



Romsey Town Council Meeting

*Tuesday 17th January 2023
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 17th January 2023 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: 100123

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 17th JANUARY 2023 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 15th November 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: Sgt Chris Challis – Romsey Police Update
- (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 13th October 2022, 10th November 2022 and 8th December 2022 and 5th January 2023(draft)

6. TOWN & BUILDING COMMITTEE

To receive and note the minutes of the Town & Building Committee meetings held 18th October 2022 and 6th December 2022(draft)

7. FINANCE & RESOURCES COMMITTEE

- i) To receive and note the minutes of the Finance & Resources Committee meetings held on 8th November 2022 and 3rd January 2023(draft)

- ii) **RESOLUTION NO. 23/22**

It was **RESOLVED** to recommend Interim Audit Report to Full Council

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J.Cairney

CARRIED

RECOMMENDATION: Full Council approve Interim Audit Report 2022-23

Romsey Town Council

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1, Market Place
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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 17th JANUARY 2023 at 7.30P.M.**

8. **ALLOTMENTS COMMITTEE**
To receive and note the minutes of 3rd October 2022
9. **NEW VOTING REQUIREMENTS – ELECTIONS 4TH MAY 2023**
To receive voting requirements for Parish Council Elections – 4th May
10. **PARKING, SPEEDING, DAMAGE – CHERVILLE STREET/GREATBRIDGE ROAD**
It is **PROPOSED** by Cllr. J. Critchley and **SECONDED** by Cllr. N. Daas Romsey Town Council write to HCC asking for an urgent discussion about problems in Cherville Street and Greatbridge Road with regards to parking, speeding and damage to parked vehicles.
11. **ROMSEY TOWN COUNCIL/ROMSEY EXTRA PARISH COUNCIL PROPOSED MERGER**
Recommendation: to discuss celebration to mark the occasion of the merger of the two Councils.
12. **ROMSEY FUTURE**
Update
13. **REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS**
Reports from members attending meetings of external organisations since the last Full Council Meeting
14. **CORRESPONDENCE**
None
15. **ROMSEY TOWN COUNCIL MEETING SCHEDULE 2023**
16. **MAYORAL ANNOUNCEMENTS**

N.B. Agenda items for the next meeting on Tuesday 21st March 2023 should be received by the Chief Officer no later than 7th March 2023

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

FULL COUNCIL MEETING

Minutes of the Meeting held on 15th November 2022

In the Chair:

Attendance:

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

Clerk: Judith Giles

Public: 0

1. PRAYERS

The Reverend Thomas Wharton led prayers.

7.34p.m. Cllr. J. Critchley and Cllr. J Parker joined the meeting

2. APOLOGIES

Apologies received from Cllr. J. Cairney, Cllr. S. Lamb

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 27th September 2022 were duly confirmed and signed subject to Cllr. K. Dunleavy been added to attendance list

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Ray

CARRIED

Matters Arising

None

PUBLIC PARTICIPATION

PROPOSED: Cllr. K. Dunleavy

SECONDED: Cllr S. Wilkinson

CARRIED

MEETING ADJOURNED: 7.35 P.M.

To receive formal presentations from individuals or organisations which are an identified agenda item:- None

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 - None

TVBC Report – Cllr. N. Gwynne reported he is now Leader of the Liberal Democrats at TVBC

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

Cllr. K. Dunleavy raised concerns with regards to food aromas being strong in the town and asked if it was not best practice to have chimney in place? Cllr. N. Daas to investigate and report back.

Questions from Town Councillors to County Councillor

Cllr. I. Culley asked if the bin collection move to every 3 weeks can be reconsidered. Cllr. M. Cooper said this is not an option as it is a government instruction. Medical waste can be arranged by contacting TVBC. Food waste will be collected weekly. Cllr. S. Wilkinson asked if anything can be done about the lack of car park spaces in Romsey. Cllr. K. Dunleavy reported although the car parks in the town centre get full at busy times, the car parks at the Library and Crosfield Hall often have empty spaces. Cllr. I. Culley raised concerns regarding the chairs and tables placed outside The White Horse Hotel which is a busy thoroughfare. Cllr. M. Cooper to email HCC. Cllr. J. Parker reported the entrance to the Rapids has flooded and he has reported to Nick Adams-King, TVBC who will inform relevant officer. Cllr. M. Cooper said he reported this issue two weeks ago but has not received a reply to date. Cllr. N. Daas asked if there is any progress with the Pan Hampshire Deal. Cllr. M. Cooper reported no progress, however a meeting is to be held next week.

RE-COMMENCED 7.46 PM

7.47pm Cllr. M. Cooper left the room

5. PLANNING COMMITTEE

Cllr. J. Burnage proposed that the Full Council accept the minutes of the Planning Committee held on 18th August 2022 and 29th September 2022(draft)

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. Cllr. J. Parker

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 and 16th August 2022 and 18th October 2022(draft)

PROPOSED: Cllr. S. Wilkinson

SECONDED: Cllr. J. Burnage

CARRIED

With reference to the Mayor's Award, Cllr. N. Gwynne requested organisations/individuals recommended for the award at the next Building & Town Committee Meeting on 6th December 2022 be circulated to all Councillors for approval, so awards can be given at next Full council Meeting on 17th January 2022. All councillors agreed this course of action.

It was agreed the RTC Design Award be given to those who were involved with the design of the Piazza in the Market Place.

7. FINANCE & RESOURCES COMMITTEE

i) Cllr. J Critchley proposed that the Full Council accept the minutes of the Finance Resources Committee meetings held 5th July 2022 and 6th September 2022(draft)

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. S. Wilkinson

CARRIED

8.02pm Cllr. M. Cooper returned to the meeting

ii) Merged Romsey Town Council/Romsey Extra Parish Council Budget 2023-24

RECOMMENDATION: The Finance & Resources Committee recommend Full Council approve merged Romsey Town Council/Romsey Extra Parish Council budget for 2023-24 on 15th November 2022 subject to creating an Earmarked Reserve (EMR) for projects. Carried forward Romsey Extra projects will be added to list for consideration.

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. J. Parker

CARRIED

RESOLUTION NO. 22/20

It was **RESOLVED** to approve merged Romsey Town Council/Romsey Extra Parish Council budget for 2023-24 with 2% increase resulting in £473.455 precept request for 2023-24 (Option 3 – Table attached)

PROPOSED: Cllr. J. Critchley

SECONDED: Cllr. N. Gwynne

CARRIED

RECORDED VOTE REQUESTED BY CLLR. S. WILKINSON

For

Cllr. D. Baverstock

Cllr. J. Burnage

Cllr. M. Cooper

Cllr. J. Critchley

Cllr. I. Culley

Cllr. N. Gwynne

Cllr. J. Ray

Cllr. S. Wilson

Against

Cllr. J. Parker

Cllr. C. Wise

Abstentions

Cllr. K. Dunleavey

Cllr. N. Daas

8. ALLOTMENTS COMMITTEE

Cllr. J. Burnage proposed that the Full Council accept the minutes of the Allotments Committee meeting held on 5th September 2022

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Parker

CARRIED

9. ROMSEY TOWN COUNCIL/ROMSEY EXTRA PARISH COUNCIL PROPOSED MERGER

Cllr. J. Parker reported the merger of Romsey Extra Parish Council with Romsey Town Council is on track. In principle the transfer of assets has been agreed. No asset transfer to Awbridge. Romsey Extra reserves will be split as follows: Romsey Town Council 97.3%, Awbridge 2.7%. Cllr. N. Gwynne suggested a celebration to mark the occasion of the merger of the two Councils. A proposal will be discussed at Full Council Meeting on 17th January 2023.

10. ROMSEY FUTURE

Cllr. J. Critchley reported Romsey Future meeting is taking place in November 2022. Cllr. I Culley asked if Romsey Future should consider the back of the Post Office area. Cllr. J. Parker reported there are no current plans to close the Post Office.

11. REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS

Cllr S. Wilkinson - Bartletts Almshouses

Cllr. J. Parker report himself and Cllr. D. Baverstock will be attending a Tourism Meeting on 1st March 2023.

12. CORRESPONDENCE

None

13. MAYORAL ANNOUNCEMENTS

The Mayor Cllr. N. Gwynne reported his Charity Show at The Plaza raised £1,500. The light switch-on events will take place on 26th November 2022.

Meeting Closed 8.25p.m.

Next Meeting 17th January 2023

In the Chair: Cllr S Lamb

ATTENDANCE:

ROMSEY EXTRA PARISH

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

ROMSEY TOWN

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

In attendance: Clerk Faye Godwin
Toby Oliver, Hampshire Chronicle

51. **Apologies**

Apologies were received from
Cllr J Cairney

52. **Declarations of Interest**

Cllr J Parker expressed a non-peculiar interest in List 37, Item 12 and List 40, Item 2 as he is the Chair of King John's House Trust. He abstained from comments on these two items.

53. **Minutes**

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 18TH August 2022 were confirmed as a true record.

Proposed by: Cllr J Burnage

Seconded by: Cllr M Cooper

The minutes of the Joint Planning Committee Meeting held on Thursday 29TH September 2022 were confirmed as a true record.

Proposed by: Cllr J Burnage

Seconded by: Cllr J Critchley

Matters Arising

None

54. **Public Participation**

None

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

None

56. **Appeal Notifications/Decisions**

None

Signature:

S.A. Lewis

Date:

10.11.22.

57. **Amended Applications**

- a) **Application No:** 22/02198/FULLS
Proposal: Demolish conservatory and part of single storey brick-built house, erection of replacement extension, remove front porch door and replace windows (Amended scheme)
Site: 31 Mill Lane, Romsey, Hampshire, SO51 8EW
Noted

58. **Correspondence**

- a) Email from Wendy Agombar, Planning Support Manager, Hampshire Country Council confirming extension of respond date to 14th October regarding Neighbourhood Development Plan consultation.

- 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
HCC informed that JPC maintain current objection

- b) Email from Isabella Falco, Trainee Legal Assistant, Test Valley Borough Council regarding Tree Preservation Order TPO.TVBC.1250 on land at 14 Market Place, Romsey, SO51 8NA.

Noted

59. **Planning Applications**

List Nos: 37, 38, 39 and 40.

Signature: S.A. Hewbs

Date: 10.11.22

**ROMSEY TOWN COUNCIL AND ROMSEY EXTRA PARISH COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 37**
Week Ending: Friday 16th September 2022

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
<u>22/02187/FULLS</u> <u>15.09.2022</u> <u>ROMSEY EXTRA</u> 1.	Single storey extensions and alterations	Mr and Mrs Darren Over 7 The Causeway Romsey Hampshire SO51 8HF	Katie Savage 14.10.2022	No objection	
<u>22/02188/LBWS</u> <u>15.09.2022</u> <u>ROMSEY EXTRA</u> 2.	Single storey extensions and alterations	Mr and Mrs Darren Over 7 The Causeway Romsey Hampshire SO51 8HF	Katie Savage 14.10.2022	No objection	
<u>22/02312/FULLS</u> <u>14.09.2022</u> <u>ROMSEY EXTRA</u> 3.	Two storey side extension	Mr And Mrs Paul Davies 12 Hooper Drive Romsey Hampshire SO51 0AU	Mrs Sacha Coen 06.10.2022	Objection	Negative impact on the street scene. Tandem vehicle parking is not practical in this setting.
<u>22/02390/TPOS</u> <u>14.09.2022</u> <u>ROMSEY EXTRA</u> 4.	T3 Oak - Reduce to a 4.5m habitat stem, T59 Oak - Reduce primary limb on Northern aspect by up to 3 metres, T60 Oak - Crown reduce and shape by up to 4 metres, Elm x2 (marked on submitted map) - Remove to ground level	Kimberley Bushe Baroona Close Romsey Hampshire SO51 7AE	Mr Rory Gogan 06.10.2022	No objection	

<p><u>22/02343/LBWS</u> <u>15.09.2022</u> <u>ROMSEY TOWN</u> 5.</p>	<p>Repair of pillar in cellar and entrance area floor</p>	<p>Mr John Pennells Oasis Christian Trust 25 Church Street Romsey Hampshire SO51 8BT</p>	<p>Mrs Sacha Coen 14.10.2022</p>	<p>No objection</p>
<p><u>22/02355/CLES</u> <u>16.09.2022</u> <u>ROMSEY TOWN</u> 6.</p>	<p>Application for lawful development certificate for existing use as two independent flats (one in former basement of 66 (now known as 66G), the other in former basement of 66A (now known as 66B)</p>	<p>Mr Leslie Hounsome 66 Cupernham Lane Romsey Hampshire SO51 7LG</p>	<p>Mr Nathan Glasgow 12.10.2022</p>	<p>No objection</p>
<p><u>22/02374/FULLS</u> <u>14.09.2022</u> <u>ROMSEY TOWN</u> 7.</p>	<p>Single storey glazed rear extension</p>	<p>Mr Beck And Ms Sonnenberg 10 Middlebridge Street Romsey Hampshire SO51 8HL</p>	<p>Katie Savage 14.10.2022</p>	<p>No objection</p>
<p><u>22/02375/LBWS</u> <u>14.09.2022</u> <u>ROMSEY TOWN</u> 8.</p>	<p>Single storey glazed rear extension</p>	<p>Mr Beck And Ms Sonnenberg 10 Middlebridge Street Romsey Hampshire SO51 8HL</p>	<p>Katie Savage 14.10.2022</p>	<p>No objection</p>

<u>22/02380/TPOS</u> <u>13.09.2022</u> <u>ROMSEY TOWN</u> 9.	T1 - Oak - Crown reduction by 1-2.5m	Arnott Oak House 6 Montfort Close Romsey Hampshire SO51 5PH	Mr Rory Gogan 05.10.2022	No objection	
<u>22/02386/TPOS</u> <u>13.09.2022</u> <u>ROMSEY TOWN</u> 10.	T1 - Ash - Crown reduce the epicormic regrowth by up to 2 metres around the whole crown and back to previous reduction points	Mr Ben Lewis 75 Knatchbull Close Romsey Hampshire SO51 8WJ	Mr Rory Gogan 05.10.2022	No objection	
<u>22/02386/TPOS</u> <u>13.09.2022</u> <u>ROMSEY TOWN</u> 11.	T1 - Ash - Crown reduce the epicormic regrowth by up to 2 metres around the whole crown and back to previous reduction points	Mr Ben Lewis 75 Knatchbull Close Romsey Hampshire SO51 8WJ	Mr Rory Gogan 05.10.2022	No objection	
<u>22/02387/FULLS</u> <u>15.09.2022</u> <u>ROMSEY TOWN</u> 12.	Erection one dwelling	Mr Tim Lincoln Land to The Rear Of 11 Church Street Romsey Hampshire SO51 8BT	Mr Paul Goodman 18.10.2022	Objection	This land is important to the context of King Johns House which are a series of burgage plots. The new dwelling will dominate and be overbearing on the historic king John's house and gardens.

<p><u>22/02389/TREES</u> 14.09.2022 <u>ROMSEY TOWN</u> 13.</p>	<p>T1 - Eucalyptus - Fell</p>	<p>Amanda Tincknell Wykeham House 88 The Hundred Romsey Hampshire SO51 8BX</p>	<p>Mr Rory Gogan 06.10.2022</p>	<p>No objection</p>	<p>JPC requests that a suitable replacement native tree is planted in its place.</p>
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**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
 WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 38**
 Week Ending: Friday 23rd September 2022

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
<p><u>22/02357/FULLS</u> <u>22.09.2022</u> <u>ROMSEY EXTRA</u> 1.</p>	<p>Re-roofing, and replacement of one first floor window</p>	<p>Broadlands Estates 1-4 Church Cottages Lee Church Lane Lee Hampshire SO51 9LG</p>	<p>Mr Simon Branston- Jones 21.10.2022</p>	<p>No objection</p>	
<p><u>22/02358/LBWS</u> <u>22.09.2022</u> <u>ROMSEY EXTRA</u> 2.</p>	<p>Re-roofing, and replacement of one first floor window</p>	<p>Broadlands Estates 1-4 Church Cottages Lee Church Lane Lee Hampshire SO51 9LG</p>	<p>Mr Simon Branston- Jones 21.10.2022</p>	<p>No objection</p>	

Signature: *S.A. Hamb*

Date: 10.11.22.

