



Dear Councillor

26 November 2021

You are hereby summoned to attend a meeting of the **PARISH COUNCIL** at the **Court Room, Romsey Town Hall, 1 Market Place, Romsey, SO51 8YZ on Thursday 2 December 2021 at 7.30p.m.**

Please note that the following restrictions will be in place to protect attendees. Face coverings to be worn until seated and hand sanitiser to be used upon entry.

Please note that after *Public Participation*, the public will not be able to speak during the meeting.

Yours sincerely

Melanie Wathen
Locum Clerk

AGENDA

1) Apologies for absence

2) Declarations of Interests, Gifts or Hospitality

To receive declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of the meeting, of an interest that has not been disclosed under this item you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have.

3) Public Participation – may speak for up to 3 minutes.

4) County Councillor/ Borough Councillor Reports (if present)

5) Minutes

- a) To Agree the Minutes of the Parish Council Meeting Held on 4 November 2021 and progress of actions
- b) To Receive the Minutes of the Joint Planning Committee Held on 16 September & 11 November 2021

6) Finance:

- a) To Note the Monthly Bank Reconciliation for October 2021
- b) Payments for Approval November 2021
- c) Payments Received November 2021
- d) To set the Precept for 2022 / 2023
- e) Request from Romsey Festival for a grant of £1,000 for the next two years
- f) Investment Strategy 2022-2023
- g) Opening of new bank accounts

7) Council administration

- a) Calendar of meetings for 2022
- b) Newsletter – To Receive an Update
- c) Health & Safety Reports – To Receive an Update

8) Footpaths & Roads

- a) Speeding – To Receive an Update on the Joint Speed Limit Reminder Sign & SpeedWatch

9) Parish Amenities

- a) Allotments – To Receive an Update
- b) Bus Shelters – Graffiti on shelter
- c) Woodley Village Hall – To Receive an Update

10) TBVC – Community Governance Review of Romsey Town Council and Romsey Extra Parish Council

11) Meetings attended To Receive any Necessary Feedback

12) Exclusion of the Press and Public: to agree any items to be dealt with after the public, including the press, have been excluded under the Public Bodies (admissions to meetings) Act 1960 and Local Government Act 1972 ss100

13) To approve the appointment of the Clerk & Responsible Financial Officer (RFO)

14) General business at chairman's discretion – no resolutions can be passed

ROMSEY EXTRA PARISH COUNCIL

Minutes of the Full Council Meeting held on Thursday 4 November 2021 at 7.30pm in the Council Chamber, Romsey Town Council.

Present:

Cllr John Parker (Chairman) (JP)
Cllr Sue Tippet (ST)

Cllr Matthew Southey (MS)

In attendance: Mrs Melanie Wathen (Locum Clerk & RFO) (MW)
County Cllr (Romsey Rural) also Blackwater Ward Nick Adams-King (NA-K)

Also present: No members of the public

81 **Apologies for absence**

Apologies were received and accepted from Cllr Janet Burnage (JB), Cllr Dorothy Baverstock (BD) and Cllr Mark Cooper (MC)

82 **Declaration of interests, Gifts & Hospitality**

No declarations were made.

83 **Public participation**

There were no members of the public present.

84 **County Councillor / Borough Councillor Reports**

NA-K as County Councillor reported that the Good Neighbourhood Network scheme was due to have a consultation as HCC were looking to try and reduce the funding they receive. At present they are not sure how this possible funding reduction would affect the service. It could be that they stop to cover the insurance of all of the schemes and the free DBS checks.

Hampshire deal – no details are forthcoming at present as it does not seem that the different councils are talking to each other.

JP as Borough Councillor reported that the Strategic development and Housing availability draft document has been released to Members only and that it will become a public document in due course for consultation.

85 NA-K left the meeting at 7.55pm.

86 **Council minutes**

RESOLVED: To confirm the minutes of the Full Council meeting held on 7 October 2021 with the following amendments.

69 – amend Expenditure to Externiture.

71 – add during school hours at the end of the paragraph.

The minutes were duly signed by the Chairman.

All minutes are draft until ratified by the Council at the next meeting

The Minutes for the Joint Planning Committee held on 14 October were received in draft.

Financial matters

87 **To note the monthly Bank Reconciliation for September 2021**

RESOLVED: That the Bank Reconciliation for September 2021 is approved and signed by the Chairman and Clerk.

88 **Payments for approval October 2021**

RESOLVED: That the payment schedule below is received and approved.

Payment details	Authority	Total
Melanie Wathen – Locum fees & Mileage.	LGA 1972 s111	£695.60
Sentry – storage 6/10/21 – 2/11/21	LGA 1972 s111	£60.00
Marc Nokes – Landscape Maintenance September	LGA 1972 s111	£140.00
Smarty – monthly mobile phone fee	LGA 1972 s111	£18.00
Romsey Town Council – room hire 4/10/21	LGA 1972 s111	£40.00
HMRC – July to Sept 21 NI & Tax	LGA 1972 s111	£249.68
Externiture – 6 x bus shelter cleans	LGA 1972 s111	£204.00
Romsey Town Council – planning meetings & admin of	LGA 1972 s111	£450.80
Wathen Marine Catering Equipment Services – printing, photocopying etc	LGA 1972 s111	£60.00
Adobe Acrobat	LGA 1972 s111	£15.17
TVBC - Grounds Maintenance April - September	LGA 1972 s111	£646.80
Protect Rural England – membership	LGA 1972 s111	£17.50

89 **Payments received in September and October 2021**

RESOLVED: That the following payments received be noted.

Date	Received from	Reason	Amount
10.09.21	TSB	Gross Interest	£57.71
10.10.21	TSB	Gross Interest	£55.86
18.10.21	TVBC	Precept -2/2 2021/22	£28,178.50

90 **To set the Budget and Precept for 2022/2023**

RESOLVED: To accept the budget in draft. To bring the Precept request back to the December meeting along with the number of band D properties so that the % increase of setting a proposed precept of £79,721.19 can be calculated. Deferring the item will also allow more Members to be present to make the decision.

All minutes are draft until ratified by the Council at the next meeting

Council administration**91 Newsletter**

RESOLVED: No update but please can any articles be forwarded to MC asap. **ALL**

92 Health & Safety reports

The Clerk reported that the Defibrilators had been checked and were all ok.

93 Death of Jeff Watkins, Parish Clerk 1991 – 1998

This sad news was noted and Cllr Parker confirmed that he will be attending the funeral as REPC's representative.

Footpaths & Roads**94 Speeding – SpeedWatch and SLR**

SpeedWatch – JP advised that there was no update.

SLR – the equipment is still with Simon Nightingale. A date to receive this still needs to be confirmed. **JP & MW**

Parish Amenities**95 Allotments**

A draft constitution is still being sought. **MW**

A letter to be drafted inviting all allotment holders to a meeting. **JP**

96 Bus shelters

The Clerk has contacted TVBC about how to remove graffiti from the shelters and they are looking into this. **MW**

The cleaning of the shelters has highlighted an error in that the shelter by Hilliers but on the Braishfield side is being paid for by us when it should be the shelter on the A27 Botley Rd. This is being corrected with the contractor. **MW**

97 Woodley Village Hall

The new Committee is working well. They are going to ask Marc Nokes if he is able to tidy the area to the right of the hall.

98 Planting of the Platinum Jubilee Oaks at Woodley Village Hall

RESOLVED: To request that Marc Nokes prepares a hole to plant the one of the trees in the location already identified within the open space area to the left of the hall. To request a meeting with Marc to discuss the location for the second tree. **JP**

Meetings attended and to receive any necessary feedback

99 Mountbatten School Autumn Concert – JP attend this superb evening.
Safe & Well Event – this was held at Crossfield Hall. It was aimed at older residents to provide information on safety and how to look after themselves.
Test Valley Partnerships – brings all different bodies together to discuss many different subjects. This meeting focused on mental health and climate change.

Exclusion of Press and Public

100 **RESOLVED:** That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media

All minutes are draft until ratified by the Council at the next meeting

be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Update on the appointment of a Clerk & Responsible Financial Officer (RFO)

- 101 **RESOLVED:** That Cllrs Burnage and Tippetts would arrange the interview date and hopefully these will be held in the Mayors Parlour at Romsey Town Hall.

General business at Chairman's discretion

- 102 No items were raised.

There being no further business the meeting closed at 8.40pm.

Signed.....date.....

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE HELD IN THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 16 th September 2021	31
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In the Chair: Cllr J Parker

ATTENDANCE:

ROMSEY EXTRA PARISH

P Councillor J Burnage
P Councillor J Cairney
P Councillor M G Cooper
P Councillor J Parker
P Councillor M Southey
A Councillor S Tippet

ROMSEY TOWN

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

In attendance

Clerk Faye Godwin

Public Mr P Liddell, Ace Liftaway
Mr J Goodenough, Stratland Estates and two others

36. Apologies

Apologies were received from Cllr J Critchley, Cllr I Culley, Cllr S Lamb and Cllr S Tippet

37. Declarations of Interest

Cllr J Parker declared a personal interest in Application 21/02502/OELS as he is a neighbour.

38. Minutes

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 19th August 2021 were confirmed as a true record.

Proposed by: Cllr J Burnage

Seconded by: Cllr J Ray

CARRIED UNANIMOUSLY

Matters Arising

Cllr M Cooper made a suggestion to a change in the format of the Agenda and Minutes. As it is a joint committee meeting, to instead have REPC and RTC lists interleaved to allow ease of going through them. This was **CARRIED UNANIMOUSLY**.

