business, Events and Tourism Officer for a very clear and succinct report.

10. ROOM HIRE CHARGES – 2022

RECOMMENDATION: to review Town Hall Room Hire charges and not increase for 2022

RESOLUTION NO. 22/11

It was **RESOLVED** not to increase Town Hall Room Hire charges for 2022

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Critchley

CARRIED

11. PROPOSED BUILDING & TOWN BUDGET 2023-24

A discussion was held regarding the proposed Building & Town Budget 2023-24

RESOLUTION NO. 22/12

It was **RESOLVED** to increase the Grants Budget by 10% to £4,400

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. S. Wilkinson

CARRIED

Romsey Town Council

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BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 16th August 2022

12. PROPOSED CITIZEN'S AWARD SCHEME

It was agreed to rename to "Mayor's Awards Scheme" and publicise using social media.

The Chief Officer to put together a criteria for the Scheme and present at the next Building & Town Committee Meeting.

13. ROMSEY INFRASTRUCTURE IMPROVEMENTS

Update to Romsey Town Council re. Requested dropped kerb in Whitenap Lane. Cllr Cooper reported he had received a request from a resident for a dropped kerb in Whitenap Lane near the point where Five Elms Drive and Northlands Road join the lane in order to more easily access Botley Road, the Whitenap Playspace and the wider town. There are 102 dwellings off Five Elms, many of them homes with young families and numerous prams and children's buggies. The original request came from a household where there is a severely disabled resident who is mainly wheelchair bound. The northeast side of the lane is in Romsey Town, the southwest in Romsey Extra. HCC estimate an original cost of between £400 and £700. However, the presence of buried services may significantly raise this cost.

At present Cllr Cooper and Cllr Adams-King, the Romsey Rural Division Councillor, have agreed to fund £1,000 each from their devolved County Council budgets and this is, in part, funding a design and viability study by HCC. Romsey Extra PC has pledged a significant contribution from its CIL funding pot. When the cost is known Cllr Cooper will report back to the Council. He suggested that Romsey Town Council might wish to contribute from its own CIL funds as one half of the crossing point was within the current town boundary.

Cllr. J. Critchley reported he is writing scoping documents for consideration at Romsey Future's next meeting in September: 1. to improve footpath barriers such that modern larger mobility scooters can pass (Sadler's Mill will need some further consultation with those affected); and 2. for an upgrade to the Greatbridge to Grayling Mead/Fishlake footpath.

Cllr. C. Wise reported she is meeting with Kevin Harrington, TVBC Parks and Countryside Manager to discuss possible Splash Park in Romsey

Cllr. J. Cairney asked when a developer has finished how long are they allowed to leave advertising on fencing around the development. Cllr. J. Parker to investigate.

14. ROMSEY FUTURE

Cllr. J. Critchley reported the South of Town Centre will be discussed at the next meeting in September and anticipates a lot of queries.

8.40p.m. Cllr. D. Baverstock left the room

Romsey Town Council

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BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 16th August 2022

15. GRANTS

BRINGING TOGETHER ANDOVER CIC

RESOLUTION NO. 22/13

It was **RESOLVED** to grant £150 to Bringing Together Andover CIC

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. J. Parker

CARRIED

The Chief Officer to request Organisation change name to "Bringing Together Test Valley CIC"

ROMSEY MALE VOICE CHOIR

RESOLUTION NO. 22/14

It was **RESOLVED** to grant £150 to Romsey Male Voice Choir

PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr. J. Critchley

CARRIED

ROMSEY CHARITIES FAIR

RESOLUTION NO. 22/15

It was **RESOLVED** to grant £150 to Romsey Charities Fair

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Burnage

CARRIED

Meeting closed 8.50p.m.

Romsey Town Council Att 1

Town Hall
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Building Manager Report to Building and Town Committee 16th August 2022.