<p><u>22/02395/FULLS</u> <u>21.09.2022</u> <u>ROMSEY EXTRA</u> 3.</p>	<p>Erection of 10 polytunnels</p>	<p>Hillier Nurseries Ltd Hillier Nursery Jermyns Lane Ampfield Romsey Hampshire SO51 0QA</p>	<p>Mr Nathan Glasgow 21.10.2022</p>	<p>No objection</p>
<p><u>22/02443/CLPS</u> <u>21.09.2022</u> <u>ROMSEY TOWN</u> 4.</p>	<p>Application for lawful development certificate for proposed erection of dormer window, rooflights, and removal of chimney</p>	<p>Lucee Silience 46 Viney Avenue Romsey Hampshire SO51 7NQ</p>	<p>Katie Savage 14.10.2022</p>	<p>No objection Noted</p>
<p><u>22/02464/FULLS</u> <u>22.09.2022</u> <u>ROMSEY TOWN</u> 5.</p>	<p>Installation of drop kerb and driveway</p>	<p>Jamey-Lee Davis 2 Hollman Drive Romsey Hampshire SO51 8ES</p>	<p>Mrs Sacha Coen 18.10.2022</p>	<p>No objection JPC request that Tree Officer ensures that tree roots are protected.</p>
<p><u>22/02469/TPOS</u> <u>23.09.2022</u> <u>ROMSEY TOWN</u> 6.</p>	<p>T1 - Lime - Re-pollard</p>	<p>Stuart Brown Doreda The Crescent Romsey Hampshire SO51 7NG</p>	<p>Mr Rory Gogan 15.10.2022</p>	<p>No objection</p>

**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 39**
Week Ending: Friday 30th September 2022

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
<u>22/02483/TPOS</u> 26.09.2022 <u>ROMSEY EXTRA</u> 1.	Works to trees as per schedule received	Roxanne Gregory Abbotswood Preschool and Day Nursery Cupernham Lane Romsey Hampshire SO51 7LF	Mr Rory Gogan 20.10.2022	No objection	
<u>22/02501/TPOS</u> 27.09.2022 <u>ROMSEY EXTRA</u> 2.	T1 and T2 - Quercus - Prune branches closest to network by up to 3m, T3 - Poplar - Prune branches closest to network by up to 2m, T4 - Quercus - Prune branches closest to network by up to 3m, G1 and G3 - Mixed species - Prune sides to give 5m clearance to network, G2 - Salix - Pollard	Mr Matthew Harvey Abbotswood Cupernham Lane Romsey Hampshire SO51 7LF	Mr Rory Gogan 18.10.2022	No objection	
<u>22/02528/FULLS</u> 30.09.2022 <u>ROMSEY EXTRA</u> 3.	Partial demolition of outbuilding, re-construction to form garage and double carport (Retrospective)	M Horder 4 Mainstone Romsey Hampshire SO51 6BA	Mrs Sacha Coen 25.10.2022	No objection	

<p><u>22/02531/FULLS</u> <u>30.09.2022</u> <u>ROMSEY EXTRA</u> 4.</p>	<p>Two storey side and single storey rear extension</p>	<p>Mr Greg Cooper 28 Clover Way Romsey Hampshire SO51 7RG</p>	<p>Mr Nathan Glasgow 25.10.2022</p>	<p>No objection</p>	<p>Subject to garage being large enough to meet current standard for garages.</p>
<p><u>22/02500/LBWS</u> <u>27.09.2022</u> <u>ROMSEY TOWN</u> 5.</p>	<p>Remove and replace brickwork and render on portico to match existing, remove and replace rotting oak wood joists in cellar to match existing, addition of wall plate below new timber joists along with new concrete lintel</p>	<p>Mr Andrew Campbell 14 The Abbey Romsey Hampshire SO51 8EL</p>	<p>Katie Savage 28.10.2022</p>	<p>No objection</p>	
<p><u>22/02513/VARS</u> <u>28.09.2022</u> <u>ROMSEY TOWN</u> 6.</p>	<p>Vary condition 2 of 18/01415/FULLS (Extension to single garage to provide garage with w/c on ground floor and first floor storage) to allow for changes to materials and landscape plans in order to expediate the development and reduce environmental impact</p>	<p>Mrs Tracey Mason Land South of Tadburn Lake/East of Botley Road Romsey Hampshire SO51 5AP</p>	<p>Kate Levey 20.11.2022</p>	<p>No objection</p>	
<p><u>22/02515/FULLS</u> <u>28.09.2022</u> <u>ROMSEY TOWN</u> 7.</p>	<p>Single storey rear extension with orangery flat roof</p>	<p>Mr And Mrs Eldridge 61 Mill Lane Romsey Hampshire SO51 8ER</p>	<p>Katie Savage 21.10.2022</p>	<p>No objection</p>	

**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 40**
Week Ending: Friday 7th October 2022

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
<u>22/02537/FULLS</u> 05.10.2022 <u>ROMSEY TOWN</u> 1.	Demolition of existing conservatory and erection of single storey rear extension	Mr and Mrs Leach 12 Withy Close Romsey Hampshire SO51 7SA	Mr Simon Branston- Jones 27.10.2022	No objection	
<u>22/02553/TPOS</u> 04.10.2022 <u>ROMSEY TOWN</u> 2.	T1 - Sycamore - Fell	Mr Tim Lincoln Rear Of 11 Church Street Romsey SO51 8BT	Mr Rory Gogan 26.10.2022	Objection	Current objection to remain
<u>22/02569/FULLS</u> 06.10.2022 <u>ROMSEY TOWN</u> 3.	Two storey rear extension, first floor side extension, single and two storey front extension	Mr And Mrs Stacey 3 Sutherland Close Romsey Hampshire SO51 7TH	Mr Nathan Glasgow 28.10.2022	Objection	Dominates neighbouring dwellings. Overdevelopment that is out of keeping with the street scene.
<u>22/02586/TPOS</u> 07.10.2022 <u>ROMSEY TOWN</u> 4.	T1 - Alder, T2 - Willow, T3 - Hazel, T4 - Holly - Re Coppice all 4 trees.	Miss Daisy Kennard Tadburn Local Nature Reserve Adjoining Eight Acres Romsey SO51 5BQ	Mr Rory Gogan 01.11.2022	No objection	

MINUTES

ROMSEY TOWN AND ROMSEY EXTRA PARISH COUNCIL JOINT PLANNING COMMITTEE
HELD IN THE COURT ROOM, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 13TH OCTOBER 2022

60

RE-ADVERTISEMENTS

22/02198/FULLS

25.08.2022

ROMSEY TOWN

1.

Demolish conservatory and part of
single storey brick-built house,
erection of replacement extension,
remove front porch door and
replace windows (Amended
scheme)

Mr And Mrs J And S Boswell
31 Mill Lane
Romsey
Hampshire
SO51 8EW

Katie
Savage
24.10.2022

No
objection

Meeting ended at: 20.12pm

Next meeting: Thursday 10 November 2022 at 7.30 pm

Signature:

S.A. Kaub

Date:

10.11.22

In the Chair: Cllr S Lamb

ATTENDANCE:

ROMSEY EXTRA PARISH

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

ROMSEY TOWN

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

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

60. **Apologies**

Apologies were received from Cllr J Ray

61. **Declarations of Interest**

Cllr S Lamb and Cllr J Parker declared a non-pecuniary interest in List 42 – Item 1.
All Cllrs declared an interest in List 42 – Item 4.

62. **Minutes**

Confirmation

The minutes of the Joint Planning Committee Meeting held on
Thursday 13TH October 2022 were confirmed as a true record.
Proposed by: Cllr J Critchley
Seconded by: Cllr M G Cooper

Matters Arising

None

63. **Public Participation**

None

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

None

65. **Appeal Notifications/Decisions**

None

66. **Amended Applications**

a) **Application No:** 22/02109/VARS

Proposal:

Variation of condition 17 of 20/01045/FULLS - (Erection of 9 dwellings, with access, landscaping, and associated works to allow for changes to the approved plans for plots 5 and 6 Land Adjacent to Woodpeckers, Cupernham Lane, Romsey, Hampshire

Site:

REFUSED – DELEGATED POWERS

Signature:

S. A. Lamb

Date: 8.12.22

67. Correspondence

- a) Planning consultation letter and drawings from WHP Telecoms Ltd regarding Cornerstone 12271621, Ganger Farm – (Note: Planning Clerk received email on 08/11/22 from Julia Marshall at WHP Telecoms to say that she is waiting for amended drawings from their surveyors and confirmed the site location is correct, the address on the drawings is incorrect.

It was noted that the location was incorrect and will come back to JPC at a later date.

- b) Notification from TVBC Planning regarding 22/02223/FULLS, to advise that it is intended to report this application to the Council's Southern Area Planning Committee on 1 November at Crosfield Hall.

Permission granted.

- c) Notification from TVBC Planning regarding 22/02176/FULLS, to advise that it is intended to report this application to the Council's Southern Area Planning Committee on 1 November at Crosfield Hall.

Permission granted

- d) Correspondence from TVBC Planning notifying that they are undertaking public consultation on its updated draft Infrastructure and Developer Contributions Supplementary Planning Document (SPD). Consultation will commence on Friday 4th November 2022 for a period of 6 weeks ending 12noon Friday 16th December 2022.

Noted

68. Planning Applications

List Nos: 41, 42, 43 and 44.

List no 44 deferred until the next JPC 8th December 2022.

Signature:

S. A. Healy

Date:

8.12.22.

**ROMSEY TOWN COUNCIL AND ROMSEY EXTRA PARISH COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 41
Week Ending: Friday 14 October 2022**

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
<u>22/02481/CLPS</u> 13.10.2022 ROMSEY EXTRA 1.	Application for a lawful development certificate for conversion of section of integral garage to use as utility room including re-siting back door to side, re-siting of front door and enclosed porch and replacing overhead canopy.	David Trimble Hawkwood Halterworth Lane Romsey Hampshire SO51 9AD	Mr Simon Branston- Jones 08.11.2022	No objection	Subject to adequate off- street parking
<u>22/02613/TPOS</u> 10.10.2022 ROMSEY TOWN 2.	T1 - Red Oak - Crown clean of epicormic growth up to 0.02m, crown raise by up to 3.2m, reduce to old pollard points and shape.	Duncan Lillistone Ham House The Crescent Romsey Hampshire SO51 7NG	Mr Rory Gogan 01.11.2022	No objection	
<u>22/02643/LBWS</u> 13.10.2022 ROMSEY TOWN 3.	Internal alterations, reinstatement of boarded window, insertion of new rooflight.	Mr Tim Lincoln 80 The Hundred Romsey Hampshire SO51 8BX	Mr Nathan Glasgow 11.11.2022	No objection	

S.A. Hamb

Signature:

Date: 8.12.22

22/02656/FULLS 13.10.2022 ROMSEY TOWN 4.	Two storey extension to side and rear, additional single storey extension to rear.	Dr Yan Li 5 Malmesbury Road Romsey Hampshire SO51 8FS	Mr Nathan Glasgow 07.11.2022	Permission granted
22/02664/TREES 14.10.2022 ROMSEY TOWN 5.	T1 and T2 - Ash - Reduce height by up to 4m and spread by up to 2m.	Creed Garages to the rear of 23 Cherville Street Romsey Hampshire SO51 8FB	Mr Rory Gogan 05.11.2022	No objection
NOTIFICATION OF A LARGER HOME EXTENSION – (FOR INFORMATION ONLY)				
22/02615/PDHS 10.10.2022 ROMSEY TOWN 6.	Notification of proposed works to a dwelling - Single storey rear extension (length from rear wall of original dwellinghouse 4.60 metres, height 2.60 metres, height to eaves 2.60 metres).	Mr David Johnson 4 Duttons Road Romsey Hampshire SO51 8DR	Mr Simon Branston- Jones 03.11.2022	Delegated and approved

**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 42**

Week Ending: Friday 21 October 2022

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
22/02160/FULLS 19.10.2022 ROMSEY TOWN 1.	Erection of bungalow.	Mr Upfold Land to the rear of 169 Botley Road Romsey SO51 5SX	Kate Levey 11.11.2022	Objection	The application is too large for the size of the plot and the design is out of keeping with the character of surrounding dwellings.

Signature: S.A. h. n

Date: 8.12.22.

<p><u>22/02549/CLIPS</u> 18.10.2022 ROMSEY TOWN 2.</p>	<p>Certificate of proposed lawful development for replacement windows to front and rear elevations; removal and relocation of existing flue on rear extension; removal of rooflight on rear extension and replace with Sunpipe on other side of ridge; add colour matched slate vents to front and rear of main roof ; add Sunpipe on main roof to rear of property; add Solar panels to rear of main roof and part of extension; locate heat pump outdoor unit at ground level in garden; add wrought iron gate across path at boundary pavement.</p>	<p>Mr Adrian Clemons 107 The Hundred Romsey Hampshire SO51 8BZ</p>	<p>Mrs Sacha Coen 11.11.2022</p>	<p>Do these changes require planning permission as it is in a conservation area.</p>
<p><u>22/02631/FULLS</u> 18.10.2022 ROMSEY TOWN 3.</p>	<p>Part conversion of the existing double garage to provide accessible ground floor ensuite bedroom.</p>	<p>Mrs Sheila King 18 Grayling Mead Romsey Hampshire SO51 7RU</p>	<p>Katie Savage 09.11.2022</p>	<p>Parking layout may compromise the neighbours parking.</p>
<p><u>22/02678/FULLS</u> 18.10.2022 ROMSEY TOWN 4.</p>	<p>Demolish conservatory and erect single storey rear extension.</p>	<p>Mr And Mrs Giles 6 Trench Way Romsey Hampshire SO51 7RX</p>	<p>Mr Simon Branston-Jones 10.11.2022</p>	<p>No comment as the applicant is the Chief Officer of Romsey Town Council</p>

Signature: *S. A. head*

Date: *8.12.20*

22/02/685/VARS 17.10.2022 ROMSEY TOWN 5.	Variation of Conditions 3 of 19/01597/VARS (Change of use from A1 to A1/A3 mixed use class to open an ice cream parlour incorporating takeaway business and seating for 18 customers) To extend the evening opening time from 10pm to 11pm.	Mrs Natasha Mead 5 Bell Street Romsey Hampshire SO51 8GY	Mrs Natasha Mead	No objection
22/02/690/FULLS 18.10.2022 ROMSEY TOWN 6.	First floor side extension.	Mr Micheal Clay 1 Jenner Way Romsey Hampshire SO51 8PD	Katie Savage 10.11.2022	No objection
22/02/740/FULLS 21.10.2022 ROMSEY TOWN 7.	Removal of signage and name plate, removal of ATM on side elevation and re-instatement of sill and window, seal letterbox, remove night safe face plate and infill aperture, and remove CCTV camera.	Barclays Bank Plc Market Place Romsey Hampshire SO51 8YA	Katie Savage 21.11.2022	No objection
22/02/741/LBWS 21.10.2022 ROMSEY TOWN 8.	Removal of signage and name plate, removal of ATM on side elevation and re-instatement of sill and window, seal letterbox, remove night safe face plate and infill aperture, remove CCTV camera, remove counters, remove stud partitions within banking hall, decommissioning, and pinning of strong room doors on basement level.	Barclays Bank Plc Market Place Romsey Hampshire SO51 8YA	Katie Savage 21.11.2022	No objection

Signature: S. A. hurb

Date: 8.12.22

**ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 43
Week Ending: Friday 28 October 2022**

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
22/02671/VARS 24.10.2022 ROMSEY EXTRA 1.	Vary condition 16 of 20/00599/FULLS (Erection of 63 residential dwellings, with associated landscaping, parking and reconfiguration of roundabout to form new vehicular access) - to allow for changes to house type design.	Mr Grant Barwell Land South of Abbotswood House Braisfield Road Romsey Hampshire	Mr Paul Goodman 25.11.2022	No objection	
22/02684/FULLS 25.10.2022 ROMSEY EXTRA 2.	Replace balustrade and spindles on front elevation balconies with glazed balustrade system, and alterations to windows and doors.	D Carr 3 Stanbridge Lakes Awbridge Hampshire SO51 0GY	Mr Simon Branston- Jones 18.11.2022	No objection	
22/02785/TPOS 25.10.2022 ROMSEY EXTRA 3.	T1 - T9 - Common Alder - Pollard down to 2m, T10 - T16 - Willow - Reduce crown to suitable growth points between 8m and 10m high, T17 and T18 - Willow - Pollard down to 2m.	Mrs Joanna Iddenden Canal Footpath At Rear of Oxlease Meadows Romsey Hampshire SO51 7AB	Mr Rory Gogan 16.11.2022	No objection	

Signature:

S.A.hawk

Date:

8.12.22

22/02540/FULLS 27.10.2022 ROMSEY TOWN 4.	Removal of existing timber windows and replacement with white UPVC windows to match existing.	Mrs Christine Lee 5G Abbey Walk Church Street Romsey Hampshire SO51 8JQ	Mr Simon Branston- Jones 25.11.2022	No objection	
22/02604/FULLS 25.10.2022 ROMSEY TOWN 5.	Rear facing flat roof dormer, solar panel installation on ground floor single storey flat roof and replacement of existing front garden wall.	Miss Glenda Adby and Mr R Wellcoat 35 Station Road Romsey Hampshire SO51 8DP	Katie Savage 25.11.2022	Objection	Incongruous extension which sits uncomfortably in the line of terraced dwellings. The new flat roof is higher than the apex which adds to its incongruity. The extension can be viewed from the heavily used footpath which runs between Albany Close and Station Road.
22/02763/FULLS 25.10.2022 ROMSEY TOWN 6.	Demolition of porch and erection of conservatory.	Mrs Hamilton 13 New Road Romsey Hampshire SO51 7LL	Mr Simon Branston- Jones 21.11.2022	No objection	
22/02805/FULLS 27.10.2022 ROMSEY TOWN 7.	Two storey side extension, dormer window, replacement side window and rooflight to rear bedroom and canopy to front entrance door.	Mr and Mrs M Cross Grafton 151 Botley Road Romsey Hampshire SO51 5SX	Kate Levey 19.11.2022	No objection	

Signature: S. A. h a n k

Date: 8.12.22

NOTIFICATION OF A CHANGE OF USE (FOR INFORMATION ONLY)

22/02815/PDQS 27.10.2022 ROMSEY EXTRA 8.	Application to determine if prior approval is required for proposed change of use of agricultural buildings to 3 dwellings, and for building operations reasonably necessary for the conversion.	Mr A Hood Shootash Poultry Farm Salisbury Road Shootash Romsey Hampshire SO51 6GA	Kate Levey 21.11.2022	Objection	In our opinion it requires under GPDO Order 2015 the criteria for converting farm buildings are that the structure must be strong enough. Application states floor slab is 200mm thick, the asbestos roof will be removed, that the roof swells, the walls bulge and there are slender timber roof supports. The engineering report therefore states that a new internal structure is required to hold everything up.
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ROMSEY TOWN COUNCIL AND ROMSEY EXTRA PARISH COUNCIL**WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 44 – DEFERRED TO 08/12/22**

Week Ending: Friday 4 November 2022

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
22/02750/TPOS 31.10.2022 ROMSEY EXTRA 1.	T1 - Holm Oak - Reduce branches to give up to 3m clearance to the roof, guttering and driveway.	Mrs Sandra Drake Abbotswood House Braisfield Road Romsey Hampshire SO51 0PB	Mr Rory Gogan 22.11.2022		

Signature: S.A. hood

Date: 8.12.22

MINUTES

ROMSEY TOWN AND ROMSEY EXTRA PARISH COUNCIL JOINT PLANNING COMMITTEE
HELD IN THE COURT ROOM, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 10 NOVEMBER 2022

70

<p><u>22/02844/FULLS</u> 04.11.2022 ROMSEY EXTRA 2.</p>	<p>Demolish conservatory, erect two storey rear extension and addition of windows and doors.</p>	<p>Mr And Mrs Few 16 Cedar Lawn Romsey Hampshire SO51 7US</p>	<p>Katie Savage 29.11.2022</p>	
<p><u>22/02851/OBLS</u> 03.11.2022 ROMSEY EXTRA 3.</p>	<p>Discharge of section 106 agreement dated 21st February 1997 relating to TVS.0953/7 which controls land ownership and occupancy of the dwelling.</p>	<p>Mrs A J Burnikell Bluebell Farm Sandy Lane Abbotswood Romsey Hampshire SO51 0PD</p>	<p>Kate Levey 29.11.2022</p>	
<p><u>22/02765/LBWS</u> 01.11.2022 ROMSEY TOWN 4.</p>	<p>Regularisation application for front elevation beam replacement.</p>	<p>Mr M Mofazzul Purbani Restaurant 11 Bell Street Romsey Hampshire SO51 8GY</p>	<p>Katie Savage 02.12.2022</p>	
<p><u>22/02798/FULLS</u> 31.10.2022 ROMSEY TOWN 5.</p>	<p>Extension of existing fencing to corner of boundary with Winchester Road.</p>	<p>Dr Natalia Carrabino New House The Crescent Romsey Hampshire SO51 7NG</p>	<p>Mrs Sacha Coen 22.11.2022</p>	

Signature: S. A h m a h

Date:

8.12.22

MINUTES

ROMSEY TOWN AND ROMSEY EXTRA PARISH COUNCIL JOINT PLANNING COMMITTEE
HELD IN THE COURT ROOM, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 10 NOVEMBER 2022

71

<p><u>22/02804/ADVS</u> 02.11.2022 ROMSEY TOWN 6.</p>	<p>Retention of non-illuminated fascia sign to rear elevation.</p>	<p>Mr P Grover Pearsons Southern Limited 21 The Hundred Romsey Hampshire SO51 8GD</p>	<p>Mr Simon Branstom- Jones 02.12.2022</p>	
<p><u>22/02873/FULLS</u> 04.11.2022 ROMSEY TOWN 7.</p>	<p>Single storey rear extension (amended scheme).</p>	<p>Mr And Mrs Watson 5 Tadfield Road Romsey Hampshire SO51 5AL</p>	<p>Katie Savage 26.11.2022</p>	

Meeting ended at: 8.14 pm

Next meeting: Thursday 8 December 2022 at 7.30 pm

Signature:

S. A. Herb

Date:

8.12.22

In the Chair: Cllr S Lamb

ATTENDANCE:

ROMSEY EXTRA PARISH

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

ROMSEY TOWN

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

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

69. **Apologies**

Apologies were received from Cllr J Critchley, Cllr S Tippett, Cllr J Ray and Cllr J Burnage

70. **Declarations of Interest**

None

71. **Minutes**

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 10 November 2022 were confirmed as a true record.