Cllr J Burnage made a suggestion to a change in the format of the Agenda. To add page numbers. This was **CARRIED UNANIMOUSLY**.

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE HELD IN THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 16 th September 2021	32
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39. **Public Participation**

The meeting was adjourned at 7.36pm to allow Mr P Liddell to speak re Application 21/02392/CMAS and Mr J Goodenough from Stratland Estates to speak about their upcoming projects. The meeting reconvened at 8.19pm.

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

APPLICATION NO: 19/02755/FULLS
 APPLICANT: Mr S Paull
 PROPOSAL: Erection of 36 retirement apartments, communal facilities, and parking
 SITE: Land At Abbotswood Local Centre, Abbotswood Common Road, Romsey
 STATUS: REPC objected
 DECISION: Delegated for PERMISSION

APPLICATION NO: 20/01369/FULLS
 APPLICANT: Mr Scott Bundy
 PROPOSAL: Change of use of buildings to form 3 holiday lets (retrospective)
 SITE: Sadlers Mill Farm, The Causeway, Romsey
 STATUS: REPC objected
 DECISION: PERMISSION

APPLICATION NO: 20/01959/FULLS
 APPLICANT: Hanslip, Stratland Developments Ltd
 PROPOSAL: Development of four detached dwellings on Plot 64 at Oxlease Meadows
 SITE: Land At Plot 64 Oxlease Meadows, Romsey, Hampshire
 STATUS: JPC objected. Cllr Wilkinson spoke on behalf of JPC.
 DECISION: Delegated for PERMISSION

41. **Appeal Notifications/Decisions**

APPLICATION NUMBER: 21/00706/FULLS
 PROPOSAL: Stationing of a kitchen van (Class E(b) and retention of block-paved hardstanding area for a temporary period of 12 months
 SITE: 48 The Hundred, Romsey SO51 8BX

Noted

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE HELD IN THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 16 th September 2021	33
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42. **Amended Applications**

APPLICATION NUMBER: 21/02351/FULLS
PROPOSAL: Loft Conversion with rooflights
SITE: 31 Furze Drive, Romsey, SO51 0BJ
STATUS: JPC – No objection subject to adequate off-street parking.
Noted that parking was now resolved.

43. **Correspondence**

None

44. **Planning Applications**

List Nos: 33, 34, 35 and 36.

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 16 th September 2021	34
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ROMSEY EXTRA PARISH COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 33 Week Ending: Friday 20th August 2021					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
	NONE				

ROMSEY EXTRA PARISH COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 34 Week Ending: Friday 27th August 2021					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
21/02474/FULLS 23.08.2021 ROMSEY EXTRA 1.	Demolition of existing dwelling and construction of a new 4 bed detached dwelling with associated access and landscaping	Nikki Brown Rieve Verte , Sandy Lane, Abbotswood, SO51 0PD	Katie Andrew 16.09.2021	No Objection	
21/02502/OELS 24.08.2021 ROMSEY EXTRA 2.	Provision of an additional underground low voltage supply from the existing electricity pole and low voltage overhead lines	Scottish And Southern Electricity Networks The Lodge, Highwood Lane, Romsey, Hampshire SO51 9AF	Katie Andrew 17.09.2021	No Objection	
21/02511/FULLS 26.08.2021 ROMSEY EXTRA 3.	Timber Fencing with concrete base boards and posts erected around the property (retrospective)	Louise Cookson And Jason Watson Hunters Lodge , Winchester Hill, Romsey, SO51 7NW	Mr Gregory Anderson 24.09.2021	No Objection	
21/02516/LBWS 26.08.2021 ROMSEY EXTRA 4.	Replace timber ground floor floating floor and raised timber floor to the first floor bathroom (part retrospective)	Lorna Broadlands Settlement Bowmans Farmhouse , Romsey Road, Ower, SO51 6AE	Miss Ash James 24.09.2021	No Objection	

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 16 th September 2021	35
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21/02517/LBWS 26.08.2021 ROMSEY EXTRA 5.	Replacement of wall linings to interior external walls and ceiling linings to reception rooms 1 and 2 (part retrospective)	Broadlands Settlement Bowmans Farmhouse , Romsey Road, Ower, SO51 6AE	Miss Ash James 24.09.2021	No Objection	
21/02521/FULLS 27.08.2021 ROMSEY EXTRA 6.	Rebuild 2no. brick chimneys, repair works to existing roof and dormers including improved waterproofing details and replacement veranda posts (Retrospective)	Broadlands Settlement Bowmans Farmhouse , Romsey Road, Ower, SO51 6AE	Miss Ash James 24.09.2021	No Objection	
21/02522/LBWS 27.08.2021 ROMSEY EXTRA 7.	Rebuild 2no. brick chimneys, repair works to existing roof and dormers including improved waterproofing details and replacement veranda posts	Broadlands Settlement Bowmans Farmhouse , Romsey Road, Ower, SO51 6AE	Miss Ash James 24.09.2021	No Objection	

ROMSEY EXTRA PARISH COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 35 Week Ending: Friday 3rd September 2021					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
21/02141/FULLS 31.08.2021 ROMSEY EXTRA 1.	Garage conversion with new window and door to replace garage doors	Jacqueline Griffiths Sylvan Ridge, Crampmoor Lane, Crampmoor, SO51 9AJ	Mrs Sacha Coen 24.09.2021	No Objection	

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 16 th September 2021	36
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ROMSEY EXTRA PARISH COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 36 Week Ending: Friday 10th September 2021					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
21/02590/FULLS 06.09.2021 ROMSEY EXTRA 1.	Part ground floor front and First floor side extension	Mr And Mrs Neil Barnes Saffron, Crampmoor Lane, Crampmoor, SO51 9AJ	Mr Gregory Anderson 28.09.2021	No Objection	
21/02635/FULLS 08.09.2021 ROMSEY EXTRA 2.	Erection of 35 dwellings with associated parking and use of the vehicular ingress and egress onto Cupernham Lane following the demolition of the existing dwelling and other outbuildings.	LandQuest UK (Southern) Ltd Oxlease House, Cupernham Lane, Romsey, Hampshire SO51 7LE	Mr Paul Goodman 08.10.2021	Objection	Housing too dense, compared to Oxlease 11 dwellings per hectare, Baroona 12 dwellings per hectare, Ringstead 14.4 dwellings per hectare. There is no allocation to affordable housing which goes against TVBC policy. The design of the homes lack character and are out of keeping with the area.

ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 33 Week Ending: Friday 20th August 2021					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
21/02189/FULLS 16.08.2021 ROMSEY TOWN 1.	Change of use of ground floor to dwelling	Mr And Mrs James and Sharron Karsenbarg 33 Church Street, Romsey, Hampshire, SO51 8BT	Katie Andrew 17.09.2021	No objection	

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 16 th September 2021	37
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21/02365/FULLS 20.08.2021 ROMSEY TOWN 2.	Installation of air handling unit and framework with weatherproof enclosure, 8 external AC units and cabinet extractor fan on flat roof	Mr Zabir Ali 3 - 5 The Hundred, Romsey, Hampshire, SO51 8GD	Miss Ash James 14.09.2021	Objection	Requires adequate sound attenuation. Makes the rear view unattractive and is not appropriate for desired urban setting.
21/02408/FULLS 16.08.2021 ROMSEY TOWN 3.	Erection of first floor side extension	Mr And Mrs Savage 13 Mead Close, Romsey, SO51 5QX,	Mr Gregory Anderson 18.09.2021	No objection	
21/02447/FULLS 19.08.2021 ROMSEY TOWN 4.	Removal of existing garage and conservatory, single storey side and rear extension with first floor Juliet balcony addition, French doors to rear elevation, replacement of existing bay window and apex window to front elevation and change of external materials	Mr And Mrs Murphy Sherwood , 44 Cupernham Lane, Romsey, SO51 7JH	Miss Ash James 13.09.2021	No objection	
21/02459/VARS 20.08.2021 ROMSEY TOWN 5.	Removal of Condition 6 and Variation of Condition 14 of 21/02004/FULLS - (Change of use of part of ground and first floors from retail and office to residential, external alterations and extensions to rear and redesign garden) to substitute drawings D-220A and D-310A for D-220C and D-310B - to allow a revised design of the Orangery	Mr Tim Lincoln 10 Market Place, Romsey, SO51 8NB,	Mrs Sarah Appleton 17.09. 2021	No objection	
21/02476/TREES 20.08.2021 ROMSEY TOWN 6.	T1 - Cedar - Fell	Mr Tim Lincoln 10 Market Place, Romsey, Hampshire, SO51 8NB	Mr Rory Gogan 14.09.2021	Comment	Lack of details. Suggest TVBC Tree Officer take a look at it and report back.
21/02430/PDHS 17.08.2021 ROMSEY TOWN 7.	Notification of proposed works to a dwelling - Single storey rear extension (length from rear wall of original dwelling house 6.6 metres, height 4 metres, height to eaves 3 metres)	Mr Ian Paxton 4 Southampton Road, Romsey, Hampshire, SO51 8AF	Mrs Sacha Coen 08.09.2021		For information only - Noted

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 16 th September 2021	38
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ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 34 Week Ending: Friday 27th August 2021					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
21/02453/FULLS 24.08.2021 ROMSEY TOWN 1.	Single storey rear extension	Hannah Pike 14 Oatlands, Romsey, SO51 0GW	Miss Ash James 16.09.2021	No objection	
21/02488/TPOS 23.08.2021 ROMSEY TOWN 2.	Prune low new growth over driveway and leafy base growth from 2 Lime trees on a regular basis	Dr Janet Payne Lime Cottage, The Crescent, Romsey, Hampshire SO51 7NG	Mr Rory Gogan 14.09.2021	No objection	
21/02530/FULLS 27.08.2021 ROMSEY TOWN 3.	Single storey side extension	Mr And Mrs Davidson 20 The Harrage, Romsey, SO51 8AE,	Mr Gregory Anderson 22.09.2021	Objection	Goes beyond current building line. Detrimental to design and character of this part of the estate. To allow this would set a precedent for others.