1. **Council Chamber** PA and Lighting replacement. This is underway and will be all complete by the end of this month.
2. **Church Place Bench** Delivery of new bench is expected w/c 15th August.
3. **Tadburn Notice Board** A replacement has been purchased. Delivery is expected w/c 29th August.
4. **Utilities** I have managed to get a new two-year fixed price electricity supply contract with our existing supplier, Octopus. The cost is 60% more than the previous deal. However, we are guarded against further rises and the deal has no penalties if we leave if prices fall substantially assured energy usage is being closely monitored and cost savings being implemented as necessary.
5. **Bench Seats** The new bench for the corner of Chambers Ave/Botley Rd. HCC insist upon installing contractors having an SWQC despite RTC having the correct HCC permit. TV have given me a contact as they do not have SWQC either
6. **Honors Board** This has been updated to include the current Mayor.

Monthly Report to Building and Town Committee

Introduction

I started on the 27th of June and have slowly been introducing myself to local businesses, retail and market traders, local attractions, community groups and government organisations. Whilst out networking I am promoting the business groups (Romsey Mutual Business Group and Romsey Chamber of Commerce) encouraging people to join them with nearly a dozen new signups.

I am currently developing a tourism marketing strategy for Visit Romsey and Visit Test Valley liaising with partners TVBC and Tourism Southeast. I have suggested starting an e-newsletter for Visit Romsey to promote the Romsey area attractions, events and businesses using TVBC e-newsletter facilities to minimise costs and with the future prospect of growing it to encompass the wider Test Valley.

I have set up an evaluation and monitoring spreadsheet to provide a monthly report on media coverage and campaigns on social media, website and future correspondence.

Event & Business Group Meetings:

- Romsey Forum
- Romsey Mutual Business Group Breakfast Meeting
- Safety Meeting for future events
- Community Safety Management Group
- ACTION - Romsey Disabled People Partnership – Worked with TVBC and was introduced to members. The group is looking to increase attendees to help discuss how the Town can help, assist and cater for those with all disabilities. Please pass this plea onto your constituencies.

Romsey Events attended:

- Mayors Picnic and Duck Race
- Beggars Fair
- Romsey Carnival

Organisations

Met with:

A one-to-one meeting with Julian Gee from **Chamber of Commerce** – attended Exec meetings, breakfast meeting and social gatherings. Helped discussions and gave contacts for the upcoming Food Fair, promoted their upcoming events and training of social media promoted posts.

Met with Terry Bishop from **Unity Online** and set up meeting with other managers from the organisation. In talks in partnering with them and creating a Volunteer Fair in January 2023.

Cllr Dorothy Baverstock kindly afforded me an introduction to Clare Goddard from **Sir Harold Hillier Gardens**. We discussed partnership working, volunteers, future plans, tourism and day visitors.

Tourism Southeast met with Julia West and Graham Haynes to discuss tourism. Learning how Test Valley is set up and how we can improve things for the future.

Gary Wilburn (EP Projects) to discuss **World of Water** and **Green Halo Partnership**

Teams meet up with **ShopAppy** representative now 41 members (tomorrow morning – been cancelled previously)

Jackie Edwards, **Antique Fair** has a discussion over the phone will meet up in September when she is next in the area.

Met with Clive Collier from the **Rotary Club** and will attend the next meeting and do a talk about the new role as way of an introduction to their members.

Businesses

Bradbeers, Mark Hall & Greg Davies – talked about the new shop which is opening in Salisbury, Sunday trading, markets and opportunities.

Many local businesses in Romsey Town Centre and Romsey Extra introducing myself and asking their views on the Town, tourism, Romsey Future, Sunday trading, access and road closures (The Hundred) and their ideas on what needs to change/what shouldn't change.

Ali Fielder, **Bongo Creative** – local independent design company, member of the Exec Committee on the Chamber. Talked about rebranding, events and partnership working.

TVBC

Met up and organised 6 weekly meetings with **Andy Ferrier** – talked through Romsey Future, tourism websites, future opportunities.

Met up and organised monthly catch-up meetings with **Jennie Pell**, Economic Development Officer

Met and talked through Romsey Future with **Nick Adam-King** and **Graham Smith**

Met with the TVBC Communications Team **Lisa Phaire** & **Kathryn Binfield** and **Jennie Pell** to produce a Development and Comms plan for Visit Romsey / Visit Test Valley.

Marianne Piggin - completed a handover meeting before Marianne left her job and I also went to her leaving do and met with other members of her team and also Test Valley.