Proposed by: Cllr C Wise

Seconded by: Cllr I Culley

Matters Arising

List 42 – Item 1 – Withdrawn.

72. **Public Participation**

The meeting was adjourned at 7.35 pm to allow Emily Victor to speak re application [22/02893/FULLS](#) List 45 item 5. The meeting reconvened at 7.47 pm.

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

None

74. **Appeal Notifications/Decisions**

Site at:

109A Winchester Road, Romsey, SO51 8JF

Proposal:

Erection of 8 dwellings and access road

Application No:

21/03600/FULLS

Appeal Reference:

APP/C1760/W/22/3305986

Appellant:

Mr Stuart Wilson

Appeal Starting Date:

15 November 2022

NOTED

APPLICANT HAD STATED AT SOUTHERN PLANNING THEY WOULD NOT APPEAL TAKE THIS APPLICATION TO APPEAL

Signature:

Jason Burnage

Date: *8/1/2023*

75. **Correspondence**

- a) Letter from TVBC re: [22/01997/VARS](#) Cocky Anchor, 8 Market Place, Romsey.
Notification of **REFUSE**.
NOTED
- b) Email from TVBC regarding Planning Policy: Statement of Community Involvement in Planning (SCI) 2022.
NOTED
- c) Letter from TVBC – Tree Preservation Order – Notification of Southern Planning Committee 22nd November 2022 – 5.30 pm – Crosfield Hall. Re: TPO.TVBC.1250 – 14 Market Place, Romsey, Hampshire, SO51 8NA.
NOTED

Letter and confirmation of TPO from TVBC following Southern Planning on 22nd November 2022.

NOTED

- d) Letter from TVBC – Planning Application – Notification of Southern Planning Committee 22nd November 2022 – 5.30 pm – Crosfield Hall.

[22/01149/FULLS](#) - Barratt David Wilson Homes Southampton.

Access road on southern boundary extending to field to serve the adjacent land, engineering work to provide drainage (Retrospective)
Land At Ganger Farm, Ganger Farm Lane, Romsey.

PERMITTED

- e) Email from TVBC - updated direct link to the specific web page on the Council's website to view the SPD document:
<https://www.testvalley.gov.uk/planning-and-building/planningpolicy/supplementary-planning-documents/infrastructure-and-developer-contributions-supplementary-planning-document>
NOTED. NC to respond to TVBC on behalf of the REPC – RTC JPC welcoming the Supplementary Planning Document. Deadline for comments 16 December 2022.

- f) Email from HCC regarding Roke Manor Quarry application [21/01274/CMAS](#) Regulatory Committee 14 December 2022, Ashburton Hall, Elizabeth II Court, The Castle, Winchester.

NOTED

76. **REPC – JPC - Reporting - List 4 – Planning Applications**

To consider and agree the future process of commenting on List 4. Discuss option of changing to 3 weekly meetings or stay at 4 weekly.

AGREED MEETINGS WILL NOW BE HELD EVERY 3 WEEKS COMMENCING 5TH JANUARY 2023

77. **Planning Applications**

List Nos: 44, 45, 46 and 47.

Signature:

David Burnage

Date: *5/11/2023*

**ROMSEY TOWN COUNCIL AND ROMSEY EXTRA PARISH COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 44**
Week Ending: Friday 4 November 2022

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
<u>22/02750/TPOS</u> 31.10.2022 ROMSEY EXTRA 1.	T1 - Holm Oak - Reduce branches to give up to 3m clearance to the roof, guttering and driveway.	Mrs Sandra Drake Abbotswood House Braishfield Road Romsey Hampshire SO51 0PB	Mr Rory Gogan 22.11.2022	Consent Granted	
<u>22/02844/FULLS</u> 04.11.2022 ROMSEY EXTRA 2.	Demolish conservatory, erect two storey rear extension and addition of windows and doors.	Mr And Mrs Few 16 Cedar Lawn Romsey Hampshire SO51 7US	Katie Savage 29.11.2022	No Objection	
<u>22/02851/OBLS</u> 03.11.2022 ROMSEY EXTRA 3.	Discharge of section 106 agreement dated 21st February 1997 relating to TVS.0953/7 which controls land ownership and occupancy of the dwelling.	Mrs A J Burnikell Bluebell Farm Sandy Lane Abbotswood Romsey Hampshire SO51 0PD	Kate Levey 29.11.2022	No Objection	
<u>22/02765/LBWS</u> 01.11.2022 ROMSEY TOWN 4.	Regularisation application for front elevation beam replacement.	Mr M Mofazzul Purbani Restaurant 11 Bell Street Romsey Hampshire SO51 8GY	Katie Savage 02.12.2022	Consent Granted	

Signature: *Jane R Burry*Date: *31/12/2023*

<p><u>22/02798/FULLS</u> 31.10.2022 ROMSEY TOWN 5.</p>	<p>Extension of existing fencing to corner of boundary with Winchester Road.</p>	<p>Dr Natalia Carrabino New House The Crescent Romsey Hampshire SO51 7NG</p>	<p>Mrs Sacha Coen 22.11.2022</p>	<p>No Objection</p> <p>Reassurance the installation of the last panel is carried out with appropriate arboricultural practise. Recommendation that the last two panels are stepped down to improve the appearance in general.</p>
<p><u>22/02804/ADVS</u> 02.11.2022 ROMSEY TOWN 6.</p>	<p>Retention of non-illuminated fascia sign to rear elevation.</p>	<p>Mr P Grover Pearsons Southern Limited 21 The Hundred Romsey Hampshire SO51 8GD</p>	<p>Mr Simon Branston-Jones 02.12.2022</p>	<p>No Objection</p>
<p><u>22/02873/FULLS</u> 04.11.2022 ROMSEY TOWN 7.</p>	<p>Single storey rear extension (amended scheme).</p>	<p>Mr And Mrs Watson 5 Tadfield Road Romsey Hampshire SO51 5AL</p>	<p>Katie Savage 26.11.2022</p>	<p>No Comment</p>

**ROMSEY TOWN COUNCIL AND ROMSEY EXTRA PARISH COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 45**
Week Ending: Friday 11 November 2022

<p><u>22/02901/FULLS</u> 08.11.2022 ROMSEY EXTRA 1.</p>	<p>Two storey side extension to be used as annexe accommodation.</p>	<p>Mrs Joyce Mayhall 17 Cedar Lawn Romsey Hampshire SO51 7US</p>	<p>Katie Savage 02.12.2022</p>	<p>Subject to the tree protection zone being fully recognised. The extension's right angled gable looks incongruous and out of keeping with the aesthetic of the existing dwelling.</p>
<p><u>22/02941/VARS</u> 10.11.2022 ROMSEY EXTRA 2.</p>	<p>Vary condition 2 of 22/00387/LBWS (Central Barn - repairs and strengthening works to roof, brickwork repairs and insertion of new timber doors and structural investigation) - Re-word condition in order to allow repair works to the building to commence without archaeological building report.</p>	<p>Broadlands Estate Bowmans Farmhouse Romsey Road Ower Romsey Hampshire SO51 6AE</p>	<p>Katie Savage 09.12.2022</p>	<p>Refer to the TVBC Conservation Officer. No Objection</p>
<p><u>22/02492/FULLS</u> 10.11.2022 ROMSEY TOWN 3.</p>	<p>Erection of bin store.</p>	<p>Aster Group Wakeford Court Cressey Road Romsey Hampshire SO51 8HU</p>	<p>Mrs Sacha Coen 09.12.2022</p>	<p>No Objection</p>

<p><u>22/02886/FULLS</u> 07.11.2022 ROMSEY TOWN 4.</p>	<p>Demolish rear extension and chimneys, erect single storey front extensions, installation of roof lights, creation of two gables and alterations to windows and doors.</p>	<p>Mr Graham Sault Wolversdene Whitenap Lane Romsey Hampshire SO51 5RS</p>	<p>Mr Simon Branston- Jones 01.12.2022</p>	<p>Permission Granted</p>
<p><u>22/02893/FULLS</u> 07.11.2022 ROMSEY TOWN 5.</p>	<p>Change of use from storage and distribution (B8) to general industrial (B2).</p>	<p>Mr Laclan Biurds Romsey Industrial Estate Unit 26 Greatbridge Road Romsey Hampshire SO51 0HR</p>	<p>Kate Levey 30.11.2022</p>	<p>Hours of work commencing at 6 am six days a week is inappropriate. Potential noise impact on residents with Kingfisher Way being 90m and Malmesbury Road being 100m from the site. Concerns regarding the release of pollutants from the flue.</p> <p>Objection</p>
<p><u>22/02909/TREES</u> 08.11.2022 ROMSEY TOWN 6.</p>	<p>T1 - Maple - Crown lift up to 5m above ground level, T2 - Weeping Willow - Re-reduce back to previous growth points by pruning up to 2m of new growth.</p>	<p>Mr Martin Roberts Willow Cottage 179 Middlebridge Street Romsey Hampshire SO51 8HH</p>	<p>Mr Rory Gogan 30.11.2022</p>	<p>No Objection</p>

<u>22/02921/TPOS</u> 08.11.2022 ROMSEY TOWN 7.	T1 - Sycamore - Reduce height by up to 5m and reduce over extending lateral limb by up to 5m.	Mrs Maureen Bishop Great Woodley Farm Woodley Lane Romsey Hampshire SO51 7PE	Mr Rory Gogan 01.12.2022	No Objection
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**ROMSEY TOWN COUNCIL AND ROMSEY EXTRA PARISH COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 46
Week Ending: Friday 18 November 2022**

<u>22/02963/FULLS</u> 17.11.2022 ROMSEY EXTRA 1.	Replace overhead covered porch canopy with oak frame enclosed porch and block garage entrance. (Retrospective)	David Trimble Hawkwood Halterworth Lane Romsey Hampshire SO51 9AD	Mr Simon Branston-Jones 12.12.2022	No Objection
<u>22/02964/FULLS</u> 16.11.2022 ROMSEY TOWN 2.	Convert upper floors to 4-bedroom maisonette and the addition of a dormer in the roof.	Mr Diaper 16 Market Place Romsey Hampshire SO51 8NA	Mr Nathan Glasgow 16.12.2022	Subject to Bat Survey and Conservation and Conservation Officer Report. No Objection
<u>22/02965/LBWS</u> 16.11.2022 ROMSEY TOWN 3.	Convert upper floors to 4-bedroom maisonette and the addition of a dormer in the roof.	Mr Diaper 16 Market Place Romsey Hampshire SO51 8NA	Mr Nathan Glasgow 16.12.2022	No Objection

<u>22/02995/FULLS</u> 16.11.2022 ROMSEY TOWN 4.	Proposed replacement solid roof and frames to existing rear conservatory.	Mr Glover And Miss Kerr 11 Horseshoe Drive Romsey Hampshire SO51 7TP	Mr Simon Branston- Jones 09.12.2022	No Objection	
<u>22/03002/TPOS</u> 17.11.2022 ROMSEY TOWN 5.	T1 - Yew - Reduce and reshape by up to 3m off the top and up to 2m off the side.	Mr and Mrs Barker Abbey Court 33 Cupernham Lane Romsey Hampshire SO51 7JJ	Mr Rory Gogan 09.12.2022	No Objection	
NOTIFICATION OF A CHANGE OF USE (FOR INFORMATION ONLY)					
<u>22/03037/PDMAS</u> 18.11.2022 ROMSEY TOWN 6.	Prior Notification under Class MA - For the change of use of building from office (Class E) dwellings (Class C) to convert first floor office space in to a two bedroom flat.	Mr Wilson 109A Winchester Road Romsey Hampshire SO51 8JF	Kate Levey 13.12.2022	Noted	

**ROMSEY TOWN COUNCIL AND ROMSEY EXTRA PARISH COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 47
Week Ending: Friday 25 November 2022**

<u>22/02448/FULLS</u> 22.11.2022 ROMSEY EXTRA 1.	Installation of solar panels onto existing garage/shed on south west facing roof	Mrs Barbara Marshall 9 The Causeway Romsey Hampshire SO51 8HF	Mrs Sacha Coen 23.12.2022	No Objection	
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<p><u>22/03066/FULLS</u> 23.11.2022 ROMSEY EXTRA 2.</p>	<p>Change of use of agricultural land to use for exercising of dogs including perimeter fence, pathway, shelter and associated parking</p>	<p>Mr Robert Brown Field To The North Of The B3084 At Greatbridge Greatbridge Road Romsey Hampshire SO51 0HB</p>	<p>Sarah Barter 20.12.2022</p>	<p>No Objection</p> <p>Subject to highways in respect of access and would request TVBC Tree Officer carry out a tree report.</p>
<p><u>22/03069/OUTS</u> 24.11.2022 ROMSEY EXTRA 3.</p>	<p>Proposed extension of Abbey park Industrial Estate for B1, B2 and B8 purposes</p>	<p>Mr Stephen House Land To The East Of Abbey Enterprise Centre Premier Way Romsey Hampshire</p>	<p>Mr Paul Goodman 23.12.2022</p>	<p>Objection</p> <p>Located in the North Baddesley – Romsey Local Gap. Subject to providing necessary flood and drainage reports and tree assessments. If the development was to go ahead the dedication of open land for public use be retained.</p>
<p><u>22/02847/TREES</u> 22.11.2022 ROMSEY TOWN 4.</p>	<p>T1- Sycamore - Raise canopy by 0.5 metres all round and remove epicormic growth</p>	<p>Mrs Jamie White 10 Market Place Romsey Hampshire SO51 8NB</p>	<p>Mr Rory Gogan 14.12.2022</p>	<p>No Objection</p>

<p><u>22/03019/FULLS</u> 21.11.2022 ROMSEY TOWN 5.</p>	<p>Window replacement scheme</p>	<p>Mr Steven Marshall Former Magistrates Court Church Street Romsey Hampshire SO51 8AQ</p>	<p>Mr Nathan Glasgow 23.12.2022</p>	<p>No Objection</p>	
<p><u>22/03033/FULLS</u> 23.11.2022 ROMSEY TOWN 6.</p>	<p>Demolition of single storey lean to extension, conservatory and shed and erection of side extension, roof light to attic, installation of flue for wood burning stove, construction of bicycle store/shed and new fence/gate</p>	<p>Mr Darren Phillips 67 Cherville Street Romsey SO51 8FB</p>	<p>Mr Simon Branston- Jones 23.12.2022</p>	<p>No Objection</p>	
<p><u>22/03034/LBWS</u> 23.11.2022 ROMSEY TOWN 7.</p>	<p>Demolition of single storey lean to extension, conservatory and shed and erection of side extension, internal alterations, new insulation and roof light to attic, formation of fireplace in existing chimney and installation of flue for wood burning stove, construction of bicycle store/shed and new fence/gate</p>	<p>Mr Darren Phillips 67 Cherville Street Romsey SO51 8FB</p>	<p>Mr Simon Branston- Jones 23.12.2022</p>	<p>No Objection</p>	
<p><u>22/03050/LBWS</u> 22.11.2022 ROMSEY TOWN 8.</p>	<p>Replacement of 6 benches on platforms 1 and 2</p>	<p>Mr Mark Willis Romsey Railway Station Station Road Romsey Hampshire SO51 8DU</p>	<p>Mrs Sacha Coen 23.12.2022</p>	<p>No Objection</p>	

MINUTES

ROMSEY TOWN AND ROMSEY EXTRA PARISH COUNCIL JOINT PLANNING COMMITTEE
 HELD IN THE COURT ROOM, TOWN HALL, ROMSEY, HAMPSHIRE
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<p><u>22/03060/TREES</u> 22.11.2022 ROMSEY TOWN 9.</p>	<p>T1 - Magnolia - Fell</p>	<p>Mrs Gillian Kelly 63 Station Road Romsey Hampshire SO51 8DP</p>	<p>Mr Rory Gogan 14.12.2022</p>	<p>Objection</p>	<p>No justification. Recommend that a proper management regime be put in place.</p>
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Meeting ended at: 8.50 pm

Next meeting: Thursday 5 January 2023 at 7.30 pm

Signature:

Navee Burnage

Date: 5/1/2023

In the Chair: Cllr J Burnage

ATTENDANCE:

ROMSEY EXTRA PARISH

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

ROMSEY TOWN

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

In attendance: Faye Godwin, Planning Clerk
Toby Oliver, Hampshire Chronicle

78. **Apologies**

Apologies were received from Cllr J Ray and Cllr S Lamb.

Cllr M Southey left meeting at 7.43pm to take important phone call and returned to meeting at 7.49pm.

79. **Declarations of Interest**

None.

80. **Minutes**

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 8 December 2022 were confirmed as a true record.

Proposed by: Cllr M Cooper

Seconded by: Cllr J Parker

Matters Arising

None.

81. **Public Participation**

None.

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

- a) Application: 21/02607/FULLS
Applicant: Mr Mark Weeks
Proposal: Change of use of amenity land to residential garden
(Retrospective)
Site: 14 Fairview Close, Romsey, S051 7LS
Noted - Cllr J Burnage will be attending.

Signature:

Date:

83. Appeal Notifications/Decisions

- a) Site at: 46 Viney Avenue, Romsey, SO517NQ
 Proposal: Loft conversion and removal of chimney, creation of front and rear dormer
 Application No: [22/02031/FULLS](#)
 Appeal Reference: APP/C1760/D/22/3307618
 Appellant: Lucee Sillence
 Appeal Starting Date: 01.12.2022

Noted

- b) Site at: Rear of 11 Church Street, Romsey SO51 8BT
 Application No: [22/02553/TPOS](#)
 Decision Type: Delegated
 Appeal Decision: Withdrawn

Noted**84. Amended Applications**

None.

85. Correspondence

- a) Email from HCC Cllr Nick Adams-King re: Hampshire Minerals Plan consultation of Proposed gravel extraction at 'The Triangle', Gardner's Lane/Ryedown Lane. REPC – JPC Committee Members should particularly look at the proposal for the Ridge Triangle.

JPC continue to object on previous grounds. Also, it being a sensitive hydrological site, there are environmental issues and concern that the eastern part drains towards the River Test. They also have highway concerns.

- b) Letter from HCC. 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, Lee Lane, Nursling Southampton SO16 0AD (application number [22/00174/CMAS](#)) will be considered by the Regulatory Committee on Wednesday 11 January 2023 at 10.00am in Ashburton Hall, at Elizabeth II Court The Castle, Winchester, Hants SO23 8UJ.