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 16 th September 2021	39
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ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 35 Week Ending: Friday 3rd September 2021					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
21/02484/LBWS 31.08.2021 ROMSEY TOWN 1.	Replacement of roof tiles on the utility room and bothy	Mr And Mrs P Halliwell 29 Middlebridge Street, Romsey, Hampshire, SO51 8HJ	Mrs Sacha Coen 01.10.2021	No objection	
21/02494/FULLS 31.08.2021 ROMSEY TOWN 2.	Single Storey Front Extension	Mr And Mrs Bartram 3 Hereward Close, Romsey, Hampshire, SO51 5RA	Mrs Sacha Coen 23.09.2021	No objection	
21/02536/LBWS 31.08.2021 ROMSEY TOWN 3.	Alterations to design of previously approved Orangery	Mr Tim Lincoln 10 Market Place, Romsey, SO51 8NB	Mrs Sarah Appleton 01.10.2021	No objection	
21/02540/FULLS 31.08.2021 ROMSEY TOWN 4.	Demolish conservatory, replace with single storey rear extension, create first floor extension above garage on side and extending out at the rear	Miss Kathryn Taylor 19 Oatlands, Romsey, SO51 0GU	Miss Ash James 23.09.2021	No objection	
21/02603/TPOS 03.09.2021 ROMSEY TOWN 5.	T1 - Scarlet Oak - Crown lift by up to 6m to clear from power lines and remove stem epicormic growth	Mr Stuart Brown Doreda, The Crescent, Romsey, Hampshire SO51 7NG	Mr Rory Gogan 28.09.2021	No objection	

ROMSEY TOWN COUNCIL

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 16 th September 2021	40
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WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 36 Week Ending: Friday 10 th September 2021					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
21/02576/FULLS 09.09.2021 ROMSEY TOWN 1.	Single storey front and side extension, and replace flat roof with pitch roof (Retrospective)	Mr And Mrs C Sutton 17 Eight Acres, Romsey, SO51 5BP	Mrs Sacha Coen 03.10.2021	No objection	
21/02619/FULLS 09.09.2021 ROMSEY TOWN 2.	Erection of 9 houses 4 x 4 bed detached and 5 x 3 bed semi-detached and terrace, new access road	Mr Stuart Wilson 109A Winchester Road, Romsey, SO51 8JF	Sarah Barter 02.10.2021	Objection	The 4 x 4 bed detached houses are too high and too close to Tadfield Road. No consideration for construction traffic/owners going into narrow access
21/02639/FULLS 09.09.2021 ROMSEY TOWN 3.	Single storey rear extension	Mrs Patricia Jenkins 8 Nursery Gardens, Romsey, SO51 5UU	Mr Gregory Anderson 02.10.2021	No objection	
21/02651/PDHS 09.09.2021 ROMSEY TOWN 4.	Notification of proposed works to a dwelling - Single storey rear extension (length from rear wall of original dwellinghouse 3.6 metres, height 3 metres, height to eaves 2.8 metres)	H Briers 15 Priestlands, Romsey, Hampshire, SO51 8FJ	Mr Gregory Anderson 04.10.2021		For information only - Noted

Meeting ended at: 9.04 pm

Next meeting: Thursday 14th October 2021 at 7.30 pm

Signature:

Date:

In the Chair: Cllr J Parker

ATTENDANCE:

ROMSEY EXTRA PARISH

P Councillor J Burnage
P Councillor J Cairney
P Councillor M G Cooper
P Councillor J Parker
P Councillor M Southey
P Councillor S Tippet

ROMSEY TOWN

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

In attendance

Clerk Faye Godwin

54. **Apologies**

Apologies were received from Cllr I Culley and Cllr C Wise

55. **Declarations of Interest**

None

56. **Minutes**

Confirmation

The minutes of the Joint Planning Committee Meeting held on Thursday 14th October 2021 were confirmed as a true record.

Proposed by: Cllr J Critchley

Seconded by: Cllr J Ray

CARRIED UNANIMOUSLY

Matters Arising

57. **Public Participation**

None

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

None

59. **Appeal Notifications/Decisions**

Enforcement Appeal

SITE AT:

2 Meon Road, Romsey, Hampshire, SO51 5PU

Alleged Breach:

Appeal against without planning permission the Erection of a boundary fence greater than 1m high adjacent to the highway

Appeal Ref:

APP/C1760/C/21/3281677

Appellant's Name:

Ms Claire Lougarre

Appeal Start Date:

04.10.2021

Noted

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE HELD IN THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 11 th NOVEMBER 2021	51
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60. Amended Applications

APPLICATION NUMBER: 21/01444/VARS
PROPOSAL: Vary conditions 1, 2, 12 and 36 of the approved planning permission (19/00499/VARS) to replace approved CEMP and associated plans to updated CEMP Rev A and associated Masterplan Rev JJ together with amendments to scrummage area
SITE: Ganger Farm, Ganger Farm Lane, Romsey, Hampshire
Noted

61. Correspondence

1. Email from Charlotte Biles at TVBC dated 19-10-21 re: Town and Country Planning Act 1990
Tree Preservation Order TPO.TVBC.1228
Land At 145 and 147 Botley Road, Romsey, Hampshire
Noted
2. Email from Christine and Chaouki Khairallah Owners of Romsey Common Farm, SO51 6AD who are seeking to secure planning permission for their equestrian proposals.
Noted
3. Email from Timothy Goodridge at TVBC dated 08-11-21 re: Test Valley Strategic Housing and Economic Land Availability Assessment
Noted – Chair proposed to convene a panel to score sights either later this month or early next.
4. Letter from Paul Jackson at TVBC dated 02-11-21 re: proposed revision of Local Information Requirements for the Validation of Planning and related Applications.
Noted
5. Letter from Isabella Falco at TVBC re: confirmation of TPO 1225.
Noted

62. Planning Applications

List Nos: 41, 42, 43 and 44.

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 14 th October 2021	52
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ROMSEY EXTRA PARISH COUNCIL & ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 41
Week Ending: Friday 15th October 2021

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
NOTIFICATION OF A LARGER HOME EXTENSION – (FOR INFORMATION ONLY)					
21/02998/PDHS 11.10.2021 ROMSEY EXTRA	Notification of proposed works to a dwelling - Single storey rear extension (length from rear wall of original dwelling house 4 metres, height 4 metres, height to eaves 3 metres)	Mr King 27 Woodley Close Romsey Hampshire SO51 7PD	Mrs Sacha Coen 05.11.2021		Noted

ROMSEY EXTRA PARISH COUNCIL & ROMSEY TOWN COUNCIL
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 42
Week Ending: Friday 22nd October 2021

APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
21/02737/FULLS 22.10.2021 ROMSEY EXTRA 1.	Conversion of garage to gym, office and store room, replace roof with inclusion of with inclusion of roof lights	Miss Natalie Jones 105 Oxlease Meadows, Romsey, SO51 7AB,	Miss Ash James 17.11.2021	Objection	Parking not convenient to the users. Request users ancillary to main property not commercial use and adequate noise insulation.
21/02955/TPOS 20.10.2021 ROMSEY EXTRA 2.	T1 - Lime - Cut back lateral branches projecting over parking spaces by 1.5 metres T2 - Oak - Pollard at 8 Metres T3 - Oak - Cut back lateral branches to provide 2 Metres clearance from building	Mrs Daphne Romsey Grange Mews, Romsey, Hampshire, SO51 7NB	Mr Rory Gogan 10.11.2021	No objection	

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 14 th October 2021	53
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21/03038/TPOS 18.10.2021 ROMSEY TOWN 3.	G1 - Boundary Conifer Hedge - reduce the back stems up to 5 metres in height in line with the remainder hedge	Ms A Lovejoy 47 Horseshoe Drive, Romsey, SO51 7TP	Mr Rory Gogan 09.11.2021	No objection	
21/03052/VARS 18.10.2021 ROMSEY TOWN 4.	Variation of condition 18 of approved application 08/00911/FULLS (Extension to foodstore and associated works) to allow a wider delivery window for HGVs	C/O Agent - Firstplan Waitrose , 32 Alma Road, Romsey, SO51 8AS	Sarah Barter 19.11.2021	Objection	Impact of amenities of neighbours and adjacent dwellings. Current home delivery timings more than generous.
21/03058/CLPS 19.10.2021 ROMSEY TOWN 5.	Application for a certificate of lawful development for - Fitting of 12 solar panels on south west facing roof at rear of property	Mr And Mrs Nigel And Kate Allen 84 Riverside Gardens, Romsey, SO51 8HN	Mrs Sacha Coen 11.11.2021	No objection	
21/03094/TPOS 21.10.2021 ROMSEY TOWN 6.	T1 - Oak - Fell	Paul Hilman Winchester Hill Business Park, Dasic International , Winchester Hill, Romsey, SO51 7YD	Mr Rory Gogan 12.11.2021	Objection	Pending being reviewed by TVBC Tree Officer
RE-ADVERTISEMENT					
21/01444/VARS	Vary conditions 1, 2, 12 and 36 of the approved planning permission (19/00499/VARS) to replace approved CEMP and associated plans to updated CEMP Rev A and associated Masterplan Rev JJ together with amendments to scrummage area	Miss Rachel Ballam Ganger Farm Ganger Farm Lane Romsey Hampshire SO51 0QA	Sarah Barter 15.11.2021		Noted