HCC

Emailed past contacts to update them on my move to RTC

Attending Sept meeting with HCC and Transition Town Romsey about future plans to support greener energy.

Elected Members

Met with Mayor Cllr Neil Gwynne

Spent a morning with Cllr Dorothy Baverstock

Introduced myself at the Full Town Council Meeting – as mentioned in the meeting please feel free to come and have an informal meeting with me on your ideas and future plans for Romsey.

Key priorities:

Urgent:

- ShopAppy
- Tourism App

Short Term:

- ShopAppy
 - Meet with representative
 - encourage residents to use the website – social media, share on community sites
 - gain feedback from retailers
- Tourism App
 - Meet with App creator
 - Facilitate creator with data and photos
- Community
 - Meet up with local community and introduce myself
- Opportunities
 - Meet with Go New Forest to look at how they set up, key learnings etc. (Go New Forest is a 'not for profit' Community Interest Company set up to manage and develop tourism in the new Forest and has 220 paying members. This organisation replaced New Forest Tourism Association and New Forest District Council's tourism service)
 - Collate and compile database of attractions/accommodation providers/retail/cafes/pubs and restaurants for tourism website and where needed the tourism app
 - obtain quality photos for tourism app and website

Long Term:

- Volunteer Fair – liaise with further businesses and organisations
- Assist Ian Richards to enrol more marshals to help with road closures for September / Christmas
- Four Fun Fridays for summer next year.
- Redesign and resize logo for all Visit Romsey social media and website to complement Visit Test Valley branding.
- Future funding for tourism: tourism app, promoted posts on social, photoshoot, rebranding.

Meetings coming up:

Linda Bate – Youth in Romsey (22nd August)

Broadlands Tour and introduction (23rd August)

Hillier Gardens with Claire and managers from Marketing and Volunteering Departments
(September tbc)

Tourism Meeting (7th Sept)

Romsey Future Programme Board (13th Sept)

Beggars' Fair AGM (13th Sept)

Social Media Masterclass at Romsey Town Hall with Faye (Sept 14th) If you would like to attend
please contact Romsey Chamber – tickets still available.

Rotary Club (tbc)

Romsey Festival (29th September)

The Presidents Reception (Chamber of Commerce) 30th Sept – Tickets available

Romsey Future Community Event (8th October)

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 5th July 2022

ATTENDANCE:

P	Councillor D. Baverstock	A	Councillor N. Gwynne
A	Councillor J. Cairney	P	Councillor J. Parker
A	Councillor J. Critchley	P	Councillor S. Wilkinson (Chair)
A	Councillor I. Culley		

In the Chair: Cllr. S. Wilkinson

Clerk: Judith Giles

Public: 0

1. Apologies

Cllr. I. Culley, Cllr. J. Cairney, Cllr. J. Critchley and Cllr. N. Gwynne

2. CHAIRMAN AND VICE-CHAIRMAN 2022-2023

Cllr. D. Baverstock proposed Cllr. J. Critchley as Chair, seconded by Cllr. S. Wilkinson

CARRIED

Cllr. D. Baverstock proposed Cllr. S. Wilkinson as Vice Chair, seconded by Cllr. J. Parker

CARRIED

3. Declarations of Interests

None

4. Minutes

i) To receive the Finance & Resource Committee Meeting Minutes of 3rd May 2022

PROPOSED: Councillor J. Parker

SECONDED: Councillor D. Baverstock

CARRIED

ii) **Matters Arising**

The Chief Officer reported she has circulated crime figures from the Police to the Committee for December 2021 as requested,

5. Public Participation

None

6. Town Hall Income

The Chief Officer reported Town Hall bookings for 2022-23 are looking positive.

7. Finance Report 2020/21

The Chief Officer presented Month 2 to the Committee. There are no areas of concern.

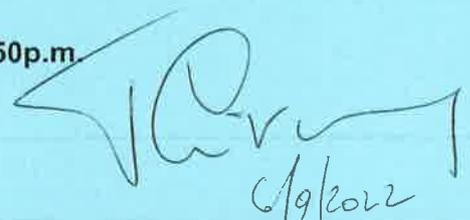
8. Salaries Breakdown Summary for 2020/21

Noted.