Objection previously submitted.

- c) Letter from TVBC. Andover Public Realm Design Guide Supplementary Planning Document (SPD) 2022
 Test Valley Borough Council has published for public participation its draft Andover Public Realm Design Guide Planning Document (SPD) 2022 and is inviting representations between Friday 16th December 2022 and Friday 3rd February 2023.

Noted**86. Planning Applications**

List Nos: Nos 48, 49, 50.

ROMSEY TOWN COUNCIL AND ROMSEY EXTRA PARISH COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 48 Week Ending: Friday 2 December 2022						
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS	
<u>22/02803/FULLS</u> 29.11.2022 ROMSEY EXTRA 1.	Erection of two storey rear extension, single storey front extension, and replacement of outbuilding with games room and storage area.	Mr Scott Gaherty Gardeners Cottage Braishfield Road Romsey Hampshire SO51 7NZ	Katie Savage 22.12.2022	Objection	Extension too large for plot size. Parking would become insufficient. Out of keeping with street scene.	
<u>22/03032/FULLS</u> 30.11.2022 ROMSEY EXTRA 2.	Single storey storage area with hard standing parking space above (retrospective).	Mr And Mrs Hickey 29 Footner Close Romsey Hampshire SO51 7UD	Mr Paul Goodman 22.12.2022	Objection	This was refused in 2017 and dismissed in 2018.	
<u>22/03120/IPOS</u> 28.11.2022 ROMSEY EXTRA 3.	T1 - All Ash trees within area - Fell, T2 - All Woodland boundary trees - Reduce back lateral growth by up to 3m.	Veerappan Roke Manor Old Salisbury Lane Awbridge Hampshire SO51 0ZN	Mr Rory Gogan 21.12.2022	Objection	Object to T1, unless Tree Officer agrees that all Ash trees are diseased.	
<u>22/03165/LBWS</u> 01.12.2022 ROMSEY EXTRA 4.	General repair and replacement works to windows of property.	Broadlands Estate Broadlands House Broadlands Park Romsey By-Pass Romsey Hampshire SO51 9ZD	Sarah Barter 06.01.2023	No objection		

Signature:

Date:

MINUTES

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<p><u>22/02478/FULLS</u> 01.12.2022 ROMSEY TOWN 5.</p>	<p>Provision of new bin stores.</p>	<p>Aster Group Blenheim House Chambers Avenue Romsey Hampshire SO51 5EH</p>	<p>Mr Simon Branston- Jones 03.01.2023</p>	<p>Objection</p>	<p>JPC strongly object to this. There is no provision for the additional blue bins and food waste caddies that will be issued by TVBC in 2024. The bin enclosure is intrusive on the street scene and advise that the location is reconsidered.</p>
<p><u>22/03138/FULLS</u> 30.11.2022 ROMSEY TOWN 6.</p>	<p>Demolish conservatory, erect single storey rear extension and elevational alterations.</p>	<p>Mr A Paton 30 Woodley Lane Romsey Hampshire SO51 7JN</p>	<p>Mr Simon Branston- Jones 26.12.2022</p>		<p>Noted that permission was granted on Jan 4 2023.</p>

<p align="center">ROMSEY TOWN COUNCIL AND ROMSEY EXTRA PARISH COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 49 Week Ending: Friday 9 December 2022</p>					
<p>APPLICATION NO. DATE OF APPLICATION</p>	<p>PROPOSAL</p>	<p>LOCATION</p>	<p>CASE OFFICER</p>	<p>DECISION</p>	<p>COMMENTS</p>
<p><u>22/03188/FULLS</u> 05.12.2022 ROMSEY EXTRA 1.</p>	<p>Ground floor rear extension, hip to gable loft conversion including front and rear dormers to provide first floor accommodation, front porch and terrace, and associated landscaping.</p>	<p>Mr And Mrs Walden Graz Crampmoor Lane Crampmoor Romsey Hampshire SO51 9AJ</p>	<p>Mrs Sacha Coen 06.01.2023</p>	<p>No objection</p>	

Signature:

Date:

MINUTES

ROMSEY TOWN AND ROMSEY EXTRA PARISH COUNCIL JOINT PLANNING COMMITTEE
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<p>22/03198/TPQS 06.12.2022 ROMSEY EXTRA 2.</p>	<p>T1-T4 - Beech - Reduce lateral branches by up to 5m back to boundary, T5 - Oak - Remove dead and damaged wood, T6 - Oak - Remove dead and damaged wood, reduce limb by up to 5m back to fence line, T7 - Oak - Remove dead and damaged wood, reduce limb by up to 50%.</p>	<p>Lady Barbara Plasfow Oak Corner Crampmoor Lane Crampmoor Romsey Hampshire SO51 9AJ</p>	<p>Mr Rory Gogan 05.01.2023</p>	<p>No objection</p>	<p>Subject to clarification of access to the two parking spaces.</p>
<p>22/03234/FULLS 09.12.2022 ROMSEY TOWN 3.</p>	<p>Two storey and single storey rear extension, single storey front extension and elevational alterations.</p>	<p>Mr And Mrs D Young 12 Halterworth Close Romsey Hampshire SO51 5QG</p>	<p>Katie Savage 13.01.2023</p>	<p>No objection</p>	
<p><u>NOTIFICATION OF A LARGER HOME EXTENSION – (FOR INFORMATION ONLY</u></p>					
<p>22/03180/PDHS 05.12.2022 ROMSEY TOWN 4.</p>	<p>Application to determine if prior approval is required for single storey rear extension - (length from rear wall of original dwellinghouse 5.3 metres, height 3.00 metres, height to eaves 3.00 metres).</p>	<p>Mr And Mrs N Chivers Glebe Cottage 10 The Meads Romsey Hampshire SO51 8HB</p>	<p>Mr Simon Branston- Jones 04.01.2023</p>	<p>Noted</p>	

Signature:

Date:

ROMSEY EXTRA PARISH COUNCIL AND ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 50 Week Ending: Friday 16 December 2022						
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS	
<u>22/02961/FULLS</u> 16.12.2022 ROMSEY EXTRA 1.	Erection of storage building and lean-to extension (amended scheme)	Mr Christopher Monckton Land To Rear Of Properties Fronting Gardeners Lane Gardeners Lane East Wellow Hampshire SO51 6AD	Kate Levey 14.01.2023	No objection		
<u>22/03271/FULLS</u> 16.12.2022 ROMSEY EXTRA 2.	Single storey rear extension linking to garage, convert garage to study and utility room, erect front porch, remove chimneys and install rooflights, dwelling to be rendered and refitted to match proposed	Mr Richard Millard Kynance Crampmoor Lane Crampmoor Hampshire SO51 9AJ	Mr Simon Branston- Jones 14.01.2023	No objection		
<u>22/02754/LBWS</u> 12.12.2022 ROMSEY TOWN 3.	Restoration of stone, brick and rainwater goods to the Italianate Chapel	Mr Steven Marshall Test Valley Borough Council The Old Chapel Botley Road Romsey Hampshire SO51 5RP	Kate Levey 20.01.2023	No objection	JPC welcomes this application and the work being done.	
<u>22/03169/FULLS</u> 13.12.2022 ROMSEY TOWN 4.	Creation of first floor flat and alterations to doors, windows and roof to complete building conversion	Mr Wilson 109A Winchester Road Romsey Hampshire SO51 8JF	Kate Levey 11.01.2023	No objection		

Signature:

Date:

MINUTES

ROMSEY TOWN AND ROMSEY EXTRA PARISH COUNCIL JOINT PLANNING COMMITTEE
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<p>22/03221/FULLS 14.12.2022 ROMSEY TOWN 5.</p>	<p>Convert garage into living space</p>	<p>Mr and Mrs Michael and Kirstie Chart 6 Deansfield Close Romsey Hampshire SO51 7NE</p>	<p>Mr Simon Branston- Jones 11.01.2023</p>	<p>Objection</p>	<p>Inadequate provision of off-street parking.</p>
<p>22/03240/FULLS 13.12.2022 ROMSEY TOWN 6.</p>	<p>Single storey extension to the rear, loft conversion, dormer and balcony</p>	<p>Mr And Mrs Attree Four Winds 21 Woodley Lane Romsey Hampshire SO51 7JL</p>	<p>Mrs Sacha Coen 12.01.2023</p>	<p>Objection</p>	<p>Balcony overlooks neighbours rear gardens.</p>
<p>22/03272/FULLS 16.12.2022 ROMSEY TOWN 7.</p>	<p>Single storey rear extension</p>	<p>J White 7 Chavy Water Romsey Hampshire SO51 8AJ</p>	<p>Mr Simon Branston- Jones 20.01.2023</p>	<p>No objection</p>	

Meeting ended at: 8.11 pm

Next meeting: Thursday 26 January 2023 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 18th October 2022

In the Chair: Councillor S. Wilkinson

Attendance:

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

P. Cllr. J. Critchley
A. Cllr. K. Dunleavy
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
Suzi Shilling – Business, Events & Tourism Officer

1. APOLOGIES

Cllr. D. Baverstock, Cllr. K. Dunleavy and Cllr. N. Gwynne

2. DECLARATION OF INTEREST

None

3. MINUTES

The minutes of the Building & Town Committee Meeting held on 16th August 2022 were confirmed as a correct record.

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. J. Critchley

CARRIED

Matters Arising –

Agenda Item 6. Review of Bookings. Cllr. M. Cooper said he has reported parking problems to HCC when weddings take place in the Town Hall. HCC agreed to suspend parking for weddings, however cannot be responsible if someone removes bollards and ignores parking restrictions.

Agenda Item 13. Cllr. M. Cooper updated request for dropped kerb in Whitenap Lane. Cllr M. 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 £4,000 from its CIL funding pot. When the cost is known Cllr. M 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. A timetable has not yet been published. Romsey Extra Parish Council will manage the project. Cllr. C. Wise reported she met with Kevin Harrington, TVBC, Parks and Countryside Manager, Community and Leisure, who confirmed the possibility of a Splash Park will be considered when the Sports Centre redevelopment is announced. Cllr. J. Critchley reported there is currently no update on advertising located on fencing at development - Cupernham Lane/Winchester Hill.

Romsey Town Council

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BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 18th October 2022

4. **PUBLIC PARTICIPATION** – None

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

Received and noted.

6. **REVIEW OF BOOKINGS**

The Events Manager reported bookings continue to be on the increase, in particular weddings. 30 weddings booked for 2022-23 and 13 wedding already booked for 2023-24.

7. **FINANCE REPORT**

The Chief Officer presented Month 5. No areas of concern.

8. **BUILDING MANAGER'S REPORT (Appendix 2)**

Noted. The Building Manager demonstrated the new sound and lighting system in the Council Chamber. The Committee congratulated the Building Manager on the improved system. The Building Manager and Chief Officer investigated the ownership of the black finger post markers in Romsey. Both TVBC and HCC report they do not come under their ownership. In view of this, RTC will take responsibility and arrange for quotes to refurbish. Chief Officer to add to RTC inventory and inform TVBC and HCC they are now taking ownership of the black finger post markers in Romsey. Cllr. I. Culley raised concerns regarding the cost for the energy to the Christmas Lights, The Building Manager confirmed lights have been replaced over the last few years to new low wattage LED's and the cost is minimal.

9. **EXTERIOR DECORATIONS AND ROOF REPAIRS**

RECOMMENDATION: to approve Lifetime Construction to carry out external decorations and repairs to Town Hall roof at a cost of £65,000. Costs are already budgeted for in 2022-23 budget

RESOLUTION NO. 22/17

It was **RESOLVED** to approve Lifetime Construction to carry out external decorations and repairs to Town Hall roof at a cost of £65,000. Costs are already budgeted for in 2022-23 budget

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. I. Culley

CARRIED

10. **GREEN ENERGY**

The Building Manager and Business, Events & Tourism Officer reported their attendance at Green Community Energy Event. They gave an outline of the setting up of Dragonfly Power a community power company by Transition Town Romsey. In essence this is a mutual where we would have Solar Panels on the Town Hall roof supplying a greater pool and we would get a percentage of our power at a vastly reduced rate. The Committee asked them to pursue this on behalf of RTC and report back to the next meeting.

environmental
impact

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BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 18th October 2022

11. BUSINESS, EVENTS AND TOURISM OFFICER REPORT (Appendix 3)

Noted. A discussion was held with regards to the demise of ShopAppy. The Committee congratulated the Business, Events and Tourism Officer for her report.

12. MAYOR'S AWARD SCHEME

It was agreed to go ahead with the Mayor's Award Scheme using criteria presented to the Committee.

13. ROMSEY INFRASTRUCTURE IMPROVEMENTS

Cllr Cooper reported that the scheduled road re-construction and re-surfacing between the Plaza roundabout and Winchester Hill by HCC had been programmed for the current quarter. This work has been deferred as Southern Water need to upgrade the main sewer in Winchester Road. As the sewer work involves deep trenching and is complicated by the presence of several other underground services Southern Water wish to close the road, possibly in the new year, for up to 14 weeks. HCC recognises the importance of this main link between the town centre and the suburbs of Tadburn and Cupernham and are attempting to negotiate a works programme which has less impact on the town's traffic flows.

14. ROMSEY FUTURE

Next meeting to be held in November 2022.

15. GRANTS

CITIZEN'S ADVICE TEST VALLEY – ROMSEY BRANCH

RESOLUTION NO. 22/18

It was **RESOLVED** to grant £500 to Citizen's Advice Test Valley – Romsey Branch

PROPOSED: Cllr. J. Burnage

SECONDED: Cllr. I. Culley

CARRIED

Meeting closed 8.57p.m.

Chairman's Report for Romsey Local History Society Appendix 1 Autumn 2021-Autumn 2022

In Autumn 2021 we returned to holding meetings in the Town Hall and enjoyed talks on Mottisfont, medieval graffiti and the clothes worn by the Mayflower pilgrims. At the start of 2022 we used Zoom for our evening meetings and were able to draw on a number of speakers from some distance from Romsey including, of course, one of our members from the 1970s Mike Heyworth from York who gave us a very interesting talk on the problems of protecting portable antiquities. Alex Langlands, now at Swansea, gave us a talk on excavations at Old Sarum. We have also enjoyed a number of talks from our local members and supporters including Frank Green, Roger Leech, Chris Woolgar and Terry Proctor as well as newer members like Ronnie Munday and Sybil Warner. Phoebe Merrick's slide shows on areas of Romsey and the surroundings continue to draw large audiences who correct us on the dates of the photos when necessary.

At the request of those who enjoy them we have continued the Zoom chat meetings on the third Thursday of each month when Barbara Burbridge has explained how to understand early deeds and their terminology as well as giving the detailed history of Church Street and Shirley Rogers gave an interesting account of Romsey library building. We have contributions from other members on a variety of topics planned for the autumn and winter.

Workshop meetings especially on Monday mornings are well attended with a number of people attending to do regular research on their own projects. We continue to receive donations and loans of pictures and archives to add to our collection. The most recent donations were the records of Romsey Rotary Club and an order of service for the Commemoration Service for Queen Elizabeth II in Romsey Abbey on 18th September. We are now having regular meetings on the first Thursday of the month for the Survey of Romsey group and are discovering that we have a great many documents already transcribed which can be used. The buildings of Romsey are extremely varied and the people who inhabited them even more so. At the request of some researchers dealing with original documents we propose to run the "How to read old handwriting course" again in the Autumn on Zoom as this worked so well last year.

Work still continues on conserving the Town Hall archives and the system of wrapping pictures but having a label with a thumbnail photo is proving extremely useful.

Work is also still being done on reviewing the archaeological excavations done in Romsey. During this last year we have had carbon-14 dates established for several pieces of charcoal from the iron smelting layers found

in the excavation behind No 4 Market Place and proved conclusively that the iron smelting does date from the 7th and 8th centuries. We also had a bone from the base of the water channel dated to the mid 7th century but as it may have been washed out of the channel sides it does not provide a secure date for the channel itself. The records of the excavations held at Chilcomb House are also yielding more information as we reread them in detail and can compare them. We are currently reviewing the work done on the Saxon Project in an effort to make it available on the internet. Much work was done and we feel that we ought to make it more widely available. We hope to make this public this Autumn.

At the request of Romsey Town Council we used our collection of old photographs to mount an exhibition on Romsey and Royalty assembled by Phoebe Merrick and Janet Kearns which was on display for the 4 days of the Platinum Jubilee holiday and attracted a great deal of interest from partakers in the great Jubilee tea party/picnic as well as shoppers and visitors.

We must express our thanks to Janet Cairney for acting as our Treasurer since 2016 and continuing for many years after her wish to resign due to having other commitments. We now have a new programme secretary and treasurer in Julia Benn and we thank her very much for stepping in to these tasks. However, Julia would prefer to concentrate on the programme so if there are any people with financial expertise who would be willing to take on being treasurer we would be very grateful.

The 2023 programme seeks to satisfy both the people who like Zoom meetings and those who prefer physical meetings as we generally intend to run Monday evening lectures in the Town Hall and Thursday evenings as Zoom. We will experiment with trying combined meetings but we will have to couple our Zoom capabilities with the Town Hall projection system which may not be easy.

We hope members will continue to enjoy our talks and slide shows and we would welcome more members participating in our research on the buildings and streets of Romsey. We would also appreciate help with running our computer and IT system which is essential to enable us to store our archives, and all the research which has already been done. However, if you would like to join the committee but don't feel able to take on a specific task you will still be welcome.

Mary Harris, chairman

Romsey Town Council App 2

Town Hall
1, Market Place
Romsey
SO51 8YZ



Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk

Building Manager Report to Building and Town Committee 18th October 2022.

1. **Council Chamber** PA and Lighting replacement. This is now complete. Some remedial decoration is still underway in-house. Apart from the benefits from the vastly improved services we can offer the new lighting will use 10Kw less electricity.
2. **Church Place Bench** The new bench has been delivered and installed. The comments from the public whilst we were installing it were all very positive.
3. **Tadburn Notice Board** A replacement has been purchased. Delivery has been delayed. Will install upon receipt.
4. **Allotments** Have implemented, in conjunction with the Committee, new cashless payments to reduce the load upon the Office Team in handling cash and cheques and exuberant bank charges. Working with the Committee I have purchased a new notice board for the display of the Rules.
5. **Bench Seats** The new bench for the corner of Chambers Ave/Botley Rd. The Contractor ROCON will be installing w/c 10th Oct.
6. **Garden** A bike rack has been installed. There is no longer any excuse to bring cycles into the building and contravening the Fire Regulations.
7. **Merger RTC/RE** I attended a meeting on 26th September regarding the merger of assets. No difficulties were found in adding the RE Assets into the RTC systems.
8. **Exterior Decorations** A competitive tender exercise has been run with Lifetime Construction coming out clear favorites. Work to be completed in two phases now for decoration and repairs with the rear roof replacement next April. All with the budget set aside.
9. **Town Way Markers** Following the last meeting I have submitted a request to HCC for the refurbishment of the Finger Post Way Markers around the Town. They deny responsibility and have said it has been passed to a third party. TVBC have already said it is HCC.

