

Romsey Town Council

Chief Officer: Helen Klaassen PSLCC

Town Hall
1, Market Place
Romsey
SO51 8YZ



MINUTES of the MEETING OF THE FULL COUNCIL held on 18th November 2025 at Romsey Town Hall.

Attendance:

Present:

Councillor C. Birkett	Councillor S. Gidley	Councillor R. Theron
Councillor C. Burgess	Councillor A. Goddard	Councillor J. Urquhart
Councillor J. Burnage	Councillor N. Gwynne	
Councillor M. Cooper	Councillor R. Kohli	
Councillor J. Critchley	Councillor J. Parker	

Absent:

Councillor S. Wilkinson (Apologies)
Councillor I. Culley (Apologies)
Councillor J. Ray (Apologies)

Also in Attendance:

Helen Klaassen – Chief Officer (CO)
Pastor Andrew De Ville

Members of the public:

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TC136 APOLOGIES

Apologies were received from Cllr Ray, Cllr Culley and Cllr Wilkinson.

DECLARATION OF INTERESTS

TC137 MINUTES

- (a) To receive and approve as a true and accurate record the Minutes of the Full Council Meeting held on 16th September 2025.

The CO was asked to make some changes, otherwise Cllr Parker **PROPOSED**, Cllr Critchley **SECONDED** and it was **RESOLVED** to accept the minutes as a true and accurate record.

- (b) Matters Arising from those minutes.

TC123 – Cllr Cooper noted that Hampshire County Council (HCC) had intended the rebuild of the junction by the Mandarin Chef to be mixed use with the overarching plan being to slow road traffic down when using it.

TC127 – Cllr Gwynne reported that a consultation for Local Government Reorganisation (LGR) would start on 19th November.

TC128 - Cllr Gidley noted that some residents were complaining that there had not been enough consultation on Test Valley Borough Council's (TVBC) South of Town Masterplan (SoTM). A planning application for the chosen option would be presented next year, following being reviewed by architects for detailed drawings. The information and dates were on TVBC's website.

PUBLIC PARTICIPATION

None.

TC138 COUNCILLOR REPORTS

To receive verbal reports from Borough and County Councillors regarding matters of interest to Romsey Town Councillors, followed by:

- a) Questions for County, Borough and Town Councillors
- b) Any other matters Councillors might like to raise.

Cllr Cooper reported that;

- He had attended the Remembrance Sunday service at Winchester Cathedral as Chairman of HCC and would attend again on Armistice Day.

- Significant dates:

Mayoral Election – 7th May 2026 - potentially including HCC elections though that had to be confirmed.

Unitary Shadow Cabinet Elections – May 2027 with HCC and TVBC councillors continuing until 1st March 2028 and TVBC elections would not take place in 2027.

TC139 MINUTES OF COMMITTEE MEETINGS

To receive and note the minutes of:

- a. Planning Committee meetings held on 18th September, 19th October, and 30th October(draft)
- b. Buildings and Community Committee meeting held on 21st October(draft)
- c. Finance & Resources Committee meetings held on 28th October(draft).
- d. The Allotment Committees:
 - i. **Southampton Road**
 - ii. **Kings Chase**

Cllr Burnage **PROPOSED**, Cllr Burgess **SECONDED** and it was **RESOLVED** to accept the minutes of the committee meetings.

TC140 NEIGHBOURHOOD PLAN

Cllr Critchley gave an update. He noted that the final 'Listening Day' was at the Crosfield Hall on 22nd November.

According TVBC officers the group was doing well in its current endeavours. Jennie Pell from TVBC would be coming to the next Steering Group meeting on 26th November.

Following completion of the Listening Days the group would review groups and sections of the community that they also needed to consult. It was all an ongoing exercise but was going well so far.

TC141 ROMSEY SOUTH OF TOWN MASTERPLAN

The matter was discussed. Cllr Parker raised that he believed it was important that the Town Council had a view, and that view should be presented to TVBC.

Councillors agreed, and thus Cllr Parker **PROPOSED**, Cllr Critchley **SECONDED** and it was **RESOLVED** that the CO should write to TVBC in support of Option 1+, including Council's view in specific areas of that option. Councillors would email the CO with their thoughts on that option, and the CO would collate that into the letter to be sent by 3rd December.

TC142 FINANCE AND ADMINISTRATION MATTERS

- i. **To receive and approve the payments lists for August, September and October 2025**

Cllr Parker **PROPOSED**, Cllr Kholi **SECONDED** and it was **RESOLVED** to approve the payments.

- ii. **To receive and approve the bank reconciliation for August, September and October 2025**

Cllr Parker **PROPOSED**, Cllr Gwynne **SECONDED** and it was **RESOLVED** to approve the bank reconciliations.

- iii. **Budget and Precept - to review and agree the budget for 2026-27 and the precept request**

The budget was discussed, it was noted that it constituted an uplift of 10%. Views were expressed regarding the increase and amongst them it was noted that LGR may well have an impact on both the councils reserves and its precept. It was also noted that overall the council was doing more these days, such as events, and that should be considered as a value to the community when setting the precept.

- iv. **UKSPF 'History Boards' Project – Update**

The CO updated members: the board's locations had been agreed,

- v. **Dates of Planning Meetings - to confirm the dates of the planning meetings for January to May 2026.**

TC143 ROMSEY FUTURE

Cllr Gwynne would be chairing both the members meetings and programme board from now until May, noting that it should really be a non-borough councillor chair.

Local Government Re-organisation: there was no guarantee that assets would be passed on, but proactive town councils would want them to. There would be briefing paper about it which Cllr Gwynne would pass on.

Romsey Future: a Stakeholder meeting would be held on 4th December.

TC144 REPORTS FROM MEMBERS ATTENDING MEETINGS OF EXTERNAL ORGANISATIONS

Cllr Parker attended the AGM for the 10th Romsey Scouts, and the Fire Station open day. Roke Manor Quarry Liaison panel, Community Resilience Forum and Woodley Village Hall AGM.

Cllr Critchley, HALC AGM, including sitting in on talks about Martyn’s Law and Date Protection.

Cllr Burgess also attended the HALC AGM, and also the Chamber of Commerce’s breakfast meeting.

TC145 CORRESPONDENCE

None.

TC146 MAYORAL ANNOUNCEMENTS

Cllr Theron thanked staff for their hard work in putting on the Remembrance Sunday parade.

The Romsey’s Got Talent event had raised £1800.

Upcoming events: Mayor’s Charity Concert on 18th April.

The meeting concluded at 9.02pm.