9. Job Vacancy – Business, Events & Tourism Officer

The Chief Officer reported the Business, Events & Tourism Officer vacancy has been filled by Suzanne Shilling who commenced employment on 27th June 2022.

Meeting Ended: 7.50p.m.



6/9/2022

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 6th September 2022

ATTENDANCE:

P	Councillor D. Baverstock	A	Councillor N. Gwynne
A	Councillor J. Cairney	P	Councillor J. Parker
P	Councillor J. Critchley(Chair)	P	Councillor S. Wilkinson
P	Councillor I. Culley		

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. Apologies

Cllr. J. Cairney and Cllr. N. Gwynne

2. Declarations of Interests

None

3. Minutes

i) To receive the Finance & Resource Committee Meeting Minutes of 5th July 2022

PROPOSED: Councillor S. Wilkinson

SECONDED: Councillor J. Parker

CARRIED

ii) **Matters Arising**

Agenda item 8. The Committee congratulated Suzi Shilling for an excellent start in her new role as Business, Events & Tourism Officer.

4. Public Participation

None

5. Town Hall Income

The Chief Officer reported Town Hall bookings for 2022-23 continue to be on the increase

6. Finance Report 2020/21

The Chief Officer presented Month 4 to the Committee. There are no areas of concern.

7. Salaries Breakdown Summary for 2020/21

Noted.

8. Romsey Town Council/Romsey Extra Merger

The Chief Officer outlined the status of the Romsey Town Council/Romsey Extra Merger process.

Meeting Ended: 8.14p.m.

Romsey Town Council
Budget Report to 31st July 2022

General Notes:

Attached are the summary income & expenditure report for month 4 to July 2022. This report shows a current year surplus of income over expenditure of £73,330 which includes the 1st half of the precept which was received on 11th April 2022.

The council has two long term liabilities of a loan with a current balance of £52,457 & £96,910, they are paid in twice yearly instalments and will be fully repaid by 18th May 2035 & 30th June 2046 respectively. The council took out a second loan for town hall lift.

The balance sheet shows that total funds available to the council are £342,798:

This is made up of the following -

Current Year Surplus	£73,330
General Reserve Brought Forward	£147,213
Other Earmarked Reserves	£122,255
Total	£342,798

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 33.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 4 was 29.80% of the annual budget.

Please note this report is not designed to alleviate members or the RFO of their responsibility in managing the Town Council finances. It is merely provided as a snapshot of the current financial position and to highlight to members any potential problem areas that have been identified within the accounts.

The budget is set by The Council and it is the member's responsibility in partnership with the RFO to monitor and control the financial position throughout the year. More detailed information is available to Councillors than is provided for here.

Analysis by Cost Centre

101 Administration			
Month Budget	£10,097	Year to Date Budget	£121,160
Actual	£7,336	Actual	£46,836
Under/(Over)	£2,761	% of Budget Used	38.66%

Annual IT support for £14.8k and annual subscription of £1.9k for HALC & NALC was paid in April 2022.

No further concerns.

103 Grants

No further concerns.

104 Civic

No further concerns.

105 Finance

Annual insurance cost of £5.3k was incurred in April 2022/23 against its annual budget of £5k.

No further concerns.

107 Market

No further concerns.

Romsey Town Council
Budget Report to 31st July 2022

Analysis by Cost Centre (Continued)

110 Town Hall	
Month Budget	£15,555
Actual	£12,385
Under/(Over)	£3,170

Year to Date Budget	£186,662
Actual	£52,769
% of Budget Used	28.27%

1st Loan repayment made in April 2022 & 1st Loan repayment for Lift was made in June 2022.

£16k spent on AV system & Electricals for Townhall which was funded from EMR Town Hall Major Maintenance

No further concerns.

111 Town Hall Bar

No further concerns.

112 Town Hall Film Shows

No further concerns.

120 Allotments

No concerns.

125 Town Centre Management

No further concerns.

127 Romsey Security

No concerns.

130 Environmental

No concerns.

135 Marshalls

No concerns.