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 14 th October 2021	54
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ROMSEY EXTRA PARISH COUNCIL & ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 43 Week Ending: Friday 29th October 2021					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
21/03039/FULLS 25.10.2021 ROMSEY EXTRA 1.	Remove conservatory and erection of orangery, and extension to form double garage with home gym/storage above	Mr And Mrs Ian And Charmain Browning Oak Tree Cottage, Halterworth Lane, Romsey, SO51 9AE	Miss Ash James 18.11.2021	No objection	Request current hedge being retained.
21/03140/FULLS 26.10.2021 ROMSEY EXTRA 2.	Two new windows to front elevation and two new windows and replacement of existing french doors to rear elevation	Mr And Mrs Adeniji Halterworth House, Halterworth Lane, Romsey, SO51 9AE	Mrs Sacha Coen 18.11.2021	No objection	
21/03156/FULLS 29.10.2021 ROMSEY EXTRA 3.	Alterations and extension to existing stables, erection of covered and open arenas, horse walker and associated works	First Wave Equestrian Romsey Common Farm, Gardeners Lane, East Wellow, Romsey Hampshire SO51 6AD	Mr Nathan Glasgow 23.11.2021	No objection	
21/03179/CLPS 29.10.2021 ROMSEY TOWN 4.	Application for proposed lawful development certificate for construction of single storey rear conservatory	Valerie Selby 17 Rivermead Close, Romsey, SO51 8HQ,	Mrs Sacha Coen 20.12.2021	No objection	

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 14 th October 2021	55
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ROMSEY EXTRA PARISH COUNCIL & ROMSEY TOWN COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 44 Week Ending: Friday 5th November 2021					
APPLICATION NO. DATE OF APPLICATION	PROPOSAL	LOCATION	CASE OFFICER	DECISION	COMMENTS
21/03010/FULLS 05.11.2021 ROMSEY EXTRA 1.	Two storey side extension	Mrs Vicky Brown 1 Ganger Road, Romsey, SO51 7UB,	Mr Nathan Glasgow 30.11.2021	Objection	Being hard against pavement edge and extending beyond building line, this has a severe negative impact on the street scene at this location.
21/03132/FULLS 04.11.2021 ROMSEY EXTRA 2.	Two storey extension to front side and rear and replacement detached garage	Mr Lee Crook And Miss Stampfer Highfield, School Road, Romsey, SO51 7NX	Kate Levey 26.11.2021	No objection	
21/02740/FULLS 01.11.2021 ROMSEY TOWN 3.	Replace timber cladding, infill brickwork and defective roof tiles, alterations to windows and doors and removal of internal floor	Mr And Mrs Light Willows , 177 Middlebridge Street, Romsey, SO51 8HH	Miss Ash James 03.12.2021	No objection	
21/02741/LBWS 01.11.2021 ROMSEY TOWN 4.	Internal alterations/refurbishment/improvement works together with external refurbishment works to existing barn/storage area to create home office and gym.	Mr And Mrs Light Willows, 177 Middlebridge Street, Romsey, SO51 8HH	Miss Ash James 03.12.2021	No objection	Subject to office/gym having ancillary use to 177 only.

Signature:

Date:

MINUTES ROMSEY EXTRA PARISH AND ROMSEY TOWN COUNCIL JOINT PLANNING COMMITTEE THE COURTROOM, TOWN HALL, ROMSEY, HAMPSHIRE THURSDAY 14 th October 2021	56
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21/03065/FULLS 05.11.2021 ROMSEY TOWN 5.	Erection of gazebo (Retrospective)	Mr And Mrs Kim And Michael Bassett The Old Stables, Love Lane, Romsey, Hampshire SO51 8DD	Mrs Sacha Coen 27.11.2021	No objection	
21/03192/TPOS 01.11.2021 ROMSEY TOWN 6.	T1, T2, T4 Lime Trees - Pollarding of new growth each winter for the next 10 years	Dr Thomas Hollingworth Hazelmount , The Crescent, Romsey, SO51 7NG	Mr Rory Gogan 23.11.2021	No objection	
21/03197/TPOS 01.11.2021 ROMSEY TOWN 7.	Tree 57124 Oak - Crown lift to 4m and prune 2m clear of property, dead wood removal	Mr Kevin Harrington 15 Brook Way, Romsey, SO51 7JZ	Mr Rory Gogan 23.11.2021	No objection	
21/03200/TPOS 01.11.2021 ROMSEY TOWN 8.	T1 - Hawthorn - Fell	Dr Kris Partridge 28 High Firs Road, Romsey, Hampshire, SO51 5PZ	Mr Rory Gogan 23.11.2021	No objection	
21/03209/TPOS 01.11.2021 ROMSEY TOWN 9.	Pollard 50 x lime, and remove epicormic growth every 4 years	Mr Edwin Martin 1-3 Montfort Heights, Halterworth Lane, Romsey, Hampshire SO51 9LP	Mr Rory Gogan 23.11.2021	No objection	
21/03258/TPOS 05.11.2021 ROMSEY TOWN 10.	T1 - Sycamore- Reduce height by up to 5m, lateral limbs by up to 3m, remove major deadwood, crown lift up to 5m over gardens	Mr P Beeching Conifers , 48 Cupernham Lane, Romsey, SO51 7LG	Mr Rory Gogan 27.11.2021	No objection	

Meeting ended at: 8:24pm

Next meeting: Thursday 9th December 2021 at 7.30 pm

Signature:

Date:

ITEM 6a

Bank Reconciliation	
As of 31 October 2021	
Balance Brought Forward 1 April 2021	£191,978.65
Add Receipts (YTD)	£93,499.94
Sub Total	£285,478.59
Less Payments (YTD)	-£23,852.00
Total	£261,626.59
Bank Balances as of 31 October 2021	£6,545.03
	£255,081.56
Less any unpaid Cheques/ DDs	
Total	£261,626.59
Signed Chairman:	
Date:	
Signed Clerk/RFO	
Date:	

b) Payments for approval November 2021

Voucher	PAYMENT DETAILS	STAT. AUTHORITY	AMOUNT Via BACs	AMOUNT Via Debit Card/SO /DD/Chq	INITIALS
	November 2021				
77	Sentry – storage 03/11/21 – 30/11/21	LGA 1972 s111		£60.00	JP & ST
78b	Marc Nokes – Landscape Maintenance October	LGA 1972 s111	£140.00		JP & ST
79	SLCC Enterprise Ltd – Clerk job advert	LGA 1972 s111	£234.00		JP & ST
80	SLCC – Clerks membership	LGA 1972 s111	£166.00		JP & ST
81	Melanie Wathen – Locum fee & mileage October	LGA 1972 s111	£691.55		JP & ST
82	Royal British Legion – Poppy Wreath	LGA 1972 s111	£20.50		JP & ST
83	Smarty – mobile phone monthly fee	LGA 1972 s111		£18.00	JP & ST
84	Romsey Town Council – room booking 02-12-21	LGA 1972 s111	£40.00		JP & ST
85	Expenditure – bus shelter cleans x 5 October	LGA 1972 s111	£165.60		JP & ST
86	Sentry – storage 01/12/21 – 28/12/21	LGA 1972 s111		£60.00	JP & ST
		TOTAL	£1,457.65	£138.00	

	BANK TRANSFER BETWEEN ACCOUNTS				
	Transfers from Business Saver to Current				
		TOTAL			

APPROVED: _____

DATE: _____ **2021**

APPROVED: _____

DATE: _____ **2021**

c) Payments received November 2021

Precept Calculation 2022/2023

Draft Council Income Budget - sheet 1	£1,455.00
Draft Council Budget - sheet 1	£55,467.00
Earmarked Funds Council - sheet 1	£21,250.00

Sub Total	£75,262.00
Less estimated budgeted underspends for the current year	£8,671.00
Less estimated bank balance as at 31st March 2021 (see below)	-£13,130.19
Total	£79,721.19

Precept 2022/2023 £79,721.19

Calculation of Estimated Bank Balance as at 31/3/22	
(Using bank account balances as at 30th September 2021)	
TSB	£13,228.10
TSB Instant Access Account	£226,847.20
	£240,075.30
Less unspent Council budgeted amounts for 2021/22	-£8,671.00
Less Earmarked Funds - see note 1	
Election Fund	-£6,500.00
Defibs	-£250.00
Solar Farm	-£34,600.00
IT	-£2,000.00
RNPlan	-£2,389.00
CiL	-£124,431.33
Allotments	-£5,358.00
SLR Joint	-£7,256.00
Bus Shelters	-£2,000.00
Pension Deficit	-£20,000.00
General	-£39,750.16
Estimated Bank Balance	-£13,130.19

The Precept Calculation calculates the required amount of the Precept by determining how much money is necessary to run the parish council for a year, offset by what is left in the bank account at the end of the year.