Romsey Town Council App 2

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10. **Court Room Ventilation**

We have an opportunity to purchase a little used £4K air scrubber from Countess Mountbatten House for a donation. There would be some additional costs but mostly in house work to install.
This would provide an "Airborne Disease" safe environment.
- 11 **Green Energy**

On 8th September I attended a Green Energy event in the Crossfield Hall. See separate agenda item.
12. **Security**

We have signed up to the Governments latest Security Advice initiative <https://www.protectuk.police.uk/>. This replaces all previous schemes. This is the first port of call rather than the Counter Terrorism Officer as before.

Monthly Report to Building and Town Committee

Well doesn't time go fast! I am now into my fourth month here and am still meeting many new people and businesses.

In working closely with Romsey Chamber of Commerce and Industry I was kindly invited to be on the Executive Board representing Romsey TC.

Food Fair was successful with many stall traders reporting record sales and some stalls even sold out. Shops, cafes, and restaurants all reported an exceptional Sunday and were really busy with good takings. Everyone I spoke to were happy.

Romsey Future community event was well attended from start to finish and gave me a great insight and understanding of the views from residents.

Highlights to discuss in the meeting:

RTC and Hampshire Police are to introduce a new 'ShopWatch' in the town in a bid to reduce crime.

ShopAppy's 12-month contract has now completed. Shops I have spoken to will not be renewing.

The Tourism Group are organising a 'Tourism Conference' for the 1st of March 2023 whereby local attractions, retail, accommodation providers and food and drink establishments attend.

Tourism App is now in full planning using information from Romsey Local History Society, old leaflets, and other ideas in the pipeline. We aim to have this up and running for a big launch in March to tie in with the Tourism Conference and for the Easter holidays.

Disabled area introduced for Christmas events.

Partnering with UnityOnline to launch a Volunteer Fair for Romsey and Southern Test Valley in January 2023.

Event & Business Group Meetings:

- Romsey Mutual Business Group Breakfast Meeting
- Safety Meeting for future events
- Community Energy Meeting
- 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 continue to pass this plea onto your constituencies.
- Beggars Fair wash up and AGM

- Romsey Festival planning meeting
- Social Media Masterclass at Romsey Town Hall

Romsey Events attended:

- Food Fair
- Romsey Future
- Antique Fair
- The Presidents Reception (Chamber of Commerce)
- Romsey Future Community Event

Organisations

Met with:

Clare Goddard from **Sir Harold Hillier** Gardens introduced me to their Marketing, Education and Volunteering managers. We discussed partnership working, volunteers, future plans, tourism and day visitors.

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 wrote the press release for the Food fair which included quotes from local traders, producers and the Chamber. Went on Forest FM radio to promote the Food Fair.

Met with Christianne Ireland from **Unity Online** who is happy to partner in creating a Volunteer Fair in January 2023. Now in talks with **National Trust** and **Hampshire and Isle of Wight Wildlife Trust**. **Hilliers** are already onboard.

Tourism Southeast met with Graham Haynes to discuss tourism/walking app and also the app creator. App will be tweaked a little to enable more detail such as website and opening hours to be added.

Teams meet up with **ShopAppy** representative to discuss developments.

Jackie Edwards, **Antique Fair** met and worked through plans for the Fair which is on the 16 October.

Businesses

Working with PCSO Dragos Andrei, **Hampshire Police**, we have set 'ShopWatch' which is similar to 'PubWatch' but for local shops and market traders of the town. Everyone will be a part of a WhatsApp group in a bid to reduce shoplifting and anti-social behaviour. The response has been unanimous throughout the town and been warmly welcomed. We are due to have our first meeting on Friday 21st October.

TVBC

Continuing monthly catch-up meetings with **Jennie Pell**, Economic Development Officer

Monthly meetings are in place with TVBC Communications Team **Lisa Phaure & Kathryn Binfield** and **Jennie Pell** developing a Development and Comms plan for Visit Romsey / Visit Test Valley.

Louisa Rice – took over from Marianne Piggin so we have met up together and organised to have regular meet ups.

HCC

Attended Sept meeting with HCC and Transition Town Romsey about future plans to support greener energy and also met them at the Romsey Future event at the Town Hall.

Contacted them regarding the laws on 'A Boards' as I had an enquiry regarding them. Currently there is no information as to the legality of them online and, they have been unable to email me with any legal framework other than to say they will remove them if found. Going forward this would be helpful if it was transparent, and we were able to give formal guidance from a public document to those who do display A boards.

Elected Members

Ad hoc meetings with Mayor Cllr Neil Gwynne to resolve any issues and keep updated with all things Romsey.

Thank you to those councillors who pop in and see me, it is great to have your guidance and your input.

Key priorities:

Short Term:

- Tourism App
 - Small changes to the app to make it more accessible and useable for what we require
 - Input with data and photos
- Community
 - Continue to meet up with local community and introduce myself
- Opportunities
 - Still to 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)
 - Ongoing - Collate and compile database of attractions/accommodation providers/retail/cafes/pubs and restaurants for tourism website and where needed the tourism app
 - Ongoing - obtain quality photos for tourism app and website

Long Term:

- Volunteer Fair (Jan 2023) – liaise with further businesses and organisations
- Social media course for small businesses – Feb 2023
- 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 and events coming up:

Romsey Future Programme Board (postponed from 13th Sept)

Hampshire Story – Hampshire County Council conference for the promotion of Hampshire.

Christianne Ireland UnityOnline – in the next two weeks

Tourism Meeting - monthly

Christmas planning meeting with local organisations and volunteer groups

Rotary Club Talk (tbc)

Anne Meader – Carers Together

Linda Bate – Youth in Romsey (tbc)

Michael White – Licensing TVBC

Christmas events!!

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ



BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 6th December 2022

In the Chair: Councillor S. Wilkinson

Attendance:

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

A. Cllr. J. Critchley
- Cllr. K. Dunleavy
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
Suzi Shilling – Business, Events & Tourism
Officer

1. APOLOGIES

Cllr. J. Burnage, Cllr. J. Cairney & Cllr. J. Critchley

2. DECLARATION OF INTEREST

None

3. MINUTES

The minutes of the Building & Town Committee Meeting held on 6th December 2022 were confirmed as a correct record.

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Critchley

CARRIED

Matters Arising –

Agenda item 8 - Cllr. I. Culley requested the minutes be amended to "Cllr. I. Culley raised concerns regarding the **environmental impact** and cost for the energy to the Christmas Lights"

4. PUBLIC PARTICIPATION – None

5. ARCHIVIST REPORT

None received

6. ROMSEY VOLUNTEER'S CEREMONIAL FLAG

The Building Manager gave an outline of the history regarding the Romsey Volunteer's Ceremonial Flag. It was agreed to investigate grants to cover the £4,250 cost of refurbishing the flag which may be available from Barker Mills Trust, Hampshire Cultural Trust, Romsey Arts Foundation or Florence Nightingale Trust and report back to the next meeting. The Building Manager asked the Committee to email him if they required further information. Cllr. J. Parker will talk to the Collections Committee at King John's House with a view to the flag possibly being displayed there.

Romsey Town Council

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BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 6th December 2022

7. REVIEW OF BOOKINGS

The Events Manager reported bookings continue to be on the increase. Income has risen quite significantly this year due to Barclays Bank hiring the Town Hall for 2 days a week from w/c 12th December 2022.

8. FINANCE REPORT

The Chief Officer presented Month 5. Cllr. J. Parker queried the Town Hall Bar costs. The Event's Manager to investigate and report back to the next meeting.

9. BUILDING MANAGER'S REPORT (Appendix 2)

Noted. Cllr. M. Cooper reported he is happy to help maintain the new Tadburn noticeboard after it is put in place. Cllr. J. Parker asked what information has the Building Manager received to date regarding the speed indicator sign. The Building Manager said he has contacted Hampshire Highways and is awaiting a response. Cllr. J. Parker reported he has some information which he will share. Cllr. J. Parker asked if it was the intention to ask KJH to replace bench which needs replacing. Cllr. M. Cooper reported slots are in demand for memorial benches and there is a waiting list. In these circumstances RTC will not pay for a replacement bench. Cllr. N. Gwynne said the Christmas Lights Switch-On event was a great success, especially with the inclusion of the "Ugly Sisters" from RAODS. He said if RTC would like to include a character from the Plaza Christmas Pantomime on a regular basis to be part of the Christmas Switch-On Event please let him know. Cllr. I. Culley asked if the Town Way Markers will be refurbished by summer 2023. The Building Manager reported he is currently looking at 3 options: 1) replace all way markers, 2) refurbish using own resources or 3) get refurbished by a contractor.

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

The Business, Events & Tourism Officer said she has been asked if the Christmas tree lights can be switched on during the day and not just from 3.00p.m. It was agreed to switch the lights on at 8.00a.m. so people can enjoy throughout the day.

11. EARMARKED RESERVE PROVISIONAL PROJECT LIST POST MAY 2023 ELECTIONS

1. Footpath barriers for mobility scooters to pass, maybe we could do at least the two easier and cheaper ones at The Plaza and Senlac Close.
2. A contribution towards the footpath upgrade to Grayling Mead once approved by Romsey Future.
3. Town Way Marker signs restoration.
4. Moving the SLR speed indicator round the town. Speeding appears to be an increasing problem and it is something we may be able to reduce.
5. Romsey Extra – Tree planting at various locations
6. Splash Park
7. Solar Panels – Town Hall
8. Work needed behind TVBC Offices – Former Magistrates Court

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BUILDING & TOWN COMMITTEE MEETING

Minutes of the Meeting held on Tuesday 6th December 2022

9. Christmas Market Costume Event – 2023
10. 2 new footpaths between Abbotswood and Ganger Farm to be joined up (While typing minutes Cllr. D. Baverstock confirmed meeting has taken place with Dave Tasker, TVBC and approval given)
11. Romsey Future Projects

The Committee were asked to inform the Chief Officer of anymore projects they would like to add to the list. Once the list is complete a scoring mechanism for prioritising projects will be put in place.

12. MAYOR'S AWARD SCHEME

RESOLUTION NO. 22/21

It was **RESOLVED** to grant the following a Mayor's Award:

- 1) Chairman of the Project Board for design of the Piazza in the Market Place
- 2) Romsey Carnival Committee for the Queen's Platinum Jubilee Celebrations Street Party
- 3) Ian Richards – for over 40 years erecting town summer bunting
- 4) Romsey Foodbank for supporting the town

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. S. Wilkinson

CARRIED

Chief Officer to personalise Mayors' Award Scheme Certificate

13. NEW VOTING REQUIREMENTS – ELECTIONS 4TH MAY 2023

Cllr. D. Baverstock reported a change in voting requirements for elections in May 2023. A discussion as held with regards to concerns for people who have no official identification. Chief Officer to contact Frances Cleland, TVBC Election Office for information regarding individuals who may not have official identification and report to Full Council meeting on 17th January 2023.

14. ROMSEY INFRASTRUCTURE IMPROVEMENTS

Cllr. C. Wise asked if cycle path from Ganger Farm to Abbotswood could be put in place. Cllr. N. Gwynne reported Cllr. J. Burnage has raised this issue with Dave Tasker, TVBC. (discussed item 11 above)

15. ROMSEY FUTURE

Cllr. J. Parker reported meeting has taken place and Programme Board have looked at 6 projects. (discussed item 11 above)

16. GRANTS

None

Meeting closed 8.57p.m.

Romsey Town Council App 1

Town Hall
1, Market Place
Romsey
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Tel: 01794-512837

Email: howard.brisland@romseytc.org.uk



Building Manager Report to Building and Town Committee 6th December 2022.

1. **Utilities** We have a new water supplier for both the Town Hall and Allotments. The savings are not great but every little helps.
2. **Speed Indicator Sign** This is stored in the TH Basement. Upon request I have shown Marc Nokes the sign and set up as he is a potential contractor. During this process it became apparent some information was missing. Therefore, I contacted both the manufacturer and Hampshire Highways. Westcotec have supplied the missing information. HH have yet to respond.
3. **Tadburn Notice Board** This has now been received and will be erected presently.
4. **Allotments** The new Rules Notice Board has been received and passed to the committee.
5. **Bench Seats**
 1. We have a request to site a funded memorial bench on the corner of the Hundred and Palmerston St. Hampshire Highways have not yet replied to my request.
 2. KJH Garden has a bench that was donated by RTC in 1995. It is now degrading and requires replacing.
6. **Archive** I have been working with Barbara Bainbridge on the Romsey Volunteers Flag. See separate agenda item.
7. **Merger RTC/RE** I am awaiting the Grounds Maintenance contract information from RE Clerk so that I can continue to manage the contracts.
8. **Exterior Decorations** Work has been slow to start due to Hampshire Highways licensing issues and the weather.
9. **Town Way Markers** I am awaiting quotations for the work.

Romsey Town Council App 1

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10. **Court Room Ventilation** This unit has been retrieved from EMH and is now in the TH although not yet installed. An installation plan has been Finalised and the work – mostly in-house - will proceed as time allows.

11. **Land At the Star** General tiding works will take place as soon as weather and in – house labor availability coincide.

12. **Security / Events** I have signed up RTC to the Purple Guide. This is an industry led guide for outdoor events. It is seen as the "Gold Standard" and surpasses the basic legislation. It is advised by both the Police and H&E that this is used.

13. **Christmas Lights** Christmas lights switch on was an extremely successful event.
The installation this year was the easiest ever. Despite tree sourcing issues. The stage was a great success and will now be a permanent fixture. Even crowd control was the best ever. However, there is still room for improvement. See previous item.

Monthly Report to Building and Town Committee

ShopWatch is now underway with all the National Accounts on the WhatsApp group and most of the independent traders and some market traders.

Managed to take an array of photographs of the Remembrance Service.

Christmas events are underway, and after attending the Lights Switch on and Carnival and Lantern Parade, I have been working with organisers to examine how we can ensure we have adequate crowd control in place for the next events and next year. The popularity has undoubtedly grown in numbers over the years even with this year doing relatively little publicity.

Wrote an article for Romsey and District Magazine

Working to produce the Romsey Town Council volunteer day on the 22nd of January with many of the Volunteer and Charity groups in and around Romsey.

Received some wonderful feedback from those who used the disabled area on the Lights Switch on/Carnival and Lantern Parade.

Event & Business Group Meetings:

- Romsey Mutual Business Group Breakfast Meeting
- Community Safety Management Group
- **Continued 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 continue to pass this plea onto your constituencies.
- Hampshire Story – promoting Hampshire Business and Tourism
- Hallow Scream (Carnival Committee at Crosfield Hall)
- Romsey Chamber of Commerce and Industry Exec Meetings
- Marshal Volunteer Meeting
- Rotary Club Talk
- Green Halo Conference – Investing in the Future (For Romsey future)

Organisations

Met with:

Met with Conor O’Hagan, Volunteer Co-Ordinator for Hampshire and Isle of Wight Wildlife Trust and also attended a talk about Fishlake Meadows as their guest.

Chamber of Commerce – attended Exec meetings, breakfast meeting and social gatherings. Helping to prepare for the Saving Santa Christmas

Met with Christianne Ireland from **Unity Online** who is happy to partner in creating a Volunteer Fair in January 2023.

Teams meet up with **ShopAppy** representative to discuss developments.

Jackie Edwards, **Antique Fair** met and worked through plans for the Fair which is on the 16 October.

Businesses

Members are all now signed up and the chat has been very productive - Working with PCSO Dragos Andrei, **Hampshire Police**, we have set 'ShopWatch' which is similar to 'PubWatch' but for local shops and market traders of the town. Everyone will be a part of a WhatsApp group in a bid to reduce shoplifting and anti-social behaviour. The response has been unanimous throughout the town and been warmly welcomed.

Met with Karen Clarkson, Parker Bullen Solicitors to discuss how they want to engage with the community

Met with Andy Pringle from Incuhive who provide small business and start up spaces across Hampshire

Attended the opening of Fig and Fox

Met up with Stratland Estates to discuss my role and their business and future events.

TVBC

Monthly catch-up meetings with **Jennie Pell**, Economic Development Officer

Monthly catch up with **Louisa Rice**, Engagement Team Leader

Monthly catch up with Michael White, Licensing

Bi-monthly catch up with Andy Ferrier

HCC

Liaised with them in reference to the press release, photoshoot and award given for the People's Choice Award and Quality Place Judges Award.

Elected Members

Ad hoc meetings with Councillors to resolve any issues and keep updated with all things Romsey.

Key priorities:

Short Term:

- Tourism App
 - Small changes to the app to make it more accessible and useable for what we require
 - Input with data and photos
- Future events
 - Tourism Conference for the 1st of March 2023 whereby local attractions, retail, accommodation providers and food and drink establishments attend.
 - Partnering with UnityOnline to launch a Volunteer Fair for Romsey and Southern Test Valley in January 2023.
- Opportunities
 - Still to 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)
 - Ongoing - Collate and compile database of attractions/accommodation providers/retail/cafes/pubs and restaurants for tourism website and where needed the tourism app
 - Ongoing - obtain quality photos for tourism app and website

Long Term:

- Volunteer Fair (Jan 2023) – liaise with further businesses and organisations
- Social media course for small businesses – Feb 2023
- Four Fun Fridays / Wacky Wednesdays 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 and events coming up:

Romsey Future Programme Board

Tourism Meeting - monthly

Christmas events and wash ups of events

Linda Bate – Youth in Romsey (tbc)

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 8th November 2022

ATTENDANCE:

A	Councillor D. Baverstock	P	Councillor N. Gwynne
P	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

Present: Cllr. M. Cooper

1. Apologies

Cllr. D. Baverstock

2. Declarations of Interests

None

3. Minutes

i) To receive the Finance & Resource Committee Meeting Minutes of 6th September 2022

PROPOSED: Councillor S. Wilkinson

SECONDED: Councillor I. Culley

CARRIED

ii) **Matters Arising**

None

4. Public Participation

None

5. Town Hall Income

The Chief Officer reported Town Hall bookings for 2022-23 continue to be on the increase. She reported Barclays Bank are hiring a room in the Town Hall 2 days a week as a community hub from 15th December 2022.

6. Finance Report 2020/21

The Chief Officer presented Month 6 to the Committee. There are no areas of concern.

7. Budget 2023-24

RECOMMENDATION: to recommend merged Romsey Town Council/Romsey Extra Parish Council budget for 2023-24 to Romsey Town Council Meeting on 15th November 2022.

RESOLUTION NO. 22/19

It was **RESOLVED** to recommend merged Romsey Town Council/Romsey Extra Parish Council budget for 2023-24 to Romsey Town Council Meeting on 15th November 2022 subject to creating an Earmarked Reserve (EMR) for projects. Carried forward Romsey Extra projects will be added to list for consideration.

PROPOSED: Cllr. N. Gwynne

SECONDED: Cllr. J. Parker

CARRIED

8. Salaries Breakdown Summary for 2020/21

Noted.

9. Romsey Town Council/Romsey Extra Merger

The Chief Officer outlined the status of the Romsey Town Council/Romsey Extra Merger process. A status report on projects was given and it was noted that Highwood Lane footbridge has been suspended

way.