140 Planning

No concerns.

160 War Horse Fund

No concerns.

170 Christmas Lights Fund

No concerns.

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Trade Debtors	(1,498)	
103	Prepayments	2,313	
105	VAT	3,821	
120	Bar Stock	1,414	
201	Lloyds Current Account	329,634	
202	Building Managers Imprest A/c	566	
204	TSB Deposit A/c	2,277	
212	Mayors Charity A/c	1,523	
215	War Horse A/c 35433560	14,513	
230	Bar Float	300	
235	Petty Cash - Allotment	77	
	Total Current Assets		354,940
	<u>Current Liabilities</u>		
500	Trade Creditors - CHQ	8,575	
505	Sundry Creditor	418	
534	Mayors Charity Control Acct	1,523	
545	Wilder Romsey	1,161	
561	Booking Deposits	65	
562	Damage Deposits	400	
	Total Current Liabilities		12,142
	Net Current Assets		342,798
	Total Assets less Current Liabilities		342,798
	<u>Represented by :-</u>		
301	Current Year Fund	73,330	
310	General Reserve	147,213	
321	EMR Allotment Fund	7,018	
336	EMR Town Hall Major Mainten'ce	52,072	
339	EMR Marshals In Romsey	245	
340	EMR Elections	8,757	
343	EMR Romsey Website	2,812	
345	EMR War Horse Fund	11,325	
349	EMR Grants	2,200	
350	EMR Markets	1,908	
351	EMR Town Centre Management	4,000	
353	EMR Neighbourhood Plan	913	
354	CIL Receipts	15,250	
355	EMR WW1 Event	3,767	
356	EMR Romsey Emergency Plan	2,309	
358	EMR Tourism & Heritage App	9,680	
	Total Equity		342,798

Summary Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	1,030	704	1,575	871			44.7%
	Expenditure	104,592	46,836	121,160	74,324		74,324	38.7%
	Movement to/(from) Gen Reserve	<u>(103,562)</u>	<u>(46,132)</u>					
103 Grants	Expenditure	4,900	2,095	6,000	3,905		3,905	34.9%
104 Civic	Income	0	140	0	(140)			0.0%
	Expenditure	5,752	2,547	8,995	6,448		6,448	28.3%
	Movement to/(from) Gen Reserve	<u>(5,752)</u>	<u>(2,407)</u>					
105 Finance	Income	324,734	160,295	320,618	160,323			50.0%
	Expenditure	21,388	4,358	13,300	8,942		8,942	32.8%
	Movement to/(from) Gen Reserve	<u>303,345</u>	<u>155,937</u>					
107 Market	Income	6,070	3,106	5,000	1,894			62.1%
110 Town Hall	Income	194,702	23,845	63,074	39,229			37.8%
	Expenditure	307,335	52,769	186,662	133,893		133,893	28.3%
	Movement to/(from) Gen Reserve	<u>(112,634)</u>	<u>(28,924)</u>					
111 Town Hall Bar	Income	2,111	1,311	1,500	189			87.4%
	Expenditure	3,619	1,619	1,950	331		331	83.0%
	Movement to/(from) Gen Reserve	<u>(1,508)</u>	<u>(308)</u>					
112 Town Hall Film Shows	Income	3,950	3,625	12,250	8,625			29.6%
	Expenditure	2,816	2,600	8,650	6,050		6,050	30.1%
	Movement to/(from) Gen Reserve	<u>1,134</u>	<u>1,026</u>					
120 Allotments	Income	3,612	60	2,705	2,645			2.2%
	Expenditure	3,612	662	2,705	2,043		2,043	24.5%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(602)</u>					
125 Town Centre Management	Income	20,560	4,120	4,000	(120)			103.0%
	Expenditure	44,724	8,754	27,200	18,446		18,446	32.2%
	Movement to/(from) Gen Reserve	<u>(24,164)</u>	<u>(4,634)</u>					
130 Environmental	Expenditure	2,709	51	4,700	4,649		4,649	1.1%
135 Marshalls	Expenditure	0	83	400	317		317	20.7%
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%
160 War Horse Fund	Income	1	0	0	(0)			0.0%
	Expenditure	1	0	0	(0)		(0)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
170 Christmas Lights Fund	Income	5,000	0	5,000	5,000			0.0%
	Expenditure	28,166	1,503	33,000	31,497		31,497	4.6%
	Movement to/(from) Gen Reserve	<u>(23,166)</u>	<u>(1,503)</u>					