Signed: _____

Date: _____

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Romsey Business Account	31/08/2025		26,561.19
Bus Instant Access Account	31/08/2025		861,637.16
			<u>888,198.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			888,198.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			888,198.35
		Balance per Cash Book is :-	888,198.35
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 8 - TSB Deposit A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
TSB Deposit A/C	31/08/2025	126	11,853.85
			<u>11,853.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,853.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,853.85
		Balance per Cash Book is :-	11,853.85
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Romsey Business Account	30/09/2025		29,327.11
Bus Instant Access Account	30/09/2025		1,092,255.86
			<u>1,121,582.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,121,582.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,121,582.97
		Balance per Cash Book is :-	1,121,582.97
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 8 - TSB Deposit A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
TSB Deposit A/C	30/09/2025	127	13,992.43
			<u>13,992.43</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			13,992.43
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			13,992.43
		Balance per Cash Book is :-	13,992.43
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/10/2025
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Romsey Business Account	31/10/2025		20,525.29
Bus Instant Access Account	31/10/2025		1,063,134.15
			<u>1,083,659.44</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,083,659.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,083,659.44
		Balance per Cash Book is :-	1,083,659.44
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/10/2025
for Cashbook 8 - TSB Deposit A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
TSB Deposit A/C	31/10/2025	128	15,251.66
			<u>15,251.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,251.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,251.66
		Balance per Cash Book is :-	15,251.66
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Test Valley Borough Council	Std Ord	51.28		TVBC Grounds Mntnce 2025-26
01/08/2025	Amazon	DC01	9.29		9247/White cotton gloves
01/08/2025	Amazon	DC02	25.73		9249/Photo frame
01/08/2025	Amazon	DC03	32.90		9250/Desk fan
01/08/2025	Amazon	DC04	40.16		9248/Glass & bottle carrier
04/08/2025	Lloyds Bank Service Charges	DR	8.50		Lloyds Bank Service Charges
04/08/2025	British Telecommunications plc	DD1	72.64		9215/BT Phone charges
05/08/2025	J Laffeaty	EBP1	12.87		9161/Dekton screws
05/08/2025	AHGTC	EBP2	30.00		9211/AHGTC subs 2025-26
05/08/2025	The Alarming Company	EBP3	11.98		9212/Replace alarm door contac
05/08/2025	Art Asia Trust Limited	EBP4	1,050.00		9235/Art workshops
05/08/2025	Amazon	DC05	16.97		9287/USB C Iphone Charger
07/08/2025	E Mullinger	EBP	26.40		E Mullinger -Petrol
07/08/2025	Business Technology Partners	EBP5	563.20		9216/Replace network switch
07/08/2025	Business Technology Partners	EBP6	1,800.00		9236/IT Support top up
07/08/2025	Filmbank Distributors Limited	EBP7	208.80		9218/Mr Burton film
07/08/2025	Filmbank Distributors Limited	EBP8	417.60		9219/Bridget Jones film
07/08/2025	Hampshire County Council	EBP9	2,908.00		9220/Venue licence -3yrs
07/08/2025	Marc Nokes	EBP10	302.00		9221/Grounds mntnce Jun2025
07/08/2025	South East Employers	EBP11	408.00		9225/HR Advice
07/08/2025	South East Employers	EBP12	101.76		9226/HR Advice
07/08/2025	Stannah Lifts Limited	EBP13	2,824.18		9228/Lift repairs
07/08/2025	Test Valley Borough Council	EBP14	192.00		9230/War Horse CCTV 2025-26
07/08/2025	T J Tibbotts	EBP15	685.00		9231/Corn Market finger signs
08/08/2025	Adobe Systems	DC06	19.97		9244/Acrobat Pro 7Aug-6Sep
11/08/2025	Lebara Mobile Limited	DC07	1.15		9259/Mobile phone charges
12/08/2025	Octopus Energy Limited	DD2	17.69		9261/A-BF3A2F6B 1-31Jul2025
12/08/2025	British Gas A/c 604044615	DD3	108.63		9251/Ac604044615 25Jun-24Jul
12/08/2025	Waterstones Romsey	DC08	40.00		9280/Gift vouchers -One Romsey
12/08/2025	Octopus Energy Limited	DD4	460.49		9307/A-9DF03FOF 1-31Jul25
13/08/2025	Amazon	DC09	14.00		9288/Debretts Correct Form
14/08/2025	Southern Cross Consulting Ltd	DD5	67.26		9254/Phone charges Jul2025
14/08/2025	Hampshire Flag Company Ltd	DC10	240.29		9258/Tamtorque straps
15/08/2025	Test Valley Borough Council	Std Ord	2,831.00		TVBC Rates 7756641 2025-26
15/08/2025	Test Valley Borough Council	DC16	157.85		9281/Crossfield Hall 22Sep
15/08/2025	Amazon	DC11	6.79		9289/Milk sticks
15/08/2025	Amazon	DC13	10.74		9291/Tea bags
15/08/2025	Amazon	DCX14	16.99		9292/Biscuits
15/08/2025	Amazon	DC15	18.49		9290/Biscuits
15/08/2025	The Co-Operative Plc	DC12	7.75		9311/Coffee
18/08/2025	Agilico Workplace Technologies	EBP16	131.84		9245/Copier usage - mono
18/08/2025	The Alarming Company	EBP17	164.94		9246/Intruder alarm maintenanc
18/08/2025	Business Technology Partners	EBP18	127.20		9252/Bluetooth keyboards
18/08/2025	Business Technology Partners	EBP19	1,444.06		9253/IT Support Aug2025
19/08/2025	Amazon	DC17	14.99		9293/Stationery
20/08/2025	Complete Security	DC18	17.00		9282/Key cutting
21/08/2025	NEST Pensions	DD	437.00		NEST Pensions

Current Account

List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/08/2025	Southern Cross Consulting Ltd	DD6	17.12		9279/Replace Yealink cable
22/08/2025	H Klassen	EBP20	159.79		H Klassen -Event Expenses
22/08/2025	DCK Accounting Solutions Ltd	EBP21	1,257.14		9255/Contract accounts Jul25
22/08/2025	HM Revenue & Customs	EBP22	5,244.90		9237/HMRC PAYE/NI Jul2025
22/08/2025	New Forest Window Cleaning	EBP23	110.00		9239/Window cleaning Jul2025
22/08/2025	Marc Nokes	EBP24	190.00		9260/Grounds mntnce Jul2025
22/08/2025	Hampshire Pension Fund	EBP25	3,059.43		9238/HCC Superann Jul2025
22/08/2025	Stannah Lifts Limited	EBP26	730.08		9263/Lift maintenance contract
22/08/2025	Carillion Communications Ltd	EBP27	1,006.80		9265/Sound system engineer
22/08/2025	Everflow Limited	DD7	278.99		9275/EFW274366-0 14Sep-13Oct
22/08/2025	Elan City Ltd	EBP28	5,699.99		9256/Speed limit reminders
26/08/2025	Salaries August 2025	DD	17,402.96		Salaries August 2025
26/08/2025	ACE Liftaway Limited	DD8	63.18		9243/Waste disposal Jul2025
27/08/2025	The Co-Operative Plc	DC19	1.75		9312/Milk
28/08/2025	Romsey Chamber of Commerce	EBP	1,000.00		Romsey Chamber of Commerce
28/08/2025	Microsoft	DC	1.99		Microsoft
29/08/2025	Utility Warehouse Limited	DD9	64.70		9295/Phone & broadband charges
Total Payments			54,444.20		