However, the bank balance at the end of the year is not only made up from the money we have not spent from the current year budgets, but includes sums we are holding for various specified reasons and this is represented by the lower part of the calculation.

Note 1 - Earmarked Funds are pots of money held within the bank account balances for specific items/projects

Council Budget 2022/2023

		2020/2021	2021/2022	Projected O/T	Underspends	2022/2023
INCOME						
	Precept					
	Interest	£907.00		£567.00		£550.00
	Woodley VH rent	£5.00	£5.00	£5.00		£5.00
	Other payments - CiL					
	Allotment Fees	£1,020.00	£900.00			£900.00
		£1,932.00	£905.00	£572.00		£1,455.00
EXPENDITURE						
Administration - Clerk						
	Salary		£15,000.00	£15,000.00		£15,000.00
	Employer NI		£915.00	£940.00		£950.00
	Employer Pension		£3,030.00	£3,030.00		£3,050.00
	Travel		£600.00	£610.00		£600.00
	Office allowance		£800.00	£400.00	£400.00	£1,000.00
	Courses / training		£300.00	£270.00	£30.00	£300.00
Councillors						
	Chairman's allowance		£400.00	£250.00	£150.00	£400.00
	travel		£100.00	£50.00	£50.00	£100.00
	Conference / courses		£100.00	£50.00	£50.00	£100.00
Office						
	Postage		£100.00	£100.00		£100.00
	Pohtocopy / stationary		£250.00	£130.00	£120.00	£250.00
	Telephone / boradband		£650.00	£772.00		£800.00
	IT		£500.00	£376.00	£124.00	£500.00
Publicity						
	Advertising		£367.00	£200.00	£167.00	£367.00
	Newsletter		£5,000.00			£5,000.00
General						
	Subscriptions		£1,150.00	£1,092.00		£1,150.00
	Publications		£150.00			£150.00
	Room Hire (meetings)		£550.00	£500.00		£550.00
	Insurance		£850.00	£983.00		£1,000.00
	Aduit		£750.00	£575.00	£175.00	£750.00
	Election -costs		£1,000.00	£1,000.00		
		£0.00	£32,562.00		Sub Total	£32,117.00
RUNNING COSTS						
	Lengthsman		£1,200.00			£1,200.00
	Footpaths/Roads (SLR & Speedwatch)		£1,000.00	£837.00	£163.00	£1,000.00
	Amenities		£2,750.00	£1,940.00	£810.00	£2,750.00
	Other		£2,000.00	£1,168.00	£832.00	£2,000.00
		£0.00	£6,950.00		Sub Total	£6,950.00
PROJECTS						
	Public Transport		£0.00			
	Footpaths/Roads		£0.00			
	Amenities		£0.00			
	Others		£4,200.00	£3,500.00	£700.00	£4,200.00
		£0.00	£4,200.00		Sub Total	£4,200.00
COMMUNITY GRANT						
sponsorship						
	Annual (GPC)		£4,500.00	£3,000.00	£1,500.00	£4,500.00
GRANTS						
	Ad hoc (GPC)		£3,500.00	£100.00	£3,400.00	£3,500.00
		£0.00	£8,000.00		Sub Total	£12,200.00
	TOTAL	£0.00	£51,712.00	£17,903.00	£8,671.00	£55,467.00
EARMARKED FUNDS						
	Election Fund	£5,500.00	£6,500.00			£1,000.00
	Defibs		£250.00			£250.00
	Solar Farm		£34,600.00			
	IT		£2,000.00			
	RNPlan		£2,389.00			
	CiL		£124,431.33			
	Allotments		£5,358.00			
	SLR Joint		£7,256.00			
	Bus Shelters		£2,000.00			
	Pension Deficit		£20,000.00			£20,000.00
	General		£59,750.16			
		£5,500.00	£264,534.49			£21,250.00

REPC 2022 Meeting Dates

JAN						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
FEB			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28								
MAR			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
APR					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
JUN				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
JUL					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
AUG		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
SEP				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
OCT					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
NOV			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
DEC				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

- | | |
|--|--|
| | Full Council - 1 per month normally 2nd Thursday |
| | Staffing Committee - As & when required |
| | Annual Parish Assembly - Annually Between 1 March and 1 June |
| | Joint Planning - Every 4 weeks |
| | Annual Audit |
| | Bank Holidays |
| | Clerk Holiday |
| | Clerk TOIL |

Community Governance Review – Request by Romsey Town Council Options Document

1. Introduction

Romsey Town Council has submitted a request to Test Valley Borough Council, proposing that the boundary of the Town Council's area is extended to include "all current and planned urban areas identified as Romsey".

The Town Council has clarified that the request is to extend the existing area of the Town Council to include the full extent of the three Romsey Borough Council wards (Romsey Abbey, Romsey Cupernham and Romsey Tadburn).

Changes to boundaries of parishes such as that proposed by Romsey Town Council can only be made following a community governance review (CGR), which would be carried out by Test Valley Borough Council.

Test Valley Borough Council has agreed to carry out a CGR to consider the Town Council's request. Details of the process are set out in the Terms of Reference which have been approved by the Council, and anyone wishing to make representations is encouraged to read the terms of reference, which are available (with other relevant documents) on the Council's website:-

www.testvalley.gov.uk/cgr

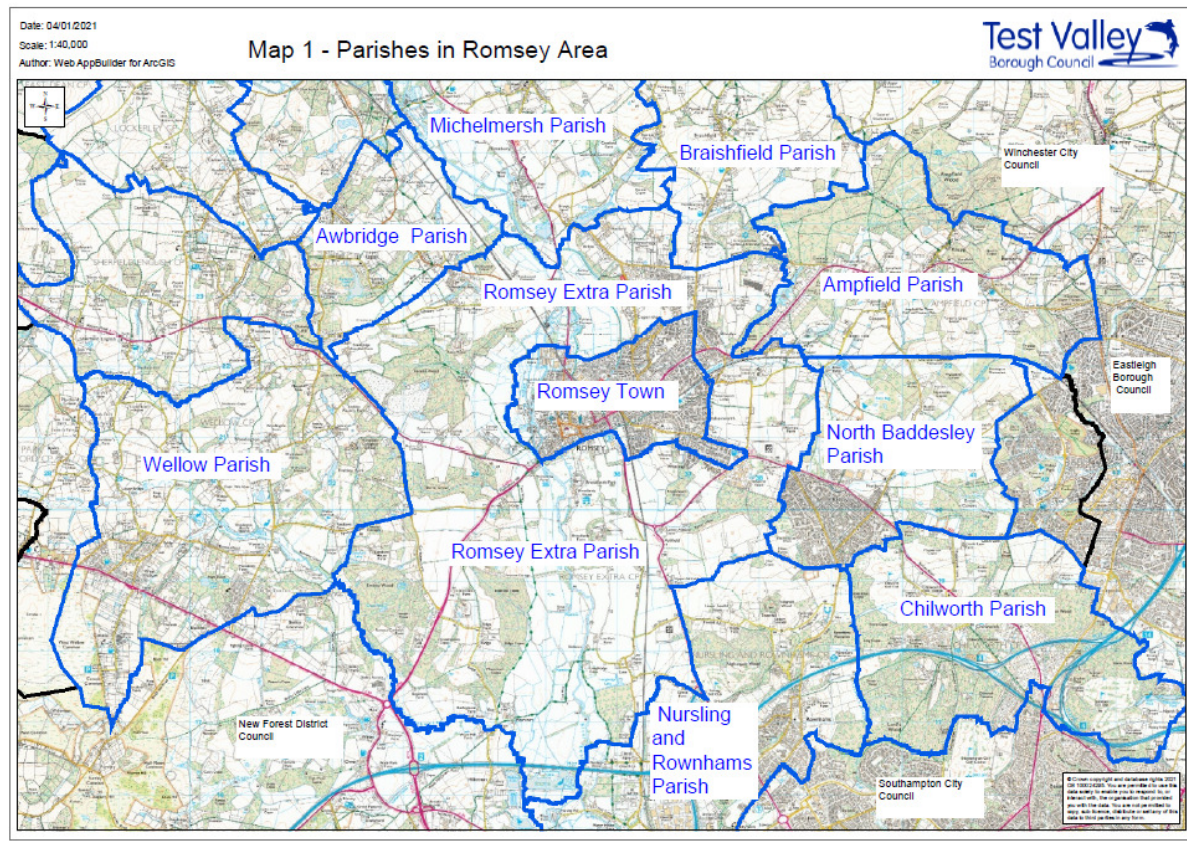
The area of the CGR is limited to Romsey Town and Romsey Extra Parish; however, the CGR will consider the possible effect of Romsey Town's request on other adjacent parishes.

This document sets out possible options for the outcome of the CGR process. The first four options (1A, 1B, 1C and 1D) consider possible outcomes if the Town Council's request is agreed. Options 2 and 3 are alternative possible outcomes of the CGR process.

This document is intended to assist those wishing to make representations in response to the CGR process. It should be emphasised that there may well be other alternative options for the community governance of the Romsey area which are not set out in this Options Document, and accordingly the Council will certainly take in account representations which make other alternative proposals for the area under consideration.

2. Current Parish Council Arrangements

The map below shows the existing boundaries of Romsey Town, Romsey Extra and the surrounding parishes. Larger versions of this and other maps included in this document are attached as appendices, and also available on the Council's website.