Summary Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	561,769	197,206	415,722	218,516			47.4%
Expenditure	529,615	123,876	415,722	291,846	0	291,846	29.8%
Net Income over Expenditure	<u>32,154</u>	<u>73,330</u>	<u>0</u>	<u>(73,330)</u>			
Movement to/(from) Gen Reserve	<u>32,154</u>	<u>73,330</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1008 Income - Photocopying	18	0	0	0			0.0%	
1070 Income - Planning Clerk	1,012	704	1,575	871			44.7%	
Administration :- Income	1,030	704	1,575	871			44.7%	0
4001 Salaries	53,755	17,796	61,250	43,454		43,454	29.1%	
4002 Employers N.I	4,932	1,758	5,650	3,892		3,892	31.1%	
4003 Employers superann	8,822	3,091	9,650	6,559		6,559	32.0%	
4006 Contract Accountancy Costs	5,577	570	7,000	6,430		6,430	8.1%	
4009 Staff Travel	0	0	50	50		50	0.0%	
4013 Website Admin	533	149	350	201		201	42.6%	
4020 Staff Training	10	0	300	300		300	0.0%	
4040 Recruitment Advertisements	1,625	0	150	150		150	0.0%	
4512 Telephone	1,413	410	1,600	1,190		1,190	25.6%	
4513 Postage	744	366	600	234		234	60.9%	
4514 Stationery	593	436	850	414		414	51.3%	
4515 Photocopying	2,708	635	2,600	1,965		1,965	24.4%	
5012 Council Offices in Town Hall	12,000	4,000	12,000	8,000		8,000	33.3%	
5250 Subscriptions	2,506	2,198	2,600	402		402	84.6%	
5260 Outsourced Payroll	819	178	1,000	822		822	17.8%	
5270 I T & Computer Costs	9,088	15,248	15,510	262		262	98.3%	
7355 Tfr from Earmarked Reserves	(533)	0	0	0		0	0.0%	
Administration :- Indirect Expenditure	104,592	46,836	121,160	74,324	0	74,324	38.7%	0
Net Income over Expenditure	(103,562)	(46,132)	(119,585)	(73,453)				
103 Grants								
5890 Community Grants	2,900	2,095	4,000	1,905		1,905	52.4%	
5893 Community Grant - Bandstand	1,000	0	1,000	1,000		1,000	0.0%	
6100 Arts Festival	1,000	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	4,900	2,095	6,000	3,905	0	3,905	34.9%	0
Net Expenditure	(4,900)	(2,095)	(6,000)	(3,905)				
104 Civic								
1103 Income - Marshalls Donations	0	110	0	(110)			0.0%	
1116 Income - Town Crier	0	30	0	(30)			0.0%	
Civic :- Income	0	140	0	(140)				0
4001 Salaries	362	83	500	417		417	16.6%	
4043 Council Newsletter	540	1,065	2,400	1,335		1,335	44.4%	
5011 Council Use of Town Hall	0	0	2,000	2,000		2,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6502 Members training	820	0	400	400		400	0.0%	
6550 Meetings Advertisements	0	0	50	50		50	0.0%	
6750 Mayors Allowance	200	144	500	356		356	28.8%	
6760 Town Crier	282	126	450	324		324	28.0%	
6761 Mace Bearer	195	195	195	0		0	100.0%	
6762 Civic Costs	3,353	934	2,500	1,566		1,566	37.4%	
Civic :- Indirect Expenditure	5,752	2,547	8,995	6,448	0	6,448	28.3%	0
Net Income over Expenditure	(5,752)	(2,407)	(8,995)	(6,588)				
105 Finance								
1060 Income - CIL Receipt	8,329	0	0	0			0.0%	
1176 Precept	316,381	160,284	320,568	160,284			50.0%	
1190 Interest Received	23	11	50	39			22.5%	
Finance :- Income	324,734	160,295	320,618	160,323			50.0%	0
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	4,674	5,162	5,000	(162)		(162)	103.2%	