Current Account

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2025	Test Valley Borough Council	Std Ord	51.28		TVBC Grounds Mntnce 2025-26
01/09/2025	Lloyds Bank Service Charges	DR	8.50		Lloyds Bank Service Charges
01/09/2025	Aldi Stores	DC01	3.53		9310/Bar supplies
01/09/2025	Gocableties Ltd T.A. GTSE	DC02	52.91		9313/Cable ties
04/09/2025	Southern Cross Consulting Ltd	DD1	60.88		9306/Phone charges Aug25
04/09/2025	British Telecommunications plc	DD2	72.64		9294/BT phone charges
05/09/2025	Amazon	DC03	8.99		9319/Felt tip pens
05/09/2025	Amazon	DC04	9.01		9318/Sticky notes
05/09/2025	Amazon	DC05	13.14		9317/Push pins, notebooks
05/09/2025	Amazon	DC06	49.12		9320/Name badges & lanyards
05/09/2025	Meeden Group Co Ltd	DC07	275.11		9363/Large Artist Easel
08/09/2025	PEAC (UK) Limited	DD3	300.87		9262/Copier lease 7Sep-6Dec
08/09/2025	Adobe Systems	DC08	19.97		9350/Adobe Acrobat Pro
09/09/2025	Amazon	DC09	10.98		9321/Heavy duty padlocks
10/09/2025	Lebara Mobile Limited	DC10	1.15		9352/Mobile phone charges
10/09/2025	Amazon	DC11	14.98		9322/Last Breath DVD
11/09/2025	Octopus Energy Limited	DD4	17.43		9344/A-BF3A2F6B 1-31Aug2025
11/09/2025	Octopus Energy Limited	DD5	405.72		9345/A-9DF03FOF 1-31Aug2025
12/09/2025	British Gas A/c 604044615	DD6	112.74		9303/Ac604044615 25Jul-24Aug
12/09/2025	DCK Accounting Solutions Ltd	EBP1	613.80		9283/VAT Part Ex calc 2024-25
12/09/2025	PPL PRS Ltd	EBP2	544.82		9285/Music licence
12/09/2025	SJT Services (Southampton) Ltd	EBP3	4,368.00		9286/Bunting install/remove
12/09/2025	South East Employers	EBP4	395.52		9278/Employment advice
15/09/2025	Test Valley Borough Council	Std Ord	2,831.00		TVBC Rates 7756641 2025-26
15/09/2025	Woodley Village Hall	EBP5	54.00		9296/Room hire 14Sep25
15/09/2025	Freeston Water Treatment Ltd	EBP6	576.00		9276/Legionella risk assessmen
15/09/2025	Abbotswood Community Associati	EBP7	132.00		9299/Room hire 1Nov -H'hood PI
15/09/2025	Agilico Workplace Technologies	EBP8	65.58		9301/Copier usage - mono
15/09/2025	Animal Magic Pony Parties Ltd	EBP9	1,495.00		9302/Reindeers 22Nov25
15/09/2025	Romsey Settlement	EBP10	1,500.00		9304/Broadlands rent 2025-26
15/09/2025	Business Technology Partners	EBP11	1,444.06		9305/IT Support Sep2025
15/09/2025	Hampshire County Council	EBP12	4.62		9257/Stationery
15/09/2025	HM Revenue & Customs	EBP13	5,752.98		9297/HMRC PAYE/NI Aug2025
15/09/2025	Misra Ltd t/a The Studio	EBP14	75.60		9308/N'hood Plan flyers
15/09/2025	Trevor George Entertainments L	EBP15	1,260.00		9309/Bjorn the PolarBear 22Nov
17/09/2025	Amazon	DC12	18.98		9323/The Salt Path DVD
18/09/2025	Amazon	DC13	9.88		9324/Key tag fobs
19/09/2025	Romsey WI	EBP16	603.00		Romsey WI -Grant
19/09/2025	Freeston Water Treatment Ltd	EBP17	81.60		9277/Legionella testing 4Aug
19/09/2025	Freeston Water Treatment Ltd	EBP18	57.60		9284/Legionella testing
19/09/2025	Hampshire Pension Fund	EBP19	3,106.69		9298/HCC Superann Aug2025
22/09/2025	Nisbets	DC14	24.09		9342/Glasswash detergent
22/09/2025	Amazon	DC15	35.44		9325/A3 paper
22/09/2025	Amazon	DC16	55.34		9351/A4 Copier Paper
22/09/2025	Everflow Limited	DD7	286.83		9337/EFW274366-0 14Oct-13Nov
23/09/2025	ACE Liftaway Limited	DD8	96.78		9300/Waste disposal Aug25
23/09/2025	Amazon	dc17	18.41		9326/Security steel cable

Current Account

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/09/2025	PHS Group Ltd	DD9	107.70		9366/Sanitary waste 2025-26
26/09/2025	NEST Pensions	DD	356.19		NEST Pensions
26/09/2025	Salaries September 2025	DD	14,506.83		Salaries September 2025
29/09/2025	Microsoft	DC	1.99		Microsoft
29/09/2025	Lloyds Bank Service Charges	DR	8.50		Lloyds Bank Service Charges
29/09/2025	British Heart Foundation	DC18	168.00		9379/Defib pads
29/09/2025	Amazon	DC19	11.45		9377/Safety work gloves
29/09/2025	Amazon	DC20	22.88		9378/Safety work gloves
30/09/2025	Utility Warehouse Limited	DD10	64.70		9348/Phone & broadband charges

Total Payments 42,244.81

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2025	Test Valley Borough Council	Std Ord	51.28		TVBC Grounds Mntnce 2025-26
03/10/2025	Salaries September 2025	EBP	1,171.85		Salaries September 2025
06/10/2025	British Telecommunications plc	DD1	72.64		9329/BT phone charges
08/10/2025	Agilico Workplace Technologies	EBP1	84.57		9354/Copier usage - mono
08/10/2025	Air Improve Limited	EBP2	309.60		9355/Air con system mntnce
08/10/2025	Business Technology Partners	EBP3	1,434.66		9357/IT support Oct2025
08/10/2025	HM Revenue & Customs	EBP4	4,747.47		9376/HMRC PAYE/NI Sep2025
08/10/2025	Hampshire Pension Fund	EBP5	2,274.81		9375/HCC Superann Sep2025
08/10/2025	Misra Ltd t/a The Studio	EBP6	38.16		9358/Waterproof poster
08/10/2025	BDO LLP	EBP7	1,638.00		9360/External audit 2024-25
08/10/2025	Court House Catering	EBP8	328.80		9361/Celebrate Romsey catering
08/10/2025	Hampshire County Council	EBP9	73.74		9374/Bin bags, toilet rolls
08/10/2025	Rialtas Business Solutions Ltd	EBP10	400.80		9367/Rialtas Web Sep25-Mar26
08/10/2025	SJT Services (Southampton) Ltd	EBP11	81.60		9368/PAT tester calibration
08/10/2025	Stannah Lifts Limited	EBP12	770.98		9369/Lift maintenance
08/10/2025	Chestnut Tree Solutions Ltd	EBP13	273.00		9330/Cleaning svcs 18-27Aug
08/10/2025	Classicfire	EBP14	222.46		9331/Fire extinguishers
08/10/2025	DCK Accounting Solutions Ltd	EBP15	1,257.14		9334/Contract accounts Apr2025
08/10/2025	DCK Accounting Solutions Ltd	EBP16	1,257.14		9335/Contract accounts Aug2025
08/10/2025	Energy-Consulting	EBP17	111.60		9336/Energy tariffing consult
08/10/2025	Filmbank Distributors Limited	EBP18	208.80		9338/The Penguin Lessons
08/10/2025	Filmbank Distributors Limited	EBP19	208.80		9339/Black Bag film
08/10/2025	Hampshire County Council	EBP20	250.26		9340/Cleaning supplies
08/10/2025	MRS Training and Rescue	EBP21	1,050.00		9341/Fire Warden training
08/10/2025	Marc Nokes	EBP22	190.00		9343/Grounds mntnce Aug2025
08/10/2025	Woodley Village Hall	EBP23	6.75		9349/Room hire 14Sep2025
08/10/2025	Adobe Systems	DC01	19.97		9395/Adobe Acrobat 7Oct-6Nov
09/10/2025	Southern Cross Consulting Ltd	DD2	54.93		9391/Phone charges Sep2025
09/10/2025	Octopus Energy Limited	DD3	417.96		9364/A-9DF03FOF 1-30Sep2025
10/10/2025	Octopus Energy Limited	DD4	20.79		9365/A-BF3A2F6B 1-30Sep2025
10/10/2025	Lebara Mobile Limited	DC02	1.15		9386/Mobile phone charges
13/10/2025	British Gas A/c 604044615	DD5	138.56		9373/Ac604044615 25Aug-24Sep
15/10/2025	Test Valley Borough Council	Std Ord	2,831.00		TVBC Rates 7756641 2025-26
17/10/2025	Amazon	DC02	15.98		9431/Tea bags
20/10/2025	Amazon	DC03	83.79		9433/Laminating pouches
22/10/2025	Everflow Limited	DD6	278.99		9384/EFW274366-0 14Nov-13Dec25
22/10/2025	Amazon	DC04	18.89		9415/Biscuits
23/10/2025	ACE Liftaway Limited	DD7	82.20		9359/Waste disposal Sep2025
24/10/2025	NEST Pensions	DD	340.86		NEST Pensions
24/10/2025	D Forder	EBP24	70.00		D Forder - Glasses
24/10/2025	J Parker	EBP25	42.00		J Parker - NALC Course
24/10/2025	D Forder	EBP24REV	-70.00		D Forder - Glasses
24/10/2025	D Forder	EBP24	70.00		D Forder - Glasses
24/10/2025	The Alarming Company	EBP26	114.00		9380/Alarm call out fee
24/10/2025	Big Picture Film Club Ltd	EBP27	180.00		9356/Fighters film screening
24/10/2025	Romsey & District Chamber of C	EBP28	120.00		9382/Xmas tree installations
24/10/2025	DCK Accounting Solutions Ltd	EBP29	1,019.05		9383/Contract accounts Sep25