Meeting Ended: 8.36p.m.

3/1/23

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 3rd January 2023

ATTENDANCE:

A	Councillor D. Baverstock	P	Councillor N. Gwynne
P	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. D. Baverstock

2. Declarations of Interests

None

3. Minutes

- i) To receive the Finance & Resource Committee Meeting Minutes of 8th November 2022 subject to amendment to Minute 9 from "footbridge" to "footway"

PROPOSED: Councillor N. Gwynne

SECONDED: Councillor I. Culley

CARRIED

- ii) **Matters Arising**

None

4. Public Participation

None

5. Town Hall Income

The Chief Officer reported Town Hall bookings for 2022-23 continue to be on the increase. Cllr. N. Gwynne asked if "date issued" could be included on Town Hall Income Graph sheet. Chief Officer to arrange. He also requested detail of bookings per month. Chief Officer to discuss with Events Manager.

6. Finance Report 2020/21

The Chief Officer presented Month 8 to the Committee. Chief Officer to check TSB – Mayor's Account funds listed under Code 212 - Current Assets. Code 545 – Wilder Romsey to be removed from Current Liabilities to Earmarked Reserve. Casual staff cost to be moved from bar expenditure to Town Hall as that person has to be in the building anyway.

7. Salaries Breakdown Summary for 2020/21

Noted. Cllr. I. Culley queried slight overspend as of Month 8. Chief Officer confirmed this is due to casual workers been required due to increase in bookings.

8. Interim Audit Report

RECOMMENDATION: to note and recommend Interim Audit Report to Full Council

RESOLUTION NO. 23/22

It was **RESOLVED** to recommend Interim Audit Report to Full Council

PROPOSED: Cllr. J. Parker

SECONDED: Cllr. J. Cairney

CARRIED

As suggested by the Internal Auditor, Allotments Petty Cash will be reconciled and signed off prior to Year End 31st March 2023 and then half yearly. The Chief Officer to investigate Council Strategy for long-term investments in light of transfer of balances expected after merger with REPC

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 3rd January 2023

Finance Reports Check

To meet the requirement of Financial Regulation (FR) 2.2 it was agreed a Councillor from the Finance & Resources Committee who is not a signatory, will independently check RTC Finance Reports to provide assurance to both the Council and Town Hall staff. The Chief Officer welcomed this initiative.

Romsey Town Council/Romsey Extra Merger

The Chief Officer furnished the Committee with the Consultation Response RTC/REPC – Merger and Staff Implications from David Maycock – Employment Director, South East Employers. The Committee confirmed the proposals where appropriate as set out in the consultation paper. In light of the resignation of the Romsey Extra Parish Clerk, RTC Chief Officer – Judith Giles agreed to act as “locum clerk” for REPC from 1st January 2023 – 31st March 2023 before the merger of the two Councils on 1st April 2023. REPC Chair – Cllr. J. Parker agreed the Chief Officer invoice REPC for services on a monthly basis. Cllr. J. Parker to confirm amount.

Meeting Ended: 8.34p.m.

Romsey Town Council
Budget Report to 30th November 2022

Analysis by Cost Centre (Continued)

110 Town Hall	
Month Budget	£15,555
Actual	£22,074
Under/(Over)	-£6,519

Year to Date Budget	£186,662
Actual	£137,492
% of Budget Used	73.66%

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 of which £10k was funded from EMR Town Hall Major Maintenance

£8.2k and £10.2k spent on AV system & Electricals on August & September 2022 respectively.

£4k spent on stage light installation in Month 8.

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.

Romsey Town Council
Budget Report to 30th November 2022

General Notes:

Attached are the summary income & expenditure report for month 8 to November 2022. This report shows a current year surplus of income over expenditure of £119,054 which includes the 2nd half of the precept which was received on 20th September 2022.

The council has two long term liabilities of a loan with a current balance of £50,810 & £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 £388,168:

This is made up of the following -

Current Year Surplus	£119,054
General Reserve Brought Forward	£147,213
Other Earmarked Reserves	£121,901
Total	£388,168

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 66.67% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month ⁸ was 71.40% 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
Actual	£11,298
Under/(Over)	-£1,201

Year to Date Budget	£121,160
Actual	£83,106
% of Budget Used	68.59%

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.

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Trade Debtors	3,478
103	Prepayments	2,247
105	VAT	6,848
120	Bar Stock	1,414
201	Lloyds Current Account	379,271
202	Building Managers Imprest A/c	833
204	TSB Deposit A/c	1,907
212	Mayors Charity A/c	661
215	War Horse A/c 35433560	14,516
230	Bar Float	300
235	Petty Cash - Allotment	2
Total Current Assets		411,479
<u>Current Liabilities</u>		
500	Trade Creditors - CHQ	20,731
516	Superannuation Due	285
534	Mayors Charity Control Acct	661
545	Wilder Romsey	1,169
561	Booking Deposits	65
562	Damage Deposits	400
Total Current Liabilities		23,311
Net Current Assets		388,168
Total Assets less Current Liabilities		388,168
<u>Represented by :-</u>		
301	Current Year Fund	119,054
310	General Reserve	147,213
321	EMR Allotment Fund	7,018
336	EMR Town Hall Major Mainten'ce	58,167
339	EMR Marshals In Romsey	245
340	EMR Elections	8,757
343	EMR Romsey Website	2,812
345	EMR War Horse Fund	11,328
349	EMR Grants	2,200
350	EMR Markets	1,908
351	EMR Town Centre Management	3,327
353	EMR Neighbourhood Plan	913
354	CIL Receipts	9,470
355	EMR WW1 Event	3,767
356	EMR Romsey Emergency Plan	2,309
358	EMR Tourism & Heritage App	9,680
Total Equity		388,168

Summary Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	112	1,169	1,575	406			74.2%
	Expenditure	11,298	83,106	121,160	38,054		38,054	68.6%
	Movement to/(from) Gen Reserve	<u>(11,185)</u>	<u>(81,938)</u>					
103 Grants	Expenditure	0	5,045	6,000	955		955	84.1%
104 Civic	Income	0	30	0	(30)			0.0%
	Expenditure	1,721	6,664	8,995	2,331		2,331	74.1%
	Movement to/(from) Gen Reserve	<u>(1,721)</u>	<u>(6,634)</u>					
105 Finance	Income	1,133	321,749	320,618	(1,131)			100.4%
	Expenditure	1,590	7,318	13,300	5,982		5,982	55.0%
	Movement to/(from) Gen Reserve	<u>(457)</u>	<u>314,431</u>					
107 Market	Income	0	4,821	5,000	179			96.4%
110 Town Hall	Income	9,581	50,261	63,074	12,813			79.7%
	Expenditure	22,074	137,492	186,662	49,170		49,170	73.7%
	Movement to/(from) Gen Reserve	<u>(12,493)</u>	<u>(87,231)</u>					
111 Town Hall Bar	Income	342	2,712	1,500	(1,212)			180.8%
	Expenditure	343	2,799	1,950	(849)		(849)	143.5%
	Movement to/(from) Gen Reserve	<u>(1)</u>	<u>(87)</u>					
112 Town Hall Film Shows	Income	897	6,708	12,250	5,542			54.8%
	Expenditure	823	4,493	8,650	4,157		4,157	51.9%
	Movement to/(from) Gen Reserve	<u>74</u>	<u>2,215</u>					
120 Allotments - Southampton Rd	Income	410	3,200	2,705	(495)			118.3%
	Expenditure	146	3,068	2,705	(363)		(363)	113.4%
	Movement to/(from) Gen Reserve	<u>264</u>	<u>132</u>					
125 Town Centre Management	Income	0	20,245	4,000	(16,245)			506.1%
	Expenditure	5,773	26,100	27,200	1,100		1,100	96.0%
	Movement to/(from) Gen Reserve	<u>(5,773)</u>	<u>(5,855)</u>					
130 Environmental	Income	0	10	0	(10)			0.0%
	Expenditure	808	879	4,700	3,821		3,821	18.7%
	Movement to/(from) Gen Reserve	<u>(808)</u>	<u>(869)</u>					
135 Marshalls	Income	0	110	0	(110)			0.0%
	Expenditure	0	83	400	317		317	20.7%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>27</u>					
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%
160 War Horse Fund	Income	0	2	0	(2)			0.0%
	Expenditure	0	2	0	(2)		(2)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
170 Christmas Lights Fund	Income	1,002	5,002	5,000	(2)			100.0%
	Expenditure	10,193	19,916	33,000	13,084		13,084	60.4%
	Movement to/(from) Gen Reserve	<u>(9,191)</u>	<u>(14,914)</u>					

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Romsey Town Council

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Summary Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	13,477	416,018	415,722	(296)			100.1%
Expenditure	54,769	296,964	415,722	118,758	0	118,758	71.4%
Net Income over Expenditure	<u>(41,293)</u>	<u>119,054</u>	<u>0</u>	<u>(119,054)</u>			
Movement to/(from) Gen Reserve	<u>(41,293)</u>	<u>119,054</u>					

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1008 Income - Photocopying	0	16	0	(16)			0.0%	
1070 Income - Planning Clerk	112	1,153	1,575	422			73.2%	
Administration :- Income	112	1,169	1,575	406			74.2%	0
4001 Salaries	6,688	38,113	61,250	23,137		23,137	62.2%	
4002 Employers N.I	714	3,838	5,650	1,812		1,812	67.9%	
4003 Employers superann	1,097	6,532	9,650	3,118		3,118	67.7%	
4006 Contract Accountancy Costs	0	1,390	7,000	5,610		5,610	19.9%	
4009 Staff Travel	0	0	50	50		50	0.0%	
4013 Website Admin	40	286	350	64		64	81.8%	
4020 Staff Training	0	49	300	251		251	16.3%	
4040 Recruitment Advertisements	0	0	150	150		150	0.0%	
4512 Telephone	119	872	1,600	728		728	54.5%	
4513 Postage	0	619	600	(19)		(19)	103.1%	
4514 Stationery	167	802	850	48		48	94.4%	
4515 Photocopying	227	1,683	2,600	917		917	64.7%	
5012 Council Offices in Town Hall	1,000	8,000	12,000	4,000		4,000	66.7%	
5250 Subscriptions	327	2,811	2,600	(211)		(211)	108.1%	
5260 Outsourced Payroll	68	437	1,000	563		563	43.7%	
5270 I T & Computer Costs	63	16,885	15,510	(1,375)		(1,375)	108.9%	
5272 Accountancy Fees	789	789	0	(789)		(789)	0.0%	
Administration :- Indirect Expenditure	11,298	83,106	121,160	38,054	0	38,054	68.6%	0
Net Income over Expenditure	(11,185)	(81,938)	(119,585)	(37,647)				
103 Grants								
5890 Community Grants	0	3,045	4,000	955		955	76.1%	
5893 Community Grant - Bandstand	0	1,000	1,000	0		0	100.0%	
6100 Arts Festival	0	1,000	1,000	0		0	100.0%	
Grants :- Indirect Expenditure	0	5,045	6,000	955	0	955	84.1%	0
Net Expenditure	0	(5,045)	(6,000)	(955)				
104 Civic								
1116 Income - Town Crier	0	30	0	(30)			0.0%	
Civic :- Income	0	30	0	(30)				0
4001 Salaries	0	83	500	417		417	16.6%	
4043 Council Newsletter	0	3,030	2,400	(630)		(630)	126.3%	
5011 Council Use of Town Hall	0	0	2,000	2,000		2,000	0.0%	
6502 Members training	0	0	400	400		400	0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6550 Meetings Advertisements	0	0	50	50		50	0.0%	
6750 Mayors Allowance	0	144	500	356		356	28.8%	
6760 Town Crier	25	376	450	74		74	83.6%	
6761 Mace Bearer	0	195	195	0		0	100.0%	
6762 Civic Costs	1,696	2,836	2,500	(336)		(336)	113.4%	
Civic :- Indirect Expenditure	1,721	6,664	8,995	2,331	0	2,331	74.1%	0
Net Income over Expenditure	(1,721)	(6,634)	(8,995)	(2,361)				
105 Finance								
1060 Income - CIL Receipt	1,092	1,092	0	(1,092)			0.0%	
1176 Precept	0	320,568	320,568	0			100.0%	
1190 Interest Received	40	89	50	(39)			177.2%	
Finance :- Income	1,133	321,749	320,618	(1,131)			100.4%	0
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	0	5,162	5,000	(162)		(162)	103.2%	
5271 Audit Fees	480	900	1,900	1,000		1,000	47.4%	
5280 Bank Charges	18	163	400	237		237	40.8%	
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	1,092	1,092	0	(1,092)		(1,092)	0.0%	
Finance :- Indirect Expenditure	1,590	7,318	13,300	5,982	0	5,982	55.0%	0
Net Income over Expenditure	(457)	314,431	307,318	(7,113)				
107 Market								
1030 Income - Market Stalls	0	4,821	5,000	179			96.4%	
Market :- Income	0	4,821	5,000	179			96.4%	0
Net Income	0	4,821	5,000	179				
110 Town Hall								
1001 Income - Rental	0	5,000	11,200	6,200			44.6%	
1002 Income - Bookings	8,581	36,949	35,000	(1,949)			105.6%	
1003 Town Council Office Rent	1,000	8,000	12,000	4,000			66.7%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	0	312	624	312			50.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
1023 Income - Projector	0	0	150	150			0.0%	
Town Hall :- Income	9,581	50,261	63,074	12,813			79.7%	0

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 Town Hall Film Shows								
1051 Income - Film Refreshments	40	98	250	152			39.2%	
1053 Income - Film Tickets	857	6,610	12,000	5,390			55.1%	
Town Hall Film Shows :- Income	897	6,708	12,250	5,542			54.8%	0
4008 Function Attendants & Casuals	156	1,534	2,500	966		966	61.4%	
4850 Furniture/Equipment Purchased	191	191	0	(191)		(191)	0.0%	
4950 Film Hire/Purchases	440	2,448	5,900	3,452		3,452	41.5%	
4951 Film Refreshment Costs	2	36	250	214		214	14.2%	
5282 Card Reader Charges	34	284	0	(284)		(284)	0.0%	
Town Hall Film Shows :- Indirect Expenditure	823	4,493	8,650	4,157	0	4,157	51.9%	0
Net Income over Expenditure	74	2,215	3,600	1,385				
120 Allotments - Southampton Rd								
1000 Income - General	410	3,200	2,705	(495)			118.3%	
Allotments - Southampton Rd :- Income	410	3,200	2,705	(495)			118.3%	0
4509 Water Rates	146	789	750	(39)		(39)	105.2%	
4514 Stationery	0	40	0	(40)		(40)	0.0%	
5250 Subscriptions	0	55	55	0		0	100.0%	
5300 Rent - Broadlands	0	1,100	1,100	0		0	100.0%	
5309 Maintenance Equipment	0	789	150	(639)		(639)	526.1%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	295	180	(115)		(115)	163.9%	
Allotments - Southampton Rd :- Indirect Expenditure	146	3,068	2,705	(363)	0	(363)	113.4%	0
Net Income over Expenditure	264	132	0	(132)				
125 Town Centre Management								
1071 Income - Salary Recharge (TV)	0	9,114	0	(9,114)			0.0%	
1072 Income - Salary Recharge (RE)	0	7,011	0	(7,011)			0.0%	
1109 Income - ShopAppy	0	4,120	0	(4,120)			0.0%	
1405 Income - Town Centre Grant	0	0	4,000	4,000			0.0%	
Town Centre Management :- Income	0	20,245	4,000	(16,245)			506.1%	0
4001 Salaries	4,700	17,196	20,500	3,304		3,304	83.9%	
4002 Employers N.I	490	1,758	1,450	(308)		(308)	121.3%	
4003 Employers superann	922	3,487	0	(3,487)		(3,487)	0.0%	
4500 Town Centre Management	0	45	1,000	955		955	4.5%	
4512 Telephone	10	166	250	84		84	66.5%	

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	8,731	46,430	61,550	15,120		15,120	75.4%	
4002 Employers N.I	884	3,780	5,400	1,620		1,620	70.0%	
4003 Employers superann	1,372	6,829	9,950	3,121		3,121	68.6%	
4005 Holiday Cleaning	0	469	600	131		131	78.1%	
4008 Function Attendants & Casuals	1,224	7,748	9,000	1,252		1,252	86.1%	
4010 Wages - Maintenance	1,054	5,157	7,500	2,343		2,343	68.8%	
4020 Staff Training	0	60	1,200	1,140		1,140	5.0%	
4030 Uniforms	82	129	300	171		171	42.9%	
4501 Janitorial	20	523	1,100	577		577	47.5%	
4504 Catering Costs	14	35	100	65		65	35.5%	
4505 Health and Safety	70	70	1,000	930		930	7.0%	
4510 Rates	2,033	16,268	21,250	4,982		4,982	76.6%	
4511 Utilities	2,038	4,398	9,000	4,602		4,602	48.9%	
4520 Licences	67	532	2,450	1,918		1,918	21.7%	
4572 Long Term Building Repairs	0	0	20,000	20,000		20,000	0.0%	
4751 Maintenance External	0	4	1,500	1,496		1,496	0.2%	
4800 Maintenance Internal	93	6,458	10,000	3,542		3,542	64.6%	
4850 Furniture/Equipment Purchased	4,267	38,285	3,500	(34,785)		(34,785)	1093.8%	
4851 Fixed Cost Maintenance	124	2,120	7,500	5,380		5,380	28.3%	
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%	
5270 I T & Computer Costs	0	302	500	198		198	60.4%	
6014 Hanging baskets\Xmas Trees	0	372	700	328		328	53.2%	
7150 Loan Capital + Interest	0	4,952	4,952	0		0	100.0%	
7152 Lift Loan Capital + Interest	0	2,572	5,110	2,538		2,538	50.3%	
7355 Tfr from Earmarked Reserves	0	(10,000)	0	10,000		10,000	0.0%	
Town Hall :- Indirect Expenditure	22,074	137,492	186,662	49,170	0	49,170	73.7%	0
Net Income over Expenditure	(12,493)	(87,231)	(123,588)	(36,357)				
111 Town Hall Bar								
1013 Income - Bar Sales	342	2,712	1,500	(1,212)			180.8%	
Town Hall Bar :- Income	342	2,712	1,500	(1,212)			180.8%	0
3000 Bar Purchases	185	1,188	750	(438)		(438)	158.3%	
Town Hall Bar :- Direct Expenditure	185	1,188	750	(438)	0	(438)	158.3%	0
4001 Salaries	156	1,965	450	(1,515)		(1,515)	436.7%	
4304 Damaged Stock	0	15	0	(15)		(15)	0.0%	
4305 Stocktaking	0	0	250	250		250	0.0%	
4850 Furniture/Equipment Purchased	0	(382)	500	882		882	(76.4%)	
5282 Card Reader Charges	2	13	0	(13)		(13)	0.0%	
Town Hall Bar :- Indirect Expenditure	158	1,611	1,200	(411)	0	(411)	134.3%	0
Net Income over Expenditure	(1)	(87)	(450)	(363)				