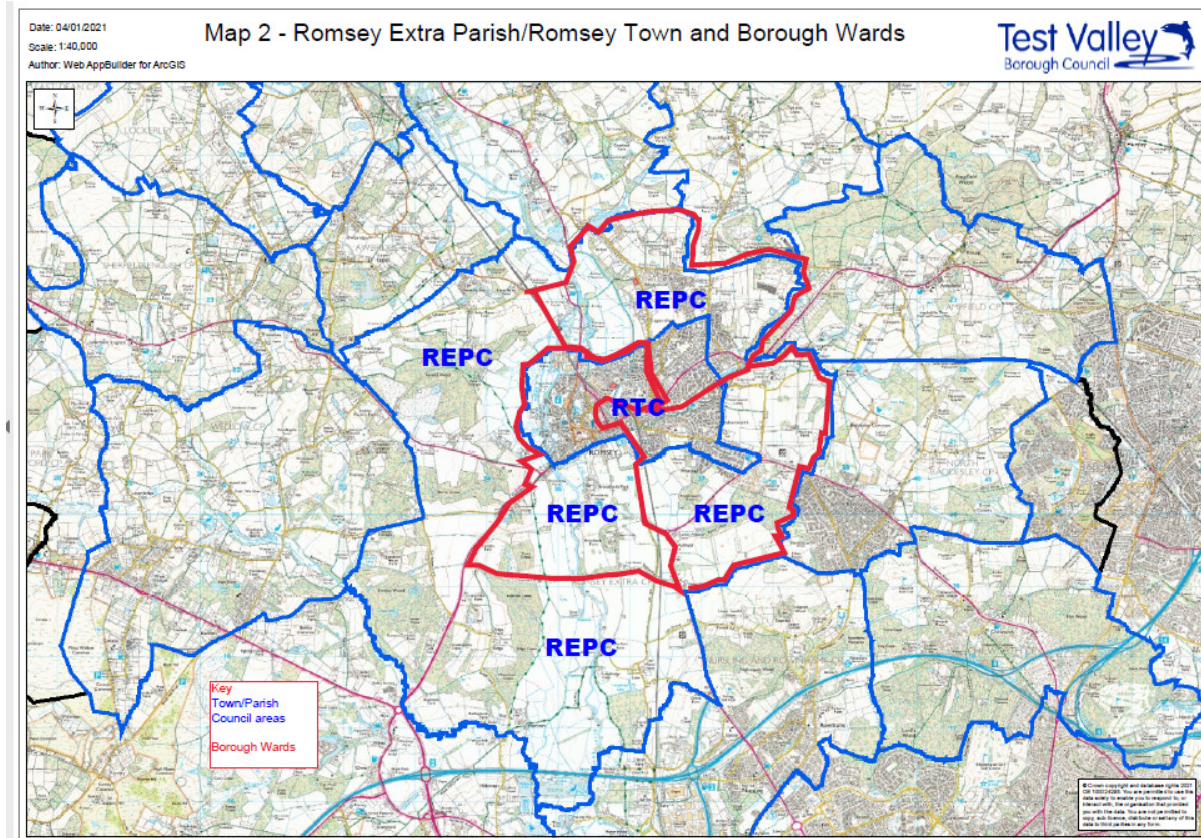


Map 1. Parishes in the Romsey area.

Romsey Town (Parish) covers the town centre, and is surrounded by Romsey Extra Parish.

The map above also shows the parishes adjoining Romsey Extra Parish. Some adjacent areas are outside Test Valley Borough Council's area. The legislation governing CGRs does not permit combining parishes across borough/district/city boundaries.

Map 2 below shows the areas of Romsey Town (labelled RTC) and Romsey Extra Parish (REPC), with the existing Romsey Borough ward boundaries of Romsey Abbey, Romsey Cupernham, and Romsey Tadburn overlaid (red boundaries).



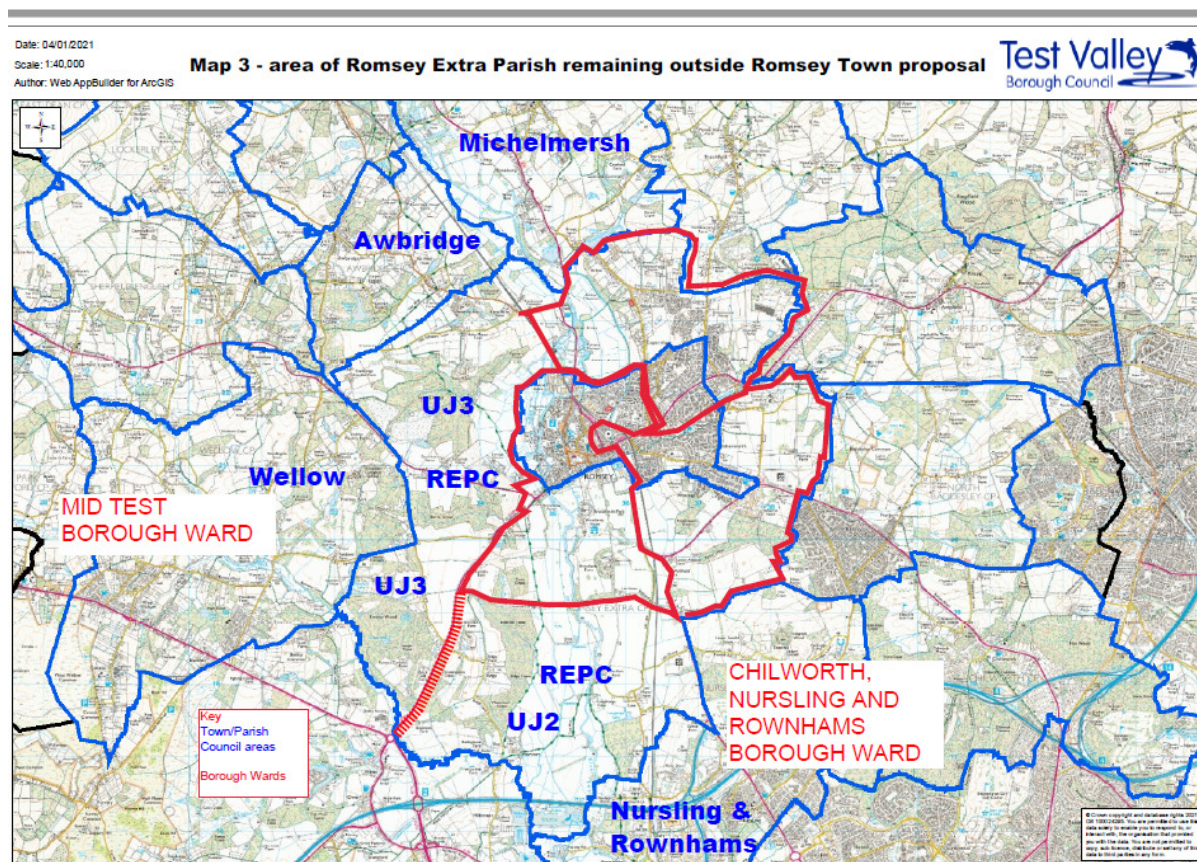
Map 2 – Romsey Extra Parish/Romsey Town and Borough Wards

Romsey Town Council's request is for the existing boundary of Romsey Town (RTC on the map above) to be extended into Romsey Extra Parish (REPC on the map) so that Romsey Town's area would extend to the area comprised in the three red-edged areas (the Borough Wards of Romsey Abbey, Romsey Cupernham, and Romsey Tadburn).

If accepted under the CGR, Romsey Town's request would leave part of Romsey Extra Parish (the area to the west and south-west of Romsey). In that case, therefore, decisions would also need to be made as to the future governance arrangements for the remaining part of Romsey Extra Parish. Possible options are considered below (options 1A, 1B, 1C and 1D).

There is a total of 4590 electors in Romsey Extra Parish. If part of Romsey Extra Parish was incorporated into Romsey Town in accordance with Romsey Town's request, 369 electors would be left in the remainder of Romsey Extra Parish.

The following map shows the area (labelled UJ2 and UJ3) which would be left in Romsey Extra Parish if Romsey Town's request was accepted.



Map 3 – Remainder of Romsey Extra

If Romsey Town's request were to be agreed under the CGR, the areas edged red would be the enlarged Romsey Town area. The red dotted line between the areas labelled UJ3 and UJ2 is the Borough Ward boundary between Mid test and Chilworth Nursling and Rownhams Borough Wards.

Area UJ3 (which covers the area of Romsey Extra to the west of the Romsey Borough wards, north-west/west of the A3090) comprises 293 electors, and is within Mid Test Borough Ward.

Area UJ2 (the area of Romsey Extra to the south of the Romsey Borough Wards, and east/south-east of the A3090) comprises 76 electors, and is within Chilworth, Nursling and Rownhams Borough Ward.

POSSIBLE OPTIONS FOR OUTCOME OF COMMUNITY GOVERNANCE REVIEW

3. Option 1 – Agree Romsey Town’s request.

As noted above, Romsey Town’s request covers only part of Romsey Extra Parish. This section therefore considers possible options for the future governance of the remainder of Romsey Extra parish if Romsey Town’s request is accepted.

Option 1A - Agree Romsey Town’s request and retain Romsey Extra Parish Council to cover the remaining area of Romsey Extra Parish.