Current Account

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/10/2025	J Laffeaty	EBP30	83.99		9393/Amazon Hive Nano 3
24/10/2025	Marc Nokes	EBP31	190.00		9387/Grounds maintenance Sep25
24/10/2025	Romsey Agricultural & Horse Sh	EBP32	500.00		9353/Romsey Agricultural&Horse
24/10/2025	SJT Services (Southampton) Ltd	EBP33	10,521.60		9390/Xmas lights displays
24/10/2025	Test Valley Borough Council	EBP34	1,614.13		9392/Watering charges
24/10/2025	Whitwam Ltd	EBP35	719.52		9396/Project managers services
27/10/2025	Salaries October 2025	DD	182.25		Salaries October 2025
27/10/2025	Salaries October 2025	DD	15,461.46		Salaries October 2025
27/10/2025	Salaries October 2025	DD	184.94		Salaries October 2025
28/10/2025	The Events Industry Forum Ltd	DC12	30.00		9406/Purple Guide subscription
28/10/2025	Microsoft	DC05	1.99		Microsoft
28/10/2025	Amazon	DC06	6.64		9437/Wall planner 2026
28/10/2025	Amazon	DC07	8.84		9436/Wood filler sticks
28/10/2025	Amazon	DC08	9.24		9439/A5 diary 2026
28/10/2025	Amazon	DC09	10.47		9438/Wall calendar 2026
28/10/2025	Amazon	DC10	10.76		9434/A4 Diary
28/10/2025	Amazon	DC11	14.50		9435/A4 diary
30/10/2025	Amazon	DC13	13.36		9440/Clip folder
31/10/2025	Utility Warehouse Limited	DD	64.70		Purchase Ledger Payment

Total Payments	53,993.42
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Romsey Town Council

Chief Officer: Helen Klaassen PSLCC

Town Hall
1, Market Place
Romsey
SO51 8YZ



MINUTES of the EXTRA ORDINARY MEETING OF THE FULL COUNCIL held on 15th December 2025 at Romsey Town Hall.

In the Chair: Councillor C. Burgess

Attendance:

Present:

Councillor C. Burgess	Councillor A. Goddard	Councillor S. Wilkinson
Councillor J. Burnage	Councillor N. Gwynne	
Councillor M. Cooper	Councillor J. Critchley	
Councillor I. Culley	Councillor J. Parker	

Absent:

Councillor C. Birkett (Apologies)	Councillor R. Kohli
Councillor R. Theron (Apologies)	Councillor S. Gidley
Councillor J. Ray	Councillor J. Urquhart

Also in Attendance:

Helen Klaassen – Chief Officer (CO)

Members of the Public:

0

TC147 APOLOGIES

Apologies were received from Cllr Theron and Cllr Birkett.

TC148 DECLARATION OF INTERESTS

None.

TC149 STAFFING MATTERS

Cllr Burnage **PROPOSED**, Cllr Wilkinson **SECONDED** and it was **APPROVED** to exclude the Press and Public from the meeting as per section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 during this item due to the confidential nature of the business to be transacted therein.

i. Confidential Staffing Report; to review and make a decision on matters contained within the report.

The matter was thoroughly discussed.

Cllr Wilkinson **PROPOSED**, Cllr Gwynne **SECONDED** and it was **APPROVED** to agree Item 3 on the report.

Cllr Gwynne **PROPOSED**, Cllr Burnage **SECONDED** and it was **APPROVED** to agree Item 4. a and b on the report.

The CO was asked to confirm timescales and terms.

The meeting concluded at 8.22pm.

Signed: _____

Date: _____

In the Chair: Cllr J Parker

Attendance:

A	Cllr A Goddard	P	Cllr J Critchley
A	Cllr C Burgess	A	Cllr I Culley
A	Cllr M G Cooper	A	Cllr S Gidley
P	Cllr J Parker	P	Cllr J Ray
P	Cllr R Theron	P	Cllr J Burnage

In attendance: Cassie Corfield – Planning Clerk
 Chris Atkinson – Romsey Advertiser

397. Apologies
 Cllr M Cooper, Cllr I Culley, Cllr A Goddard and Cllr C Burgess

398. Declarations of Interest
 None

399. Minutes
 Confirmation
 The minutes of the Planning Committee Meeting held on Thursday 30th October 2025 were confirmed as a true record.
 Proposed by: Cllr J Parker
 Seconded by: Cllr J Critchley

CARRIED UNANIMOUSLY

400. Matters Arising
 None

401. Public Participation
 None

402. Participation at Southern Area Planning Committee

402.1	Application No:	25/02337/FULLS
	Applicant:	Mr Robert Wilson
	Site:	Former Magistrates Court, Church Street, Romsey
	Proposal:	Installation of modular changing places toilet with associated services
	Committee Comments:	This matter is due to be discussed at the Crosfield Hall, Romsey on the 25 th November 2025 at 5:30pm.

Signature:

Date:

403. Appeal Notifications & Decisions

403.1	Application No:	25/01076/FULLS
	Appeal Reference:	6000460
	Appellant:	Spotless Water Ltd
	Site:	Hunters Inn, Winchester Hill, Romsey, SO51 7NW
	Proposal:	Installation of water filling station within car park
	Decision Type:	Delegated
	Appeal Decision:	Appeal Dismissed
	Committee Comments:	Noted

404. Amended Applications

None

405. Correspondence

None

406. Other matters to be discussed at end of meeting

9.1	Devolution and Local Government Reorganisation: RTC planning considerations. Proposals were shared on the 19 th November 2025 with a consultation deadline of the 11 th January 2026.
9.2	Neighbourhood Plan and Romsey Design Standards. The final public consultation is due to take place at the Crosfield Hall on Saturday 22 nd November 2025 10am to 4pm.
9.3	Local Plan. No new updates in relation to planning.

407. Planning Applications

To consider Romsey Town Council Planning Applications on TVBC Weekly Lists Nos. 43, 44 and 45.