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5405 Town Centre Events	0	0	4,000	4,000		4,000	0.0%	
7350 Tfr to Earmarked Reserves	0	4,120	0	(4,120)		(4,120)	0.0%	
7355 Tfr from Earmarked Reserves	(350)	(673)	0	673		673	0.0%	
Town Centre Management :- Indirect Expenditure	5,773	26,100	27,200	1,100	0	1,100	96.0%	0
Net Income over Expenditure	(5,773)	(5,855)	(23,200)	(17,345)				
130 Environmental								
1031 Income - Electric Bollards	0	10	0	(10)			0.0%	
Environmental :- Income	0	10	0	(10)				0
4511 Utilities	42	101	450	349		349	22.5%	
6009 Land at the Star Maintenance	120	120	350	230		230	34.3%	
6011 Town Seats	0	6,873	400	(6,473)		(6,473)	1718.1%	
6012 Street Lights	646	646	2,000	1,354		1,354	32.3%	
6015 Signs	0	0	500	500		500	0.0%	
6022 Planting for CornMarket	0	0	400	400		400	0.0%	
6023 Drinking Water Fountain	0	12	200	188		188	5.8%	
6025 Bollard/St Furn Mtce	0	0	400	400		400	0.0%	
7355 Tfr from Earmarked Reserves	0	(6,873)	0	6,873		6,873	0.0%	
Environmental :- Indirect Expenditure	808	879	4,700	3,821	0	3,821	18.7%	0
Net Income over Expenditure	(808)	(869)	(4,700)	(3,831)				
135 Marshalls								
1103 Income - Marshalls Donations	0	110	0	(110)			0.0%	
Marshalls :- Income	0	110	0	(110)				0
5103 Marshalls In Romsey	0	0	400	400		400	0.0%	
6019 Road Closure	0	83	0	(83)		(83)	0.0%	
Marshalls :- Indirect Expenditure	0	83	400	317	0	317	20.7%	0
Net Income over Expenditure	0	27	(400)	(427)				
140 Planning								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
Planning :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
160 War Horse Fund								
1190 Interest Received	0	2	0	(2)			0.0%	
War Horse Fund :- Income	0	2	0	(2)				0
4855 War Horse Fund Expenses	0	160	160	0		0	100.0%	
7350 Tfr to Earmarked Reserves	0	2	0	(2)		(2)	0.0%	
7355 Tfr from Earmarked Reserves	0	(160)	(160)	0		0	100.0%	
War Horse Fund :- Indirect Expenditure	0	2	0	(2)	0	(2)		0
Net Income over Expenditure	0	0	0	0				
170 Christmas Lights Fund								
1009 Income - Grants	1,000	2,000	2,000	0			100.0%	
1011 Income - Donations	0	3,000	3,000	0			100.0%	
1190 Interest Received	2	2	0	(2)			0.0%	
Christmas Lights Fund :- Income	1,002	5,002	5,000	(2)			100.0%	0
6764 Christmas in Romsey	10,191	18,438	29,000	10,562		10,562	63.6%	
6765 Christmas Light Refurb	0	1,477	4,000	2,524		2,524	36.9%	
7350 Tfr to Earmarked Reserves	2	2	0	(2)		(2)	0.0%	
Christmas Lights Fund :- Indirect Expenditure	10,193	19,916	33,000	13,084	0	13,084	60.4%	0
Net Income over Expenditure	(9,191)	(14,914)	(28,000)	(13,086)				
Grand Totals:- Income	13,477	416,018	415,722	(296)			100.1%	
Expenditure	54,769	296,964	415,722	118,758	0	118,758	71.4%	
Net Income over Expenditure	(41,293)	119,054	0	(119,054)				
Movement to/(from) Gen Reserve	(41,293)	119,054						

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2022	Screwfix Ltd	DD01	15.98		7323-Spring clamp set 6pcs
01/11/2022	SGW Payroll Ltd	DD02	77.22		7364-Payroll processing M7
02/11/2022	Amazon	DC01	26.99		7386-Battery
02/11/2022	Amazon	DC02	26.99		7385-Battery
03/11/2022	Lloyds TSB Deposit A/c	500273	497.50		
04/11/2022	Southern Cross Consulting Ltd	DD03	48.44		7355-VoIP Call charge Oct 22
07/11/2022	Preservation Equipment Ltd	DC03	14.34		7457-Map & banner bags
07/11/2022	British Telecommunications plc	DD01	40.66		7354-Monthly phone charge
07/11/2022	Scottish Water business Stream	DD02	64.00		P/Ledger Electronic Payment
08/11/2022	Town Hall Imprest A/c	Tfr	500.00		
09/11/2022	Romsey Home Hardware	DC04	2.99		7455-Caulk
09/11/2022	Complete Security	DC05	6.99		7453-Graphite powder
10/11/2022	Air Improve Limited	BACS01	2.00		7316-Air conditioning service
10/11/2022	Buchanan Events Limited	BACS02	2,004.25		P/Ledger Electronic Payment
10/11/2022	Classicfire	BACS03	325.10		7358-Extinguisher service
10/11/2022	Anglico Workplace Technologies	BACS04	180.34		7352-Printer charge
10/11/2022	DCK Accounting Solutions Ltd	BACS05	327.90		7367-Accounts support
10/11/2022	Hampshire County Council	BACS06	170.76		7362-Misc Janitorial items
10/11/2022	T Hamer	BACS07	195.00		7366-Town Crier - Honorarium
10/11/2022	HM Revenue & Customs	BACS08	3,423.16		7396-HMRC PAYE/NI Due
10/11/2022	Hampshire Pension Fund	BACS09	2,847.96		7397-Pension Due Oct 2022
10/11/2022	St John Ambulance	BACS10	230.40		7363-1st aid cover -Xmas
10/11/2022	The Studio	BACS11	126.00		7353-Design-newsletter
10/11/2022	Romsey Home Hardware	DC06	3.19		7454-Caulk white
11/11/2022	Rocon Contractors Ltd	BACS12	1,992.60		7359-Bench hardstanding instal
14/11/2022	Waitrose	DC	307.45		Waitrose-Civic catering costs
14/11/2022	Amazon	DC08	23.99		7456-Extendable feather
15/11/2022	Test Valley Borough Council	Std Ord	2,033.00		Test Valley-Rates 22/23
16/11/2022	Octopus Energy Limited	DD03	912.72		7424-Utilities charge Aug 2022
17/11/2022	SJT Services (Southampton) Ltd	BACS13	990.00		7407-PA system for remembrance
18/11/2022	Public Works Loan Board	DD04	2,475.96		7357-PW504143 Loan Repayment
18/11/2022	SJT Services (Southampton) Ltd	BACS14	9,393.60		7434-Xmas light install
21/11/2022	Town Hall Imprest A/c	Tfr	500.00		
21/11/2022	The Poppy Appeal	001405	23.00		7409-Standard wreath-Remembran
22/11/2022	Countess Mountbatt	BACS	250.00		Air cleaning unit-Mountbatten
23/11/2022	Town Hall Imprest A/c	Tfr	500.00		
23/11/2022	ACE Liftaway Limited	DD05	76.80		7356-Monthly waste collection
23/11/2022	The Events Industry Forum Ltd	DC07	30.00		7459-Purple guide subscription
25/11/2022	Staff salaries - Nov 2022	BACS	3,558.26		Staff salaries - Nov 2022
25/11/2022	Staff salaries - Nov 2022	BACS	12,210.66		Staff salaries - Nov 2022
25/11/2022	Everflow Limited	DD06	263.82		7420-Water charge 14Nov-13Jan
28/11/2022	Service charge payable	CHRG	23.00		Service charge payable
28/11/2022	Service charge payable	CHRG	-23.00		Service charge payable
28/11/2022	Service charge payable	CHRG	7.00		Service charge payable
29/11/2022	Staff Salaries - Nov 2022	BACS	1,599.62		Staff Salaries - Nov 2022
29/11/2022	Fort Cumberland & Portsmouth Mi	BACS16	150.00		7440-Armistice Day-11Nov22
30/11/2022	Utility Warehouse Limited	DD07	58.10		7417-Phone & broadband

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/11/2022	Hampshire Caledonian Pipe Band	BACS17	240.00		7439-Remembrance-Performance
30/11/2022	Complete Security	DD08	27.96		7470-Mortice keys-Precut
30/11/2022	John Lewis Plc	DC09	229.00		7466-Sony Blu-Ray/DVD player
Total Payments			<u>49,011.70</u>		



Romsey Town Council

Internal Audit Report 2022-23 (Interim)

Chris Hall

Consultant Auditor

*For & on behalf of
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to our initial review for 2022-23, undertaken at our offices and during a visit to the Town Hall on 17 November 2022. We would like to thank the Chief Officer and her team for their assistance and hospitality.

Internal Audit Approach

The objective of this interim review is to provide an appropriate level of assurance to the Council on their governance, procedures and financial control in advance of the main review at the financial year end. Any recommendations, therefore, should be seen as an 'early warning' of issues that need to be addressed in order to provide full and supportable assurances in the Annual Governance and Accountability Return (AGAR) for 2022-23.

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's AGAR process, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

Details of the work undertaken on the Council's accounting and other records during this interim review are set out in the following detailed report. We are pleased to offer the Council a reasonable level of assurance on its continuing governance and financial practices, and we see no reason at this time why the Council should not achieve an unqualified report on its 2022-23 accounts at the year end.

We have not seen the need to make any formal recommendations at this time, although we have made a number of observations for continuing improvement throughout this report which we would invite the Council to consider.

While we are aware of, and have commented on, the proposed merger with Romsey Extra Parish Council on 1 April 2023 as a Material Event, given the level of Council consideration of this matter and our discussions with the Chief Officer we can see no reason at this time why this should present any governance or internal financial control problems for the Town Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers, noting that the Council continues to use the Rialtas Omega accounting package and is supported by the services of DCK Beavers to maintain the financial records.

The Council maintains a range of bank accounts with both Lloyds and TSB Banks, all of which are separately maintained in the Omega system.

We have:

- Agreed the 2022-23 Opening Trial Balance in Omega to the closing 2021-22 figures in the Annual Governance and Accountability Return (AGAR);
- Ensured that the ledger remains “in balance” at the time of audit;
- Ensured that the cost and expenditure coding structure remain appropriate for purpose;
- Checked the Omega bank reconciliations as at 30 September 2022 for all accounts to the supporting bank statements.

We note that bank reconciliations on all accounts are undertaken on a monthly basis. These are then submitted as part of a Finance Report to the Finance & Resources (F&R) Committee for scrutiny. We have commented before on the desirability of implementing a fully independent check by a Councillor who is not a bank signatory, to meet the requirement of Financial Regulation (FR) 2.2. We have discussed the advantages of such a check, in providing an additional level of assurance to both the Council and its staff with the Chief Officer.

Conclusions

There are no specific issues we wish to raise at this time, other than the above observation on the increase in assurance that would be derived from the proper application of the FR2.2 requirement.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance policies, procedures and documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Standing Orders (SOs) and Financial Regulations (FRs) were last revised and updated in September 2021. This is normally undertaken on a biennial basis, or when a new version is issued by NALC. However, we understand that these are next likely to be reviewed in September 2023 as a consequence of the intended merger with Romsey Extra Parish Council (REPC) on 1 April 2023.

We note that the Council re-affirmed its eligibility to exercise the General Power of Competence at the Annual Meeting of the Full Town Council in May 2022.

We have commenced our review of the Minutes of the Town Council and Standing Committee meetings for the year to date to establish whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council's current or future financial stability. We note the ongoing discussions concerning the proposed merger with REPC on 1 April 2023.

We note that the Exercise of Public Rights with regard to the 2021-22 Accounts was properly undertaken in accordance with the Accounts and Audit Regulations. We have discussed with the Chief Officer the recent appointment of a new External Auditor (BDO LLP) for 2022-23 and beyond, which we do not believe will have any significant impact on the Council given the record of unqualified external audit reports in previous years.

We note that there is a clear reference on the Council's website to the Transparency Code 2015. We have discussed with the Chief Officer the need to keep such information up to date, with specific reference to the quarterly list of all payments made over £500, and publishing internal audit reports in full.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time, other than the need to keep Transparency Code information up to date.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We note the continuation of sound internal control in this area, with detailed scrutiny being maintained by the Finance and Resources Committee.

We have test-checked a range of significant transactions over the period April to September 2022, with no anomalies found.

We have also examined detail of VAT payments / reclaims processed during the year to date by reference to the accounting software control account with no issues arising.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's current insurance policy, renewed from 1 April 2022 as part of a 3-year Long Term Agreement with Royal Sun Alliance via WPS brokers. Appropriate levels of cover remain in place: Employers Liability at £10M, Public & Products Liability at £15M, and other covers, including property, which we consider appropriate for the Council's current requirements. We note that the current 3-year Long Term Agreement ends on 31 March 2023, which will allow the Council to re-establish its insurance cover taking into account its new responsibilities arising from the merger with REPC;
- Noted that the Council's Risk Register, which is maintained using the Risk Wizard software package, was reviewed and approved at the Council meeting in May 2022, which satisfies the requirement in Financial Regulations for a minimum annual review. However we feel that a more frequent (say 6-monthly) review would assist the Council in its strategic thinking, with particular regard to the upcoming merger with REPC.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time, other than our observation about more frequent consideration by Council of its risk profile.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the Borough Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in Earmarked Reserves to finance its ongoing spending plans, whilst retaining appropriate sums as a General reserve to cover any unplanned expenditure that might arise.

As the process for determining a budget and Precept for 2023-24 has yet to be concluded, we will review this area during our 2022-23 final review, with particular regard to the effects of the proposed merger with REPC.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time.

We shall undertake further work in this important area as part of our 2022-23 final review, ensuring that the 2023-24 Budget setting and Precept determination process has been completed appropriately and that the Council has formally recorded the Precept in the Minutes. At that time we shall also examine the year-end outturn report and level of retained reserves.

Review of Income

The Council receives income, in addition to its Precept, from Town Hall lettings and other services such as Markets and Allotments.

We have undertaken a sample check of income transactions between original invoices for payment, Omega records and bank statements, with no issues arising.

It is noted that Town Hall hire rates were reviewed by the Building & Town Committee at its August 2022 meeting, which is in accordance with FR9.3.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time.

Petty Cash Account

While the Council does not maintain a petty cash account for the usual purpose of making small purchases, there are two similar accounts maintained for other purposes: a £300 Bar Float, and an £85 petty cash account held by the Allotment Association.

We note that periodic reconciliations of the bar float is undertaken by the Chief Officer and her team. We will undertake a physical check on this account as part of our year-end review.

With regard to the Allotment account we note that, at the time of audit, this is with the Chief Officer pending the appointment of a new Treasurer by the Allotment Association. We have agreed with the Chief Officer that this account should be reconciled before handover and, as previously recommended, a member of staff should periodically (and particularly at the year-end) check and agree the balance held to Council records, as these are Public Funds.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time, other than our observation about the Allotment petty cash account which we have made before.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that salary payments are in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions, together with pension contributions.

We have test-checked the payroll for September 2022, agreeing detail of the basic salary payments to each employee. We have also checked the accuracy of the tax, NI and pension deductions by reference to the relevant tax and NI tables and percentage bandings applying to staff contributing to the Local Government Pension scheme, and payments to the relevant bodies (HMRC and the Hampshire Pension Fund) with no issues arising.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time.

Fixed Asset Registers

We note the significant improvements in this area undertaken during 2021-22. In light of that we have not undertaken any substantive work in this area at this time, but will review procedures and the resulting valuation in the 2022-23 AGAR as part of our year-end review.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time.

Investments and Loans

The Council currently holds no investments other than its accounts with High Street banks. The Council has an approved Investments Strategy, meeting the requirements of JPAG, which was last reviewed in January 2022. We have discussed with the Chief Officer the possible need for expanding this Strategy to allow for long-term investments, in light of the transfer of balances expected after the merger with REPC, generating an optimum level of interest earnings from Council funds while minimising risk.

We have verified the loan repayment instalments to PWLB (2 loans) to date this year as part of our expenditure review.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time.

Rec. No.	Recommendation	Response
	No recommendations made	

Romsey Town Council Allotments Management Committee

Minutes of the meeting held on the **3rd October 2022**, at 1 Saxon Way, Romsey.

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

Apologies: Mr M Nobbs, Ms C Kingstone & Cllr. J Cairney.

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

11.2 Correspondence: Email received from the tenant of plot 59A requesting to erect 6'X4' shed and polytunnel on allotment. Email received from the tenants of plots 85 (11/09/22) and 43 (21/09/22) and vacating allotment. Warning Notice handed to Mr Pile, plot 105, on the 22nd September, asking that he tidy up and start cultivating his plot within the next 30 days.

11.3 Finance: See attached Report.

The treasurer was pleased to report that once again there are no outstanding expenditures. She then informed the meeting that the new BAC System and card payment for allotment rents was working well. She thanked the Town Hall staff for their ongoing help in collecting the plot rents. A question was raised regarding the 'Sundries item of £245' showing on the Expenditure side of the accounts. It was assumed that this amount was for the restocking of the Distribution Centre. This needs to be clarified, via the Town Council accountant, prior to the next meeting. The secretary informed the committee that he had asked that the Town Hall Building Manager(Howard Brisland) to order a new replacement Notice Board (A4x 9) for the allotment site, at a cost of around £240.

As this was the last meeting that Anne would be taking part in, owing to her and Bob giving up their allotment at the end of this season, the committee wish to record their thanks for the job that Anne has carried out as treasurer and wish them well for the future.

11.4 Allotments: Waiting list stands at 14. Vacated plots are 43,85 & 108.

Anne informed the committee that she had heard a whisper that the Town Council were considering the need for more allotments. We wait too here! The water has been turned off at the allotment site for the season and the reading (2340) given to Howard (RTHBM).

11.5 Distribution Centre: The shop is now closed until next season.

11.6 Plot Assessment: Final Assessments took place during the latter part of September. (Mike and Clem). This year's results for the 'Best kept Allotment' and New Tenant are as follows: 1st Place – Mr R Dalton plot 31 (Trophy & £30 prize).

2nd Place – Mrs G Cooper plot 33 (£15 prize), New Tenant – Ms S Hawkins plot 81 (£15 prize).

11.7 Councillor's Report: None.

11.8 AOB: Discussion followed with regards to the new Rule 6A to be presented at the AGM. Accepted wording with the Chief Officer input, reads as follows:

Rule 6A: Allotment plot Constructions and Fencing. (October 2022)

For the erecting of a Shed, Greenhouse, Polytunnel, Permanent Veg/Fruit Cage or Fencing around the plot, an application must be made in writing to the Committee prior to installation. The committee will advise on the permitted size of the construction that can be installed, location on plot, acceptable materials and how to secure the construction to the ground.

(i) The construction must not obstruct allotment pathways or cause hindrance to adjacent plots holders.

(ii) The tenant must keep and maintain the construction to a safe standard.

(iii) In the event that the rule is not adhered to, the Council reserve the Right to have the construction removed.