Under this option, the remaining area (UJ2 and UJ3 as shown on Map 3 above) with its 369 electors would remain in Romsey Extra Parish, and be covered by a retained Romsey Extra Parish Council. If this option were to be agreed, a decision would be needed on whether Romsey Extra Parish Council should remain at its existing size (six parish councillors) or be reduced to the legal minimum of five parish councillors.

Option 1B - Agree Romsey Town’s request and abolish Romsey Extra Parish Council – transfer remaining areas to adjoining parishes.

Under this option, the remainder of Romsey Extra Parish would be transferred to one or more of the adjacent parish councils.

It would be possible to transfer the whole of the remainder to one of the adjacent parishes, but this would result in some electors within the same parish voting in one Borough Ward, with others in that parish voting in a different Borough Ward.

This situation would be avoided if the remaining area were to be split along the Borough Ward boundary (shown with a dotted red line in Map 3), with UJ2 being transferred to Nursling and Rownhams Parish Council. In this scenario, the area labelled UJ3 could either be transferred in its entirety to one of the other adjacent Parishes (Wellow or Awbridge) or divided between these two Parishes along a suitable boundary (e.g. the A27 – with the area to the north being transferred to Awbridge, and the area to the south transferred to Wellow).

As part of the Community Governance process, representations from these adjacent parishes and Romsey Extra Parish (and residents in these parishes) responding to the possible permutations of this option would be welcomed. In order to properly consider such representations, an explanation of the reasoning behind the representation would be helpful.

Option 1C - Agree Romsey Town’s request and abolish Romsey Extra Parish Council – Establish Parish Meeting.

Under this option, the remaining area would remain as Romsey Extra Parish, but the Parish Council would be abolished. As is the case with other parishes without a parish council, decisions on parish matters would be taken by a “Parish Meeting” (a meeting of residents from the parish). At least two such meetings each year are required in a parish without a parish council.

Option 1D - Agree Romsey Town's request and abolish Romsey Extra Parish Council – remaining area to be unparished.

Currently all of Test Valley Borough is within a parish or town council area. Removing parish status from this remaining area would remove any formal governance arrangements at parish level. In this situation, as the area would no longer be a parish, the requirements for parish meetings to be held would not apply to the area.

4. Option 2 – Merge Romsey Town and Romsey Extra Parish, with a new parish council covering the merged area.

This option goes further than Romsey Town Council's request, and would see a single parish council constituted, overseeing a parish comprising an area of Romsey Town and Romsey Extra Parish combined.

5. Option 3 – Group Romsey Town and Romsey Extra Parish under a common parish council

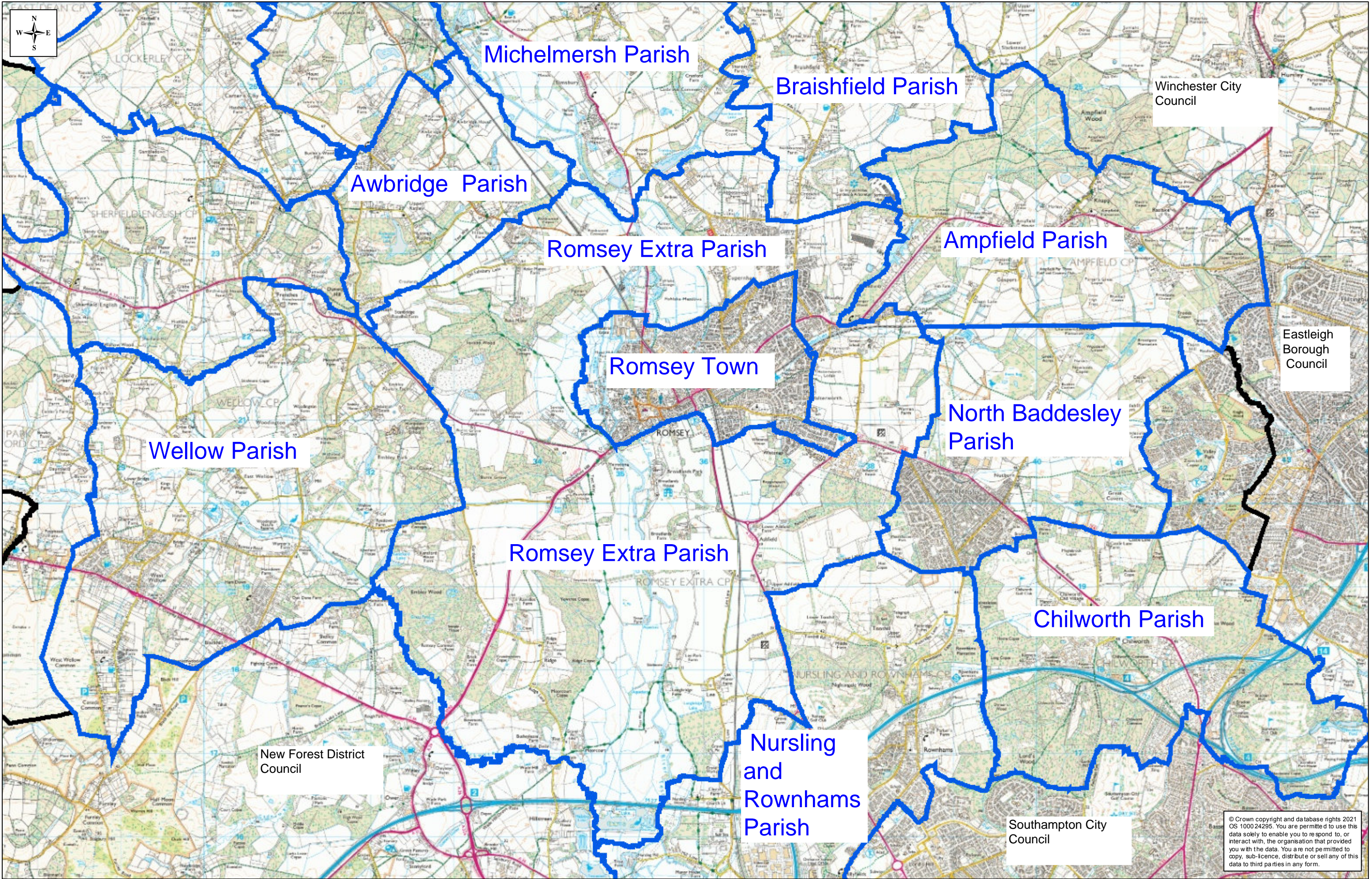
Under this option (unlike Option 2), both existing parishes would remain a separate parishes and would not be merged. The boundaries of each parish would remain unchanged. The two existing parish councils would be abolished and replaced by a new "common" parish council covering both parishes.

6. Option 4 – No Change

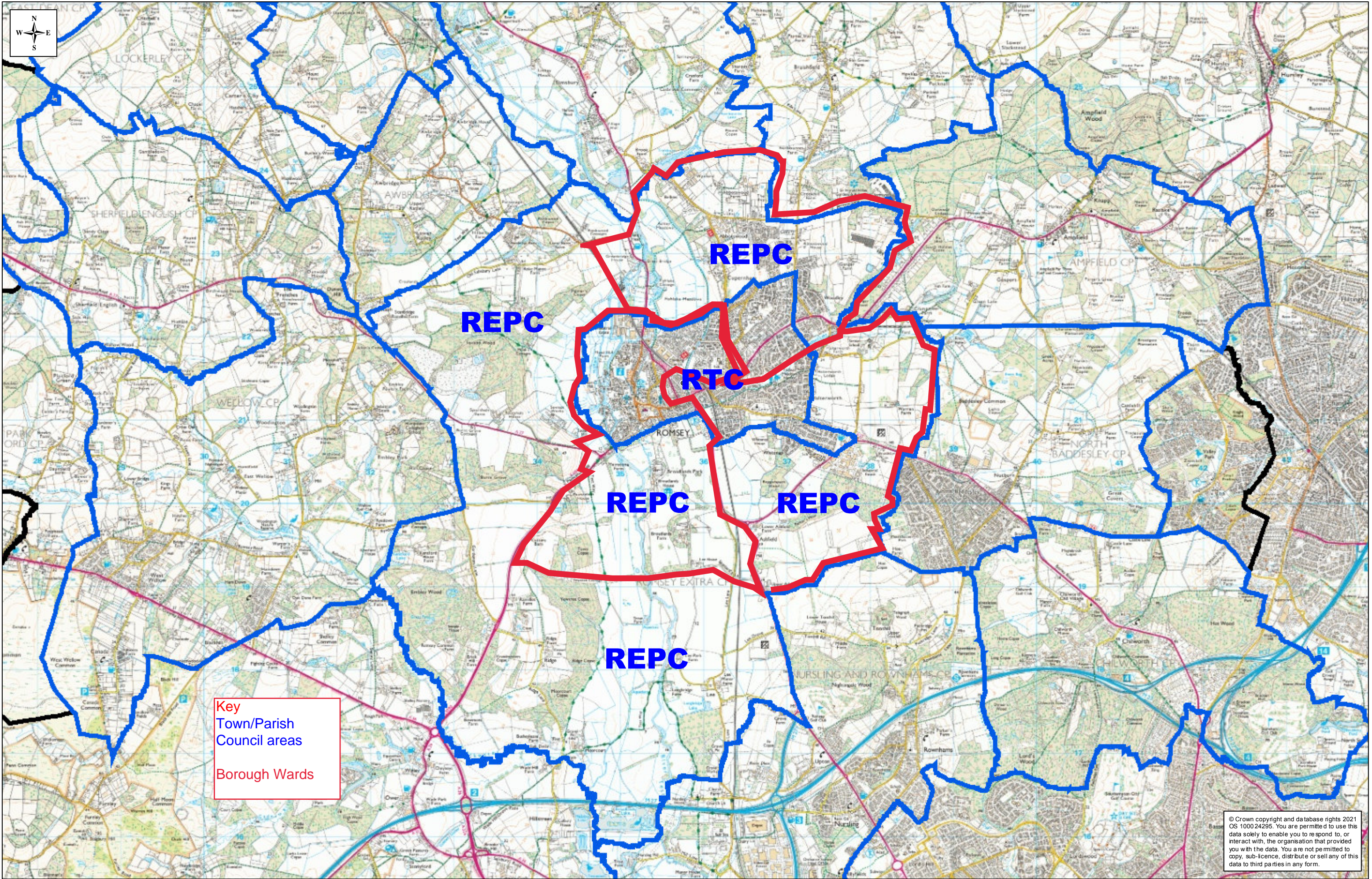
This option would reject Romsey Town's request, and leave parish governance matters exactly as they are at present.