Signature:

Date:

ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 43 Week Ending: Friday 24th October 2025				
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	DECISION	COMMENTS
1. 25/02476/TREES 25.10.2025	T1 - Fig - Reduce the height and spread of the tree back to last pruning cuts, T2 - Arbutus - Prune back up to 0.5m from lines, T3 - Snakebark tree - Reduce canopy over garden by 1 meter, T4 - Sycamore - Repollard the tree back to original pollard points	Cleve House 21Cherville Street Romsey Hampshire SO51 8FB	No objection	Already agreed by Test Valley.
2. 25/02520/OUTS 27.10.2025	Outline application for the development of 6 dwellings to include access and layout (all other matters reserved)	Cedar Nursery Sandy Lane Abbotswood Romsey	Objection	<p>RTC strongly object to this application.</p> <ul style="list-style-type: none"> The development is outside the settlement boundary contrary to policy COM2. The layout is cramped with a high-density urban feel out of keeping with the surrounding area. The plots are small with little amenity space for each dwelling. The development is in an isolated location remote from shop, schools, doctors surgeries and is not serviced by public transport. It does not contribute to the affordable housing quota. It provides no public benefit above the supply of six houses. <p>Notwithstanding the tilted balance position due to the lack of a 5-year housing land supply, RTC considers the benefits do not</p>

Signature:

Date:

				outweigh the harm and requests this application is refused.
3. 25/02545/TREES 27.10.2025	T1 - Cherry - Reduce and reshape by up to 2m (near previous pruning points) and crown lift by up to 3m over footpath	24 Portersbridge Street Romsey Hampshire	No objection	Already agreed. RTC would like it noted that the tree is having a negative impact on the pavement and feel that it may be better to fell and replace with a suitable native species.
4. 25/02553/FULLS 29.10.2025	Oak cladding at first floor on three elevations	Copper Beeches School Road Romsey Hampshire	No objection	
5. 25/02567/TPOS 30.10.2025	T1, T2 and T3 - Ash - Reduce all canopy by approx. 2m and reshape to balance and crown raise all to approx. 4m above ground level	16 Mallard Close Romsey Hampshire ROMSEY TOWN	No objection	
6. 25/02571/FULLS 30.10.2025	Single storey rear extension, single storey link extension to link annexe to house	1 Westbroke Gardens Romsey Hampshire SO51 7RQ	No objection	RTC queries the planning status of the annex itself.
7. 25/02590/TREES 31.10.2025	T1 - Yew Tree - Trim back yew tree crown all over to previous pruning points 0.5- 1m	113 The Hundred Romsey Hampshire	No objection	

Signature:

Date:

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	DECISION	COMMENTS
1. 25/02612/TPOS 04.11.2025	To carry out tree works in accordance with survey report	Land Adjacent to Tadburn Meadows Nature Reserve Romsey ROMSEY TOWN	No objection	RTC congratulate Test Valley on the continued maintenance of the green space.
2. 25/02561/FULLS 04.11.2025	Parking for funeral directors' business on existing hardstanding	110-122 The Hundred Romsey Hampshire, SO51 8BY	No objection	RTC would like it noted that the proposed development reduces the parking available for the neighbouring house, 110 The Hundred.
3. 25/02594/FULLS 06.11.2025	Erection of close boarded timber fencing (Retrospective)	6 Malmesbury Road, Romsey Hampshire	Objection	RTC appreciate that while the fence is lower than the hedge it replaces, the policy is that frontage fences should be at a height of no more than 1m.
4. 25/02630/CLPS 06.11.2025	Certificate of proposed lawful development for new brick-built porch with rooflight and new obscured window installed on South elevation to replace existing	78 Saxon Way Romsey Hampshire	Noted	

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 44
Week Ending: Friday 31st October 2025

Signature:

Date:

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	DECISION	COMMENTS
1. 25/02642/FULLS 06.11.2025	Single storey detached outbuilding situated to rear garden for use as ancillary accommodation (Retrospective)	42 Treviglio Close Romsey Hampshire SO51 7AF	No objection	Provided that a condition or S106 agreement requires the development to remain ancillary to the main property.
2. 25/02643/FULLS 06.11.2025	Creation of hardstanding and dropped kerb to facilitate a disabled homeowner's requirements	18 Lansdowne Close Romsey Hampshire SO51 8FQ	No objection	RTC notes the proposal for a Short Frontage Agreement to avoid vehicles overhanging the pavement.
3. 25/02614/FULLS 12.11.2025	Change of use and conversion from offices to two flats with alterations to fenestration and erection of fence	3-3A Victoria Place Love Lane Romsey	No objection	RTC hopes that the noise alleviation measures work.
4. 25/02674/VARS 13.11.2025	Vary condition 3 of 25/00722/FULLS (Single storey side and rear extension, alterations to fenestration) to allow for variation to approved materials to give a more contemporary look.	Copper Beeches School Road Romsey Hampshire	No objection	
5. 25/02721/TPOS 14.11.2025	T13 - Common Ash, Reduce to a height of approx 5m above ground level, T14 - Norway Maple, Fell, T19 - Pedunculate Oak - Fell, T20 - Common Ash - Fell, T21 - Horse Chestnut - Fell, T24 - Elm x3 - Fell, T28 - Common Ash, Remove deadwood and crown reduce all round by 4m, T29 - Lime - Remove basal suckers and deadwood, T30 - Common Ash - Fell, G4 - Elm - Fell	King Edward VI Preparatory School Highwood House Highwood Lane ROMSEY TOWN	No objection	RTC would like to see a condition that the felled trees are replaced with suitable native species where appropriate in agreement with the tree officer.

Planning Feedback:

Signature:

Date:

MINUTES
ROMSEY TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL, ROMSEY, HAMPSHIRE
THURSDAY 20TH NOVEMBER 2025

297

11th December 2025 at 7:30pm

Meeting ended at: 20:26

Next meeting: Thursday

DRAFT

Signature:

Date:

In the Chair: Cllr J parker

Attendance:

A	Cllr A Goddard	P	Cllr J Critchley
P	Cllr C Burgess	P	Cllr I Culley
P	Cllr M G Cooper	A	Cllr S Gidley
P	Cllr J Parker	A	Cllr J Ray
P	Cllr R Theron	P	Cllr J Burnage

In attendance: Cassie Corfield – Planning Clerk
 Eve Thompson – Romsey Advertiser

408. Apologies
 Cllr A Goddard, Cllr S Gidley and Cllr J Ray

409. Declarations of Interest
 None

410. Minutes
 Confirmation
 The minutes of the Planning Committee Meeting held on Thursday 20th November 2025 were confirmed as a true record.
 Proposed by: Cllr J Critchley
 Seconded by: Cllr J Burnage

CARRIED UNANIMOUSLY

411. Matters Arising
 None

412. Public Participation
 List 48, Item 2 - [25/02673/FULLS](#) – The resident of 3 Kinver Close gave an explanation and justification for their application.

413. Participation at Southern Area Planning Committee
 None

414. Appeal Notifications & Decisions
 None

415. Amended Applications

415.1	Application No:	22/01213/OUTS
	Site:	Land At Whitenap, Luzborough Lane, Romsey, Hampshire
	Proposal:	Outline application for up to 920 dwellings including affordable homes with associated open space, roads, parking, service infrastructure, local food production and landscaping. Employment areas (commercial, business and service), visitor accommodation, local community uses, community hall, medical consulting rooms, 1.5 form entry primary school, early years/nursery provision, conversion and/or new build at Whitenap Barns to provide

Signature:

Date:

		commercial, business, service and local community uses with associated infrastructure. Creation of two new vehicular access points to Luzborough Lane(A27), on and off site vehicular, pedestrian and cycle connections and improvements and improvement of existing Whitenap Lane access. Provision of Suitable Alternative Natural Greenspace (SANG), provision of Sustainable Urban Drainage System (SuDs). All matters other than access to be reserved at Land at Whitenap, Luzborough Lane, Romsey, Hampshire.
	Amendment:	Amended Layout, revised Flood Risk Assessment, revised Nitrate neutrality statement and updates to Planning Statement and Environmental Statement.
	Committee Comments:	Test Valley's Planning Officer has advised that a full planning application will be submitted in relation to the desired bridge shortly. RTC Planning Committee will hold its comments, pending receipt of this application. Should this planning application not be forthcoming, RTC will proceed with sharing its comments on this amendment.