*Reference Rule 10: **Power to Inspect Allotment Gardens.** Any previous construction prior to the above date will be subject to items (i),(ii),(iii) of this rule.*

The secretary then asked the committee members present if they are willing to sit again on the committee for next season. John Waterman accepted but would be standing down as Chairman. Rog House accepted but would be standing down as secretary. Eleanor Vamplew accepted. Mike Nobbs and Clem Kingston had previously been asked and both accepted. This would leave vacancy for three to four tenants to come forward at the AGM to make up a full committee of 8 tenants.

With no further business the meeting closed at 8.55pm.

Next meeting to be held on Monday 7th November , 7.30pm at 1 Saxon Way, Romsey.

Roger House

Confirmed....

Secretary

Chairman

Date ... ***31/10/2022***

Follow up date for next committee meeting – 12th December, 2022 at Town Hall.

ROMSEY TOWN COUNCIL ALLOTMENT ACCOUNT

Statement of Income and Expenditure 05.04.22 to 03.10.2022

Income	£	Expenditure	£	Budget £
Rents	60.00	Broadland's Rent	1100.00	1100
Distribution Centre	99.50	Southern Water	677.36	750
Refund of Rents	10	NSALG	55.00	55
		Dist.Centre Stock		180
		Stationery/Post/misc	23.28	
		Replacement Fencing	789.00	150
		Hedge Cutting		220
		Rat Poison/Pest Control		250
		Skip Hire		
		Sundries	245.00	
		Transfer from ER fund	-789.00	
Totals	169.50		2100.64	2705
Income less Expenditure	-1931.14			
Earmarked Reserve	7018.00	Cash in Hand (CIH)	42.38	
Less: Fencing Cost	<u>789.00</u>	Less Stationery	-20.28	
	<u>6229.00</u>	Rubber washers	<u>-3.00</u>	
		Balance CIH	<u>19.10</u>	

NOTES:

There are no outstanding loans for repayment.

The above negative turnover will improve once rent Receipts have been reported, together with any significant high spends (other than Broadlands Rent and Water costs) which will continue to be funded by the Earmarked reserve account.

New payment procedures have now been implemented for the payment of Allotment Fees. The Town Hall have already started to receive payments for the forthcoming year commencing 1st October 2022. A summary of receipts will be available for the AGM, 6th October 2022.

Water cost are reported to 22nd August 2022. In light of the national water crisis and general inflation, highly probable that we will exceed our annual budget.

Awaiting a breakdown of 'sundries' charges.

Anne Helm

Treasurer

Chief Officer

From: Cleland, Frances <FCleland@testvalley.gov.uk> on behalf of Electoral Services <Elecereg@testvalley.gov.uk>
Sent: 22 December 2022 13:23
To: Parish Council Clerks
Cc: Parish Council Chairmen
Subject: Parish Council Elections on Thursday 4 May 2023

Dear Parish Clerk/Chair,

I hope that this email finds you all well and that you are ready for the Christmas break.

I am emailing you all with some initial information and the link to Electoral Commission guidance for the scheduled Parish elections that will be taking place on Thursday 4 May 2023. Whilst it is the responsibility of individual candidates to ensure that they are properly nominated and that their forms are completed correctly, it is often the case that the parish clerk is asked to assist with this process. Please feel free to forward the information below onto anyone who expresses an interest in putting themselves forward for election.

Nomination Forms

Anyone wishing to stand in these elections is advised to read the guidance produced by the Electoral Commission, which outlines aspects of the elections and what is expected of candidates: [Parish council elections in England | Electoral Commission](#).

Further detailed guidance will be issued in the New Year, which will include the link to our webpage for Candidates and which will be updated with further information the nearer we get to the elections. Please note the deadline for the submission of nomination forms in particular (4pm on 4 April 2023) – all seats within your parishes are up for election in May, so even those councillors who are hoping to remain on the parish council will need to complete a nomination form. Nominations will commence following the publication of the Notice of Election on Wednesday 22 March 2023.

We cannot accept any nomination forms that have been posted to us. If we receive forms in the post, and we are not able to make contact with the candidate to arrange for hand delivery, we may have to reject the nomination form. Where possible, we will be asking for people to make appointments to deliver their forms, although a nomination will not be rejected if it is delivered without an appointment. When making the appointment with us, please advise us how many nomination forms are being submitted, so that we can ensure that we allow the correct amount of time for you.

We would advise that forms are delivered as soon as possible, and that they are not left until the final day for submission. May we also remind you that the forms must be delivered to the place that will be specified on the Notice of Election. Please note that it doesn't have to be the candidate that delivers the forms – anyone can do this, and it may be that you come to a local arrangement for who will submit nominations. Equally, there should not be an assumption that it is the Parish Clerk that would do this.

Day of poll and arrangements for the count

If contested, any polls will take place on Thursday 4 May, with the verification and count taking place in Andover on Friday 5 May 2023, commencing at 9.00am. More information about these arrangements will be provided in the New Year.

Spending Returns

These must be completed and returned to us by Thursday 1 June 2023. Forms for this can be downloaded from Part 3 of the Electoral Commission guidance link above. Should you require any advice on completing these forms, you will need to speak to the Electoral Commission as Electoral Services at TVBC are not able to assist. All candidates must complete these if the election is contested, even if they are not elected.

Candidates and Agents' Briefing

We will be holding a briefing session for candidates/agents about all the elections scheduled for May on Wednesday 8 March 2023 @ 5.00pm, which will be held online via Microsoft Teams. The link for this meeting will be made available nearer the time, and it is open to any potential candidate or Clerk that would like to attend.

Cost of contested parish elections

It is Test Valley Borough Council's policy that parish council election costs should be borne by the electorate of that parish by way of the parish precept, and not met generally as part of the Borough's Council Tax. The policy is therefore to charge election costs to parishes. The final cost charged to your parish will be influenced by a number of factors, such as any change in the numbers of electors in your parish, the number of postal voters, polling station hiring costs, etc. Where possible, we will share the costs of any contested parish election with any other poll taking place on 4 May (currently TVBC elections only) and these costs will be split 50/50.

It is very difficult to give an accurate indication of how much a contested parish election would be, however parishes should allow in the region of £2.00 - £2.50 per elector on the register for the cost of any poll.

Should a parish be uncontested, there will be a small administrative charge made to the parish of approximately £30 (this would be per parish ward in those parishes that are warded).

We anticipate that invoices will be sent to parishes before the end of the 2023/2024 financial year, and we will provide a detailed breakdown of what makes up this charge for your information.

Electoral Services Office Contact Details

Telephone: 01264 368000

Email: elecereg@testvalley.gov.uk

As always, should you have any queries or concerns then please do not hesitate to contact us. I am on leave after today until 9 January, however if your query is urgent then someone else in my team should be able to assist. Please note that the TVBC offices will be shut between Christmas and New Year, opening again on 3 January 2023.

Wishing you all a merry Christmas and a Happy New Year.

Frances

Frances Cleland

Electoral Services Manager
Legal & Democratic
Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover
SP10 3AJ

Tel: 01264 368072

Voter ID 2023

Parish Briefing Note

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Introduction

From local elections in May 2023, electors will be required to produce photographic identification when they vote in person at a polling station. The policy decision by Central Government flows from a manifesto pledge in the 2017 and 2019 manifestos.

1 What will be acceptable identification in polling stations?

1.1 A voter must present one of the following forms of photographic identification in order to vote in person at the polling station:

- A passport issued by the United Kingdom, an EEA state or a Commonwealth country;
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state (includes a provisional driving licence);
- A biometric immigration document;
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card);
- Ministry of Defence Form 90 (Defence Identity Card);
- A blue Badge;
- A national identity card issued by the EEA state;
- An Older Person's Bus Pass;
- A Disabled Person's Bus Pass;
- An Oyster 60+ Card;
- A Freedom Pass;
- A Scottish National Entitlement Card issued in Scotland;
- A 60 and Over Welsh Concessionary Travel Card issued in Wales;
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales;
- A Senior SmartPass issued in Northern Ireland;
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland;
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland;
- A 60+ SmartPass issued in Northern Ireland;
- Half Fare SmartPass issued in Northern Ireland;
- An Electoral Identity Card issued in Northern Ireland;
- A Voter Authority Certificate (see Part 2) or a temporary Voter Authority Certificate (see Part 10);
- An Anonymous elector's document.

1.2 Photocopies of identification documents or pictures on mobile phones of identification documents will not be accepted as photo-editing software could be used to edit them, thus making them susceptible to fraudulent alteration.

1.3 If necessary, some supporting documents for a name change, such as a marriage certificate, may be 'certified copies' and will be accepted in polling stations for the purpose of demonstrating a name change, in addition to the identification document.

1.4 However, if the photographic identification has expired it will still be accepted so long as the photograph is still of good likeness of the elector, unless it is a temporary Voter

Authority Certificate which is only valid for use on polling day. More details on temporary certificates can be found in Section 10 below.

- 1.5 If an elector refuses to comply with the voter identification check, they will not be given a ballot paper and will not be able to vote in the polling station.

2 Voter Authority Certificate (VAC)

- 2.1 If an elector does not possess acceptable forms of photographic identification, they will be able to apply to the Electoral Registration Officer for a free VAC from Monday January 16, 2023.
- 2.2 The VAC is expected to be an A4 sized, paper-based document displaying the elector's full name and photograph, the date of issue (or the date on which it can be used, for temporary documents), the issuing local authority, an appropriate identifier, and a recommended renewal date (10 years after the date of issue).
- 2.3 It will also contain inherent security features to ensure it is secure and to protect against fraud. Some of these features will be visible, such as the inclusion of a watermark, allowing polling station staff to clearly recognise it as a valid document.
- 2.4 Electors will not be able to use their VAC as an identity document outside their polling station and can only be accepted as photographic identification for the purpose of voting.
- 2.5 VACs will not have an expiry date but will include a recommended renewal date. The VAC is only valid so long as the photograph remains a good likeness of the elector.
- 2.6 Electors will be able to apply for a VAC in person, by post or online at voter-authority-certificate.service.gov.uk. Application forms will be available online to download and print (including on GOV.UK), but they will also be able to request that the Electoral Services Office posts an application form to them. We will also accept scanned copies of applications for VACs via email, and paper applications may also be posted or handed in to the Council Offices.
- 2.7 Electors will need to be registered to vote in order to be issued with a VAC. However, they will be able to submit an application for a VAC at the same time as they submit an application to register to vote – they will not need to wait to have their registration confirmed first.
- 2.8 Electors will need to provide a photograph. If applying online, this will need to be uploaded. If applying by paper form, then a physical photo will need to be provided. If applying in person, then Council staff can assist by taking one for any elector that requires assistance.
- 2.9 The photo requirements will be similar to passport requirements. The elector must be facing forwards, with no other objects or people in the photo, not wearing sunglasses or head coverings (with the exception of head coverings for medical or religious reasons), with no glare or shadows over the face and be against a neutral background.

- 2.10 If an elector moves, although they will need to register to vote at their new address, they will not need to request a new VAC – they will be able to use their VAC in all polls across Great Britain.

3 How will electors receive their Voter Authority Certificate?

- 3.1 The centrally procured printing and delivery process will use Royal Mail to deliver the VAC to the elector's registered address. It is estimated that VAC will be printed within 1-2 days of being sent to the print supplier, and then delivered first class by Royal Mail.
- 3.2 Electors may request during their application to collect their document in person from the Council Offices. They will be asked to provide the reason for this request, and this may be made available. We will notify electors of where and at what times the document can be collected, and that the document may only be collected by the elector themselves in person.

4 What happens if an elector applies for a Voter Authority Certificate after the deadline?

- 4.1 The deadline to apply for a VAC for a particular election will be six working days prior to the day of poll.
- 4.2 If an elector applies for a VAC after that deadline, then they will be unable to receive it in time for polling day. We will not be able to determine the application until after polling day.
- 4.3 However, applications will be determined after polling day so that electors can participate in future elections.
- 4.4 Temporary VACs and emergency proxies will not be available if an elector has applied after the deadline.

5 Viewing photographic identification in private

- 5.1 There will be a private area in each polling station which will allow voters wishing to have their form of identification to be viewed in private to do so.
- 5.2 This may be achieved in a variety of ways and will depend on the room or rooms being used as polling station. For some stations, this may be achieved through the provision of privacy screens or, in others, using an existing partition or a separate room to facilitate this.
- 5.2 Where necessary, we will provide a mirror in polling stations to assist people who wear face coverings to remove them for the purposes of checking identification (and specifically to provide reassurance that they have been properly replaced following the check).
- 5.3 It is not a mandatory requirement for Returning Officers to provide a specific gender poll clerk in polling stations. However, electors may wish to request a specific gender poll

clerk to view their photographic identification and this request will be met if that specific gender poll clerk is available on the day.

6 What happens if an elector cannot provide acceptable photographic identification at the polling station?

6.1 If an elector turns up to a polling station with no acceptable photographic identification, they will be advised to leave and return with appropriate identification.

6.2 In the unfortunate event that an elector loses all forms of identification before the deadline for applications for a VAC has passed, or if their identification is stolen, destroyed or damaged beyond use, they may apply for a VAC.

6.3 If an elector loses their identification after the deadline for applications for a VAC, the Electoral Registration Officer will have the ability to allow the appointment of an emergency proxy for that polling day and forms will be made available to electors for this purpose.

7 Will proxy voters need to show identification for the elector on whose behalf they are voting?

7.1 As a proxy voter, they will need to produce their own photographic identification in the polling station in order to show that they are the named proxy, but they will not need to produce the identification of the elector on whose behalf you are voting.

8 Is Voter ID required to hand in a postal vote?

8.1 Electors will not need to show any form of identification in order to hand in their own, or another person's, postal vote.

9 How will information about Voter ID be communicated?

9.1 For May 2023, there will be additional information on the Poll Card regarding the new requirements and details regarding voter identification. Due to this, the Poll Card will therefore need to be bigger. For polls in May 2023 onwards, Poll Cards will be A4 sized and enveloped. Covering envelopes will have messaging, explaining what is in them.

9.2 We are working with our Communications team, as well as our Community Engagement team, to ensure that information is disseminated through various communication channels locally at the appropriate times.

9.3 Details about these changes will be provided to candidates, agents and political parties for the May 2023 elections.

9.4 The Electoral Commission will also be commencing their "Note to self" campaign in January 2023, which will include billboard advertising, television and radio advertising, and social media adverts.

10 Temporary Voter Authority Certificate

- 10.1 If an elector has applied for a VAC by the deadline prior to an election, but it has not been received, then electors should contact the Electoral Services Office.
- 10.2 We will be able to issue with a temporary VAC, valid only for the specific polling day, which they will need to collect in person from the Council Offices (unless an alternative is agreed and arranged).
- 10.3 We will notify you where and at what times the temporary VAC can be collected. This option will be available from 5:00pm, 6 working days before polling day and up to 5:00pm on polling day.
- 10.4 If a permanent VAC is late in the post, it should arrive after polling day and so no further action is needed. However, if the temporary Certificate was issued because the permanent Certificate was damaged on arrival, we will arrange for a new one to be printed. There will be no need to re-apply for the VAC.

11 Anonymous Electors

- 11.1 There will be different arrangements for Anonymous electors. They will need to apply for an Anonymous Elector's Document if they choose to vote in person.
- 11.2 This is the only form of identification that they will be able to use in the polling station because their name does not appear on the register. Therefore, no other types of identification will prove that they are the correct elector.
- 11.3 Electoral Services will make contact with all registered anonymous electors, to advise them of the changes.

12 Electoral Services contact details

- 12.1 Should you have any questions, then Electoral Services can be contacted on 01264 368000 or elecereg@testvalley.gov.uk

List of photographic identification that will be accepted in relevant GB elections

Identity Document	Notes
A United Kingdom passport	n/a
A passport issued by an EEA state or a Commonwealth country;	n/a
A licence to drive a motor vehicle granted under— 15(i) Part 3 of the Road Traffic Act 1988, or (ii) the Road Traffic (Northern Ireland) Order 1981 (SI 1981/154 (N.I. 1));	This includes provisional driving licences
A driving licence issued by any of the Channel Islands, the Isle of Man or an EEA state;	n/a
A biometric immigration document issued in accordance with regulations under section 5 of the UK Borders Act 2007;	n/a
An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)	A wide range of identity documents are PASS accredited including: <ul style="list-style-type: none"> ● CitizenCard ● Bracknell Forest Council e-card ● My ID Card ● Milton Keynes all in 1 MK Card ● NUS Totum ID Card ● Validate UK Card ● Young Scot Card ● Southwark Proof of Age London Card ● One ID 4 U Card
A Ministry of Defence Form 90 (Defence Identity Card);	Commonly known as a MOD90
Any of the following concessionary travel passes: Funded by the UK Government: - Older Person's Bus Pass - Disabled Person's Bus Pass - Oyster 60+ Card - Freedom Pass Funded by the Scottish Government - National Entitlement Card Funded by the Welsh Government: - 60 and over Welsh Concessionary Travel Card - Disabled Person's Welsh Concessionary Travel Card	N.B. This list has been updated since the introduction of the Elections Bill. It now exhaustively sets out all concessionary travel cards that will be accepted, to avoid any confusion amongst electors.

<p>Issued under the Northern Ireland Concessionary Fares Scheme</p> <ul style="list-style-type: none"> - A Senior SmartPass; - A Registered Blind SmartPass or Blind Person's SmartPass; - A War Disablement SmartPass or War Disabled SmartPass; - A 60+ SmartPass; - A Half Fare SmartPass 	
<p>A badge of a form prescribed under section 21 of the Chronically Sick and Disabled Persons Act 1970 or section 14 of the Chronically Sick and Disabled Persons (Northern Ireland) Act 1978 (blue badge scheme);</p>	n/a
<p>An electoral identity document issued under section 13BD (electoral identity document: Great Britain);</p>	The Voter Authority Certificate, previously referred to as the Voter Card
<p>An anonymous elector's document issued under section 513BE (anonymous elector's document: Great Britain) the holder of which has an anonymous entry at the time of the application for a ballot paper;</p>	n/a
<p>An electoral identity card issued under section 13C (electoral identity card: Northern Ireland);</p>	n/a
<p>A national identity card issued by an EEA state.</p>	n/a

Schedule of Council Meetings for 2023

Full Town Council (Tuesdays)	Buildings & Town (Tuesdays)	Finance & Resources (Tuesdays)	Planning (Thursdays)
17/01/2023		03/01/2023	05/01/2023
	07/02/2023		26/01/2023
21/03/2023		28/02/2023	16/02/2023
	18/04/2023		09/03/2023
11/04/2023 (Annual Parish meeting)			30/03/2022
		02/05/2023	20/04/2023
16/05/2023 (Mayor Making)	06/06/2023		11/05/2023
23/05/2023 (Adjourned meeting)		27/06/2023	01/06/2023
18/07/2023	01/08/2023	22/08/2023	22/06/2023
			13/07/2022
19/09/2023	03/10/2023		03/08/2022
		24/10/2023	24/08/2022
21/11/2023	05/12/2023		14/09/2022
		12/12/2023	05/10/2022
			26/10/2022
			16/11/2022
			07/12/2022