5271 Audit Fees	3,083	(880)	1,900	2,780		2,780	(46.3%)	
5280 Bank Charges	302	76	400	324		324	18.9%	
5290 Legal & Professional Fees	0	0	500	500		500	0.0%	
5400 Elections	0	0	5,000	5,000		5,000	0.0%	
7350 Tfr to Earmarked Reserves	13,329	0	0	0		0	0.0%	
Finance :- Indirect Expenditure	21,388	4,358	13,300	8,942	0	8,942	32.8%	0
Net Income over Expenditure	303,345	155,937	307,318	151,381				
107 Market								
1030 Income - Market Stalls	6,070	3,106	5,000	1,894			62.1%	
Market :- Income	6,070	3,106	5,000	1,894			62.1%	0
Net Income	6,070	3,106	5,000	1,894				
110 Town Hall								
1001 Income - Rental	14,167	2,500	11,200	8,700			22.3%	
1002 Income - Bookings	42,222	17,189	35,000	17,811			49.1%	
1003 Town Council Office Rent	12,000	4,000	12,000	8,000			33.3%	
1009 Income - Grants	25,000	0	0	0			0.0%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	468	156	624	468			25.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	SGW Payroll Ltd	DD01	63.36		7205-Payroll processing M3
01/07/2022	Screwfix Ltd	DD02	188.95		7168-junior blade, hacksaw
05/07/2022	Beggars Fair	BACS	300.00		Beggars Fair-Grant 22/23
05/07/2022	Terry Hamer	BACS	90.50		Terry Hamer-Town Crier
05/07/2022	Scottish Water business Stream	DD03	64.00		P/Ledger Electronic Payment
07/07/2022	Southern Cross Consulting Ltd	DD04	49.56		7210-VoIP Call charge - June
08/07/2022	British Telecommunications plc	DD05	40.66		7211-Monthly call charge
08/07/2022	Scottish Water business Stream	DD06	176.74		7209-Allot Water 05May/22Jun
11/07/2022	Bank charge payable	CHRG	8.70		Bank charge payable
12/07/2022	PEAC (UK) Limited	DD07	300.00		7162-Copier lease Jul/Oct
12/07/2022	Proton (Southern) Ltd	BACS01	208.12		176-Washrite call out
13/07/2022	Town Hall Imprest A/c	Tfr	500.00		Top up - Town hall card A/C
13/07/2022	Anchor Pipework Limited	BACS02	1,940.41		7207-New gas pipe from meter
13/07/2022	Anglico Workplace Technologies	BACS03	127.38		7199-Copier charge
13/07/2022	DCK Accounting Solutions Ltd	BACS04	439.04		7196-Account support- 20Jun
13/07/2022	Lyreco UK Limited	BACS05	199.30		7198-Paper stationery
13/07/2022	Hampshire Pension Fund	BACS06	1,931.14		7216-Pension Due June 2022
13/07/2022	SJT Services (Southampton) Ltd	BACS07	19,314.00		7213-Electrical & AV-Townhall
13/07/2022	SJT Services (Southampton) Ltd	BACS08	600.00		7197-Install jubilee flags
13/07/2022	Test Valley Borough Council	BACS09	192.00		7206-War horse CCTV Jul22/23
13/07/2022	HM Revenue & Customs	BACS10	2,619.85		7215-HMRC PAYE/NI Due
14/07/2022	Octopus Energy Limited	DD08	506.58		7208-Elec & gas June 22
15/07/2022	Test Valley Borough Council	Std Ord	2,033.00		Test Valley-Rates 22/23
18/07/2022	Nest Pension Due	DD	115.30		Nest Pension Due
25/07/2022	ACE Liftaway Limited	DD09	76.80		7212-Monthly waste collection
26/07/2022	Staff Salaries - July 2022	BACS	11,981.54		Staff Salaries - July 2022
27/07/2022	SGW Payroll Ltd	DD10	77.22		7248-Payroll processing M4
29/07/2022	Utility Warehouse Limited	DD11	78.10		7252-monthly phone & broadband
Total Payments			44,222.25		