416. Correspondence

416.1	TPO notification for land at the Farmhouse, Cedar Nursery, Sandy Lane, Romsey, SO51 0PD. Reference SME/TPO.TVBC.1293. Forwarded to the committee 26/11/2025
	Noted

417. Other matters to be discussed at end of meeting

417.1	Devolution and Local Government Reorganisation: RTC planning considerations. RTC Chief Officer is seeking more information from councillors to respond to the government consultation. This will be discussed in more detail at an Extraordinary Full Council meeting on the 8 th January 2026.
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417.2	Neighbourhood Plan and Romsey Design Standards. The group has completed four resident consultations. The next step is to prepare ideas based on the information gathered from residents and representatives by the end of January 2026. The steering group are hoping for a full draft to be ready by the Summer.
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417.3	Local Plan. No new updates.
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418. Planning Applications

To consider Romsey Town Council Planning Applications on TVBC Weekly Lists Nos. 46, 47 and 48.

Signature:

Date:

ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 46 Week Ending: Friday 14th November 2025				
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	DECISION	COMMENTS
1. 25/02730/TPOS 17.11.2025	G1 - Group of 7no. Hazel Coppices - Re-coppice at up to 1m from ground level. Trees sited in the Northern boundary of plot running parallel with the public right of way	28 High Firs Road Romsey Hampshire ROMSEY TOWN	No objection	
2. 25/02725/FULLS 17.11.2025	Partial conversion of existing garage and installation of side door to create utility room. Removal of rear door and replacement with window	3 Eldridge Gardens Romsey Hampshire SO51 7RT	No objection	Subject to adequate off-street parking.
3. 25/02746/TPOS 18.11.2025	T1 - Oak - Reduce canopy on the house facing side by up to 2m and lift the canopy by reducing small diameter low hanging twigs/branches by 1m Reason for the work is to reduce excessive shading.	21 Brook Way Romsey Hampshire ROMSEY TOWN	No objection	Providing that the Tree Officer is content that the tree remains balanced.
4. 25/02757/TPOS 19.11.2025	T1 - Oak - Selectively crown reduce oak by up to 3m on overextending canopy sections and crown raise up to 7m, maximum pruning wounds of 75-100mm	3 Windfield Drive Romsey Hampshire ROMSEY TOWN	No objection	RTC note there is no application form.
5. 25/02756/TREES 19.11.2025	T1 - London Plane - Remove deadwood, hanging branches, basal growth and epicormic growth, T2 - London Plane - Remove deadwood and remains of infected massaria branch, and remove epicormic growth, T3 - London Plane -	54 Palmerston Street Romsey Hampshire	No objection	

Signature:

Date:

	Remove deadwood, and epicormic growth, T4 - London Plane - Remove deadwood, basal growth and epicormic growth			
6. 25/02764/AGNS 21.11.2025	Application to determine if prior approval is required for the installation of 2 water reservoirs to support the production of soft fruit and berries	Land at Bowmans Farm Romsey Road Ower	Noted	TVBC Planning Officer has already decided that prior approval is not required.
7. 25/02785/CLPS 21.11.2025	Certificate of proposed lawful development for a single storey rear extension with mono pitched roof and velux windows	9 Gaston Gardens Romsey Hampshire	Noted	Technical matter for TVBC to determine.
8. 25/02699/FULLS 21.11.2025	Creation of dropped kerb	39 Alma Road Romsey Hampshire	No objection	RTC regret the fact that another dropped kerb will create more sloping of the pavement, making it harder and more uncomfortable for wheelchair users.
9. 25/02774/FULLS 21.11.2025	Replace flat roof with pitched roof	Winchester Court Sutherland Close Romsey Hampshire	No objection	

Signature:

Date:

ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 47
Week Ending: Friday 21st November 2025

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	DECISION	COMMENTS
1. 25/02745/FULLS 18.11.2025	Conversion and alteration of building (part retrospective) to form 1 no. Dwellinghouse for a rural worker and 4 no. Holiday lets, with associated car parking, landscaping and gardens	Emer Farm Green Lane Ampfield	No objection	RTC welcomes the proposal to increase tourist accommodation.
2. 25/02739/FULLS 19.11.2025	Replace roof coverings of number 26, and replace damaged/missing slates on south pitch of number 28 roof and replace defective lead work as required	26 & 28 Church Street Romsey Hampshire	No objection	RTC look forward to an early resolution to these issues.
3. 25/02740/LBWS 19.11.2025	Replace roof coverings of number 26, and replace damaged/missing slates on south pitch of number 28 roof and replace defective lead work as required	26 & 28 Church Street Romsey Hampshire	No objection	RTC look forward to an early resolution to these issues.
4. 25/02782/TPOS 21.11.2025	T1 - Horse Chestnut - Reduce to previous pruning points - Finishing height 6 meters and spread 5 meters These works are to be proposed due to close proximity of tree and property and continual maintenance	86 Duttons Road Romsey Hampshire ROMSEY TOWN	No objection	
5. 25/02776/LBWS 24.11.2025	Create new opening in rear wall of link corridor, formerly rear wall of Dolphin Hotel stable block.	Smith Bradbeer And Co Ltd Bell Street Romsey	No objection	

Signature:

Date:

6. 25/02803/TPOS 25.11.2025	Carry out works as per the attached tree condition survey	Land North of Oxlease Meadows Oxlease Meadows Romsey ROMSEY TOWN	Objection	RTC feel that this is excessive felling and risks destroying an important woodland feature and natural habitat. If any felling must go ahead, RTC request that the felled trees are replaced with suitable native species.
7. 25/02813/TREES 25.11.2025	Silver Birch - Crown reduce by 2m	8 Abbey Water Romsey Hampshire	No objection	
8. 25/02798/FULLS 26.11.2025	Single storey extension to replace conservatory and new outbuilding to replace shed	Willows 177 Middlebridge Street Romsey	No objection	
9. 25/02799/LBWS 26.11.2025	Single storey extension to replace conservatory and new outbuilding to replace shed	Willows 177 Middlebridge Street Romsey	No objection	

ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 48 Week Ending: Friday 28th November 2025				
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	DECISION	COMMENTS
1. 25/02861/TPOS 02.12.2025	T22 - Pedunculate Oak - Fell	Baroona Close Romsey Hampshire ROMSEY TOWN	Objection	RTC believe that the tree survey does not support this.
2. 25/02673/FULLS 03.12.2025	Erect front garden fence (Retrospective)	3 Kinver Close Romsey Hampshire SO51 7JW	No objection	

Planning Feedback:
 Meeting ended at: 20:26

Next meeting: Thursday 8th January 2026 at 7:30pm

Signature:

Date:

Romsey Town Council

Chief Officer: Helen Klaassen PSLCC
Town Hall
1, Market Place
Romsey
SO51 8YZ



MINUTES of the BUILDINGS AND COMMUNITY COMMITTEE MEETING held on 9th December 2025 at Romsey Town Hall.

In the Chair: Councillor Burnage

Present:

Councillor C. Burgess
Councillor J. Burnage
Councillor M. Cooper
Councillor J Critchley

Councillor N. Gwynne
Councillor J. Parker
Councillor S. Gidley

Councillor S. Wilkinson

Absent:

Councillor R. Theron (Apologies)
Councillor C. Birkett (Apologies)
Councillor I. Culley (Apologies)
Councillor R. Kholi (Apologies)

Also in Attendance:

Helen Klaassen – Chief Officer (CO)
James Laffeaty – Building and Environment Manager (BEM)

Public:

1

BC105 APOLOGIES

Apologies were received from Cllr Theron, Cllr Birkett, Cllr Culley and Cllr Kholi.

BC106 DECLARATION OF INTERESTS

None.

BC107 MINUTES OF THE PREVIOUS MEETING HELD ON 21ST OCTOBER 2025

i. To Confirm the Minutes as a True and Accurate Record

Cllr Gwynne **PROPOSED**, Cllr Burgess **SECONDED** and it was **RESOLVED** to accept the Minutes as a true and accurate record.

ii. Matters Arising from the Minutes

BC098 – review of bookings - move to February 2026.

BC099, ii, a review of bookings charges - move to February 2026.

BC099 – Cleaning – move to February 2026.

Public Participation

None.

BC108 ARCHIVIST'S REPORT

The archivist's report was read out.

The council were pleased with the artifacts exhibitions and encouraged more.

Cllr Parker was reminded about words for the display box in the Council Chamber.

BC109 REVIEW OF BOOKINGS

Noted. The CO updated councillors that she had discussed bookings frequency with the Bookings Manager and that it was impossible to predict levels year on year.

BC110 FINANCE AND ADMINISTRATION MATTERS

i. To receive the latest Finance Reports

Noted. The CO was asked to present a budget with no TC room/hire charges. **Action: CO.**

It was noted that Test Valley Borough Council (TVBC) were keen to continue supporting the Business, Events and Tourism Officer's role.

ii. OneRomsey; to confirm the event for 2026 and allocation of reserves for funding.

The event was discussed, as 2025 was the first year of the event councillors were keen to ensure that it had longevity before adding it to the budget. Cllr Burgess stated his enthusiasm for running it again during his year and thus it was that Cllr Parker **PROPOSED** and Cllr Gwynne **SECONDED** and it was **RESOLVED** to run the event again in 2026 and allocate £14,000 from reserves to cover the cost.

iii. Allocation of CIL funding

It was noted that it was the TVBC that could recall CIL payments not the developer.

Street Cleaning: It was agreed that CIL probably wouldn't cover street cleansing, but equally that the town centre did need cleaning. The CO was tasked with asking TVBC if they would do some street cleaning.

Action: CO.

Defibrillators (AEDs): Locations of existing AEDs should be ascertained before adding more, other councillors were supportive of the use of CIL for AEDs.

Allotments: it was agreed to canvas the allotment tenants for ideas, but concerns were raised that to spend CIL money at the allotments would benefit fewer residents.

It was agreed that other ideas should be added to the list and that the matter would come back to a future agenda. **Action: CO.**

iv. Grants:

None.

v. Correspondence

None.

BC111 BUILDING AND ENVIRONMENT

a. B&E Manager's Report

The BEM ran through his report.

b. Project Dashboard

Volunteer's Flag: It had been reviewed by the conservator and a cost of £6200 had been quoted to repair it. There was the possibility of applying for a grant through the Barker-Mills Foundation, as Lady Barker-Mills had presented the flag to the council originally. Cllr Parker **PROPOSED**, Cllr Burgess **SECONDED** and it was **RESOLVED** that repairs should be undertaken, and reserves should be used for the project. The matter would pass to full council for approval. **ACTION: CO.**

The Health and Safety and AV projects would be left until February 2026.

The footpath at Vikings had possibly been repaired, the other two were still with Hampshire County Council. Grayling/Fishlake paths – Cllr Critchley would chase.

Cllr Parker reported on progress in trying to sort out issues at Tadfield Grove. A compromise had been arrived at that allowed some parking, instead of dragon's teeth.

It would cost in the region of £24,000 - £20,000 for the groundworks and £4,000 for the Traffic Regulation Order (to allow the parking). Currently funding was being sought, potentially through S106.

c. Town Hall Matters

i. Re-decoration of Council Chamber - to review quotes obtained and decide upon a contractor for the refresh of the Council Chamber in January 2026.

The quotes were reviewed via the BEM's report and Cllr Wilkinson **PROPOSED**, Cllr Burgess **SECONDED** and it was **RESOLVED** appoint Contractor 1 to undertake the work. **Action: BEM.**

BC112 Town Centre Appearance

Cllr Critchley presented the item, namely a report from Romsey and District Society (R&DS) identifying items and areas that, in their opinion, would benefit from some attention.

The matter was discussed and it was noted that those items that could be passed to the relevant responsible authority should be. Councillors were asked to review the items and pass any comments to Cllr Critchley for forwarding to R&DS.

BC113 Neighbourhood Development Plan

Cllr Critchley gave an update. Consultations were now finished and comments had been passed to each sub-group (Land Use, Green Spaces, Travel etc.) to understand the narrative they presented. The Results of this would be presented at the meeting in January.

It was noted that the NDP would contribute to the council’s Strategic/Asset Transfer Plan.

BC114 Romsey Future.

Cllr Gwynne was now chairing the Romsey Future (RF) programme board, the next meeting of which was tomorrow, 10th December.

He noted that if RF and the Romsey equivalent, Andover Vision, were to continue then the respective Town Councils must push for that and that this sort of thing will give more power to town councils, rather than unelected bodies.

Cllr Parker reported that the Health Hub meeting was very well attended, but disappointingly there were no representatives from any of the Romsey GP surgeries in attendance.

A representative from the Primary Care Board was speaking to the meeting about being more collaborative and there was much information produced by the day.

There was a suggestion that the potential for attendance for the meeting may have been unnecessarily restricted, which was met with surprise and disappointment by councillors.

Cllr Gidley noted that her recent article in the local paper had provoked a good response and that she was trying to set up a meeting with the Practice Managers.

It was noted that it was still a good initial meeting and there was much keenness to try things out.

The meeting concluded at 9.05pm.

Signed: _____

Date: _____

Romsey Town Council

Chief Officer: Helen Klaassen PSLCC

Town Hall
1, Market Place
Romsey
SO51 8YZ



MINUTES of the Meeting of the FINANCE & RESOURCES COMMITTEE held on 2nd December 2025 at Romsey Town Hall.

In the Chair: Cllr. S. Wilkinson

Attendance:

Present:

Councillor J. Burnage
Councillor S. Wilkinson
Councillor I. Culley
Councillor J. Urquhart
Councillor J. Parker

Absent:

Councillor N. Gwynne (Apologies)
Councillor R. Theron (Ex-Officio) (Apologies)

Also in Attendance:

Helen Klaassen – Chief Officer

Public:

0

In the absence of Cllr Gwynne, Cllr Wilkinson took the chair.

FR046 APOLOGIES

Apologies were received from Cllr Gwynne and Cllr Theron.

FR047 DECLARATION OF INTERESTS

None.

FR048 MINUTES

- i. **To receive and approve the minutes from the Finance and Resources Committee meeting held on 28th October 2025**

Cllr Burnage **PROPOSED**, Cllr Urquhart **SECONDED** and it was **APPROVED** to accept the minutes of the previous meeting as a true and accurate record.

- ii. **Matters Arising**

FR044 – CIL uses - had been moved to B&C Meeting.

PUBLIC PARTICIPATION

None.

FR049 FINANCIAL AND ADMINISTRATION MATTERS

- i. **To receive the latest Financial Reports**

Noted.

ii. Budget – to review the Budget for 2026/27 with a view to making a recommendation to full council.

The budget was reviewed and the matter discussed. Cllr Culley **PROPOSED**, Cllr Burnage **SECONDED** and it was **RESOLVED** that an uplift of 8.52% would be recommended to full council.

iii. Hall Hire costs and rates; statement of charges - to review.

The committee agreed that to understand any increases they needed to see actual costs and charges and how they were broken down. It was agreed to move the matter to the February meeting and that CO would obtain said costs for then.

FR050 REDECORATION OF TOWN HALL

The redecoration of the Council Chamber in January was discussed and Cllr Burnage **PROPOSED**, Cllr Urquhart **SECONDED** and it was **RESOLVED** to allocate between £25,000 and £30,000 from the TH Major Maintenance EMR. The quotes would be reviewed and approved at the B&C committee meeting on 9th December.

FR051 STAFFING MATTERS

Cllr Burnage **PROPOSED**, Cllr Urquhart **SECONDED** and it was **APPROVED** to exclude the Press and Public from the meeting as per section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 during this item due to the confidential nature of the business to be transacted therein.

i. Verbal Staffing report

The CO gave a verbal report regarding the current staffing situation.