Romsey Town Council Allotments Management Committee

Minutes of the meeting held on the **1st August 2022**, at 1 Saxon Way, Romsey.

Those present: Mr J Waterman (Chairman), Mr R House (Secretary), Mrs A Helm (Treasurer), Mr M Nobbs, Ms C Kingstone, Mrs E Vamplew (co-opted member).

Apologies: Mr K House & Cllr. J Cairney.

The previous meeting to be held in July was cancelled owing two members having caught covid and a further two members in close contact with persons with covid.

The Minutes of the last meeting were confirmed as read.
Any matters arising will be discussed under various headings.

09.1 Correspondence: Email received in June (25/06) from a Rachel Fanner asking if it were possible to help out at the allotments. At the present time this was not thought advisable. Email received (30/06) from tenant of plot 85. Complaint regarding some of the branches of a tree that grows at the edge of their plot being removed by another tenant. After investigation by two of the committee members it was found that the removed branches were to clear the pathway to the adjoining tenants plot. Tenant of plot 85 was informed of this and asked to ensure that all pathways around plots must be kept clear for access. [Rule 6(ii)]

09.2 Finance: See attached Report.

Treasurer reported that there are no outstanding loans. She then informed the committee that as of this date, no information has been forthcoming on the BAC payment system. A further meeting with the Town Council Chief Officer will be arranged, due to the impending Notice for Plot Rents as they are due on the 1st October.

Discussion then followed on the expected high cost of the Water Bill this season owing to the severe dry spell being experienced so far this summer. Hopefully, it will remain within budget.

09.3 Allotments: Waiting list stands at 15. At our present take up this equated to at least a 2-3 year wait. Will we need more allotments? Some plots are still in need of attention, 43, 56, 59A & 117. These tenants have been contacted and have given assurances that they will make efforts to tidy up their plots. It was reported that one or two tenants have been lighting bonfires at the allotments during this very dry period. Notices have now been placed around the allotments warning tenants of FIRE RISK and asking that they do not light bonfires or use incinerators during this dry period. With regard to replacing the allotment Notice Board, the secretary informed the meeting that after discussion with Howard, RTC Building Manager, an all-weather unit, accepting 12 x A4 sheets can be

bought for £370. It was agreed by committee that this was a more practical way than ordering timber material (which has increased in price substantially) and building it ourselves, to save a small amount of money .

09.4 Distribution Centre: Sales from the shop have now tailed off.

09.5 Plot Assessment: Assessments to be carried out during the latter part of August. (Mike and Clem).

09.6 Councillor's Report: None.

09.7 AOB: Regarding the points raised by Dan Turner (plot 115) in the last meeting, all queries are in hand or delt with.

Date for this year's AGM is, Thursday 6th October.

With two more committee members standing down at the end of the season, we will require tenants to come forward by the AGM. A request, asking for new committee members will be posted at the Notice Board.

As we hope to send out AGM and Rent Demands via email this year, we need to check that all email address are correct and ask tenants if they are willing or not, to receive notices and information regarding the allotments by this format. Eleanor volunteered to carry out this function.

With no further business the meeting closed at 8.45pm.

Next meeting to be held on Monday 5th September , 7.30pm at 1 Saxon Way, Romsey.

Roger House

Confirmed.... ***John Waterman***

Secretary

Chairman

Date ... ***05/09/2022***

Follow up date for next committee meeting – Monday 3rd October, 2022.

Section 2 – Accounting Statements 2021/22 for

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	164,763	158,288	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	309,420	316,381	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	82,934	233,388	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	-163,428	-183,935	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	-4,952	-7,524	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	-230,449	-234,996	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	158,288	281,602	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	163,074	292,765	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	238,034	325,118	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	57,246	152,542	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

T.A. Sills

Date

17.5.22

I confirm that these Accounting Statements were approved by this authority on this date:

24.5.22

as recorded in minute reference:

22/48

Signed by Chairman of the meeting where the Accounting Statements were approved

M.A. Campbell

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Romsey Town Council – HA0219

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

02/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