The meeting concluded at 8.46pm.

Signed: _____

Date: _____

Romsey Town Council Allotments Management Committee

Minutes of the meeting held at 07:00pm on the **23rd October 2025** at the Court Room, Romsey Town Hall, Romsey.

Those present: Mr Mike Nobbs, Mr Chris Davies, Mrs Clementine Kingstone, Mrs Lisa Fallowfield, Mr John Waterman, Mr Elvin Mullinger, Mr Roger House, Mrs Eleanor Vamplew.

Apologies: Cllr Colin Burgess.

10.1 The Minutes of the last meeting on 23rd August were confirmed as accurate.

The proposed rule changes to accommodate additional safety requirements has been deferred until next meeting when Cllr Burgess can be in attendance.

10.2 Correspondence:

10.2.1 A recent spate of vandalism occurred across site on the evening of 10th October and it has been reported that a number of thefts have occurred of mainly smaller items and hand tools.

The incident has been reported to the police and all plot holders affected should do the same.

We need to re-iterate to tenants of the need to not lock sheds and keep expensive items such as strimmers etc.at home.

10.2.2 A complaint was received at Town Hall on 08th October regarding the lighting of bonfires affecting the properties across the railway line at Tadburn. It is unclear whether our site, or the RAHA site, is responsible for this action and until we receive confirmation of the situation cannot act further. Given the wind direction at the time, it is not believed to have come from our site.

10.2.3 Correspondence was received from two potential tenants, one who was resident on the IOW but worked in our area.

10.2.4 The recently proposed photoshoot with the Town Mayor to highlight the installation of the defibrillator on site has been postponed until such time as there are favourable weather conditions.

10.3 Finance:

10.3.1 Spreadsheets illustrating the finances for both the current month and year to date and, previous years finances, were issued to all tenants prior to this date and will be discussed at the AGM.

10.3.2 The Current finances for this year reflect an income of £129.20 and an expenditure of £1770.69. This obviously excludes the plot rental income which is due in soon at the start of the new year. The earmarked reserve currently stands at £4272 with £798 reserves being carried forward into the coming year totalling the reserves to £5070.

10.3.3 EV mentioned that there may be some additional funds available this coming year to purchase some ancillary items, such as an on-site portable toilet, or other items. CD queried whether a toilet was practical due to the ongoing maintenance issues - to be discussed further at next meeting.

10.4 Allotments:

10.4.1 EM tabled a plot letting update dated 17/10/25 which confirmed the following: -

- a) plot 41 has resigned following termination letter.
- b) The tenant from plot 118 has transferred to plot 43 which had been vacated recently.
- c) It is uncertain at this stage whether plot 80a will resign as there is ongoing discussion between EM and the tenant.
- d) Plots 25, 47, 63 and 111 have resigned.
- e) In summary, plots 21, 25,41,47,63,98, 111 &118 are vacant.

10.4.2 It was suggested that plot 98 which has been vacant for some time either be converted into a community plot or split into 2 half plots giving newcomers a better introduction to holding an allotment plot.

10.4.3 There is currently still an outstanding request for a half-sized plot.

10.4.4 Apparently there are still ongoing health issues with the tenants to plot 87. The committee have agreed to allow them extra time to sort the plot out.

However, we are very conscious of the need to cut down of the Burdock plants which are growing at the front of their plot which is visibly detrimental at site entrance and has the potential to distribute its seeds around the site. CD volunteered to remove the plants when time allows.

10.4.5 EM confirmed his intention to step down as plot letting secretary, yet still remain on the committee.

10.5 Distribution Centre:

The shop is open to tenants when a committee member is present on site.

10.6 Councillor's Report:

The Councillors' Report which was prepared for, and distributed at the AGM meeting, is appended to the rear of these minutes for completeness.

10.7 AOB:

10.7.1 MN has agreed to continue managing the distribution centre shop even though he will retire from the committee come the end of this session.

10.7.2 As both MN and RH are standing down from the committee at the end of the current season, a collection was gathered from tenants and committee members to show their appreciation of their past endeavours which was presented along with leaving cards and our best wishes for their futures.

The meeting closed at 07:25pm.

Chris Davies

General Secretary
Date ... **14/10/2025**

Mike Nobbs

Outgoing Chairman

Next meeting is to be held on Wednesday 19th November 2025, 7:30pm at the mayor's parlour,

17/10/2025

Allotment Plot lettings update

Waiting list 0

Vacancies 7

-
- 2 Illness

 - 21 **VACANT** poor condition

 - 25 Resigned **VACANT**

 - 41 **VACANT** after termination letter.

 - 43 Resigned. Now new tenant – transferred from plot 118 leaving that one vacant

 - 47 Resigned **VACANT**

 - 63 Resigned **VACANT**

 - 80a Poor condition. Tenant now has illness

 - 87 New let January. A setback due to illness ongoing. Agreed to allow time to work on it this autumn

 - 98 **VACANT** poor condition

 - 111 Resigned

 - 118 **VACANT** tenant transferred to 43

Observations and Comments by Romsey Town Council Representative

As I'm on holiday, I am sorry not to join you tonight. I wish you successful meeting.

Again, it has been a great pleasure to be the Town Council's representative and to have worked with a conscientious and proactive Committee this past year.

Plot Management

Please take care of your plots to spare the Committee the difficult task of chasing, or in extreme cases, arranging eviction of those who neglect them.

If illness or other issues prevent you from maintaining your plot temporarily, contact a Committee member for support.

Looking ahead to next year. If you feel your plot may be too much, please let the Committee know.

Site Entrance Car Park

Most, if not all of us, will be pleased to see the entrance car park has been re-surfaced. After protracted discussions, the Town Council secured an agreement with Hampshire County Council where they fully met the costs with Test Valley Borough Council undertaking the work. HCC accepted responsibility for the work because of the damage caused by their contractors engaged to construct the cycle track around 5 years ago!

The Town Council are aware of the water pooling and are investigating solutions.

Automated External Defibrillator (AED)

I was very pleased to see the AED being finally installed earlier this year. I sought agreement for it not long after being elected in May 2023. The challenge was to have a solution which prevented an exorbitant cost arising from the provision of the necessary mains electricity supply. I am grateful to the then newly appointed Buildings and Environment Manager. James Laffety for identifying the solution, which had only recently been launched.

Our solar and wind powered AED is only the 25th installation in the UK

Management Committee

On behalf of the Town Council, I thank both Mike Nobbs and Roger House for their combined 80 years or so service on the Management Committee. Stalwarts and heroes!

We wish them both well for the future.

I welcome those who will join the committee, and I look forward to working with them and those who remain on the Committee in the coming year.

Cllr Colin Burgess

Romsey Town Council's Representative

23 October, 2025

ROMSEY TOWN COUNCIL ALLOTMENT ACCOUNT

Statement of Income and Expenditure

01.04.2025 to 30.09.2025

Income	£	Expenditure	£	Budget £
Rents	60.00	Broadland's Rent		1500
Distribution Centre	69.20	Southern Water	44.64	750
		NSALG	70.00	70
		Card Reader Charges		0
		Dist Centre Stock		180
		Stationery/Post/Misc		0
		Maintnenace/Equip		150
		Concrete Base	850.00	
		Defib & case	668.00	
		Air horn	16.65	
		Alum Sign	95.00	
		Hedge Cutting		220
		Rat Poison/Pest Control		250
		Skip Hire		
		Sundries Petrol	26.40	
Totals	<u>129.20</u>		<u>1770.69</u>	<u>3120</u>
Income less Expenditure	-1641.49			
Earmarked Reserve	4272			
C/F 2024/25	<u>798</u>			
	5070			