Appendices – Maps 1, 2 and 3

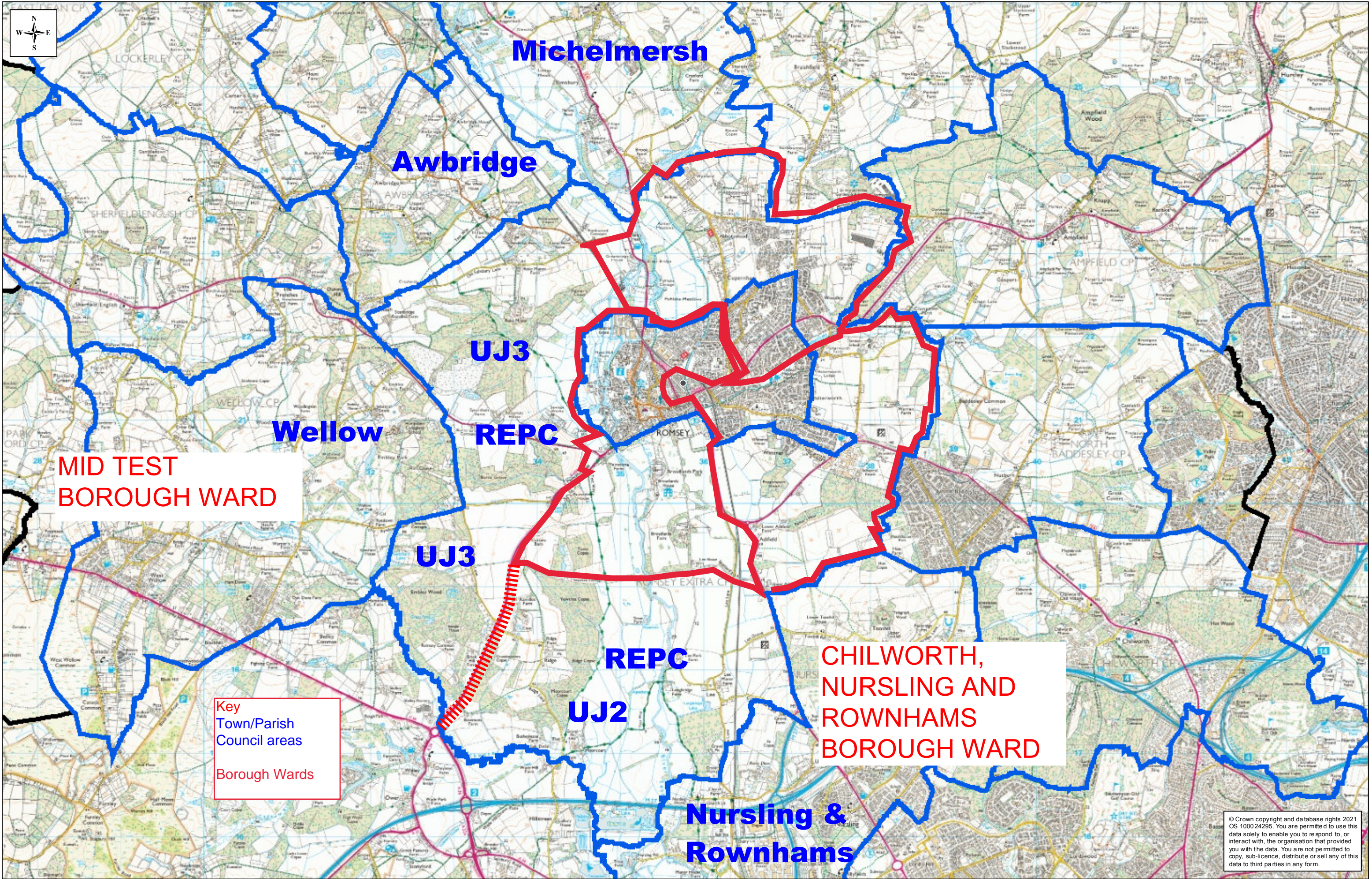
Map 1 - Parishes in Romsey Area



Map 2 - Romsey Extra Parish/Romsey Town and Borough Wards



Map 3 - area of Romsey Extra Parish remaining outside Romsey Town proposal



Terms of Reference
Community Governance Review of Romsey and Romsey Extra Parish
to be undertaken by
Test Valley Borough Council

Introduction

Romsey Town Council has formally requested that the Borough Council review the boundaries of Romsey Parish [Romsey Town]. It proposes that the boundary be extended to include “all current and planned urban areas identified as Romsey”.

Changes to boundaries of parishes such as that proposed by Romsey Town Council can only be made following a community governance review (CGR), which would be carried out by Test Valley Borough Council.

A Borough-wide community governance review was carried out in 2018, which considered governance arrangements of all parishes in the Borough. Changes were made as a result, which came into effect in 2019.

Following Romsey Town Council’s request, Test Valley Borough Council has agreed to undertake a CGR to decide what action (if any) should be taken in response to the Town Council’s request.

The review will be conducted in accordance with the terms of reference contained in this document.

Unlike the previous Borough-wide review, this CGR will ONLY consider an area covering the parishes of Romsey and Romsey Extra. The effect on adjoining parishes as a result of possible changes to governance within this area will be considered, but changes to governance arrangements in other parishes are not included within the scope of this CGR.

What is a community governance review?

A community governance review is the process used to consider whether existing parish arrangements should be changed in any way. This includes:

- Altering the boundaries of existing parishes
- Changing the names of existing parishes
- Creating a new parish or abolishing an existing parish
- Creating or abolishing parish councils
- The electoral arrangements for parish councils (including the number of councillors and arrangements for parish warding)
- The grouping or de-grouping of parish councils (and consequential changes to their electoral arrangements)
- The “style” of a parish (enabling an area to be known as a town, community, neighbourhood or village rather than a parish)

Who is carrying out the review?

Test Valley Borough Council is statutorily responsible for carrying out the review. The conduct of the review will be overseen by the Council's Community Governance Review Members Group, which includes councillors from the three political groups. Formal decisions on the recommendations arising from the review will be made by the full Council.

What is the area under review?

The proposal from Romsey Town Council which has led to this CGR is to extend the boundaries of Romsey Town. Romsey Town is entirely surrounded by Romsey Extra parish, and therefore the area within the scope of the review has been set as the area covered by two parishes of Romsey Town and Romsey Extra Parishes.

Romsey Town Council has clarified that it is seeking to extend its boundaries so that the Romsey Town covers the same area as the three Test Valley Borough Council Romsey Wards (Abbey, Cupernham and Tadburn).

Possible options for governance arrangements will be set out on the Council's website (www.testvalley.gov.uk/cgr) to assist those who wish to respond and participate in the CGR. Representations will be welcomed from adjacent parishes who might be affected if one of these options were to be implemented.

Although the area under review is limited to Romsey and Romsey Extra parishes, anyone (regardless of where they live or work) can submit representations on the review. Representations are **NOT** limited to those who live or work in these two parishes.

Why is the Council carrying out a community governance review?

The 2018 CGR made various changes to parish governance arrangements, but in respect of Romsey/Romsey Extra, broadly no changes were made.

Since then, Romsey Town and Romsey Extra Parish Councils have begun working jointly on various matters such as planning. Romsey Town Council has also been looking again at the boundary question, and has now formally resolved to seek a change.

The Council considers that it is appropriate to carry out a CGR to look at the parish boundaries and governance arrangements in this area in the light of Romsey Town's request.

In agreeing to carry out a CGR, the Borough Council is not pre-judging the outcome of the CGR. No decisions have yet been made by the Council as to whether the boundary changes proposed by Romsey Town Council should be implemented. The CGR process will consider whether any changes are appropriate, and if so, what changes should be made. Boundaries and governance arrangements will only be altered at the

end of the CGR, including the consultation process as set out below, and decisions on the outcome will take into account all representations received.

What are the rules which apply to a community governance review?

The aim of this review is to ensure that the arrangements for community governance within the CGR area:-

- **reflect ‘the identities and interests of the community in the area; and**
- **are ‘effective and convenient’.**

Provisions in the Local Government and Public Involvement in Health Act 2007 set out the process for carrying out community governance reviews, and include the above requirements.

In addition, the review will have regard to the “Guidance on Community Governance Reviews” issued by the Secretary of State for Communities and Local Government and the Local Government Boundary Commission for England. This advises that a CGR should take into account a number of influential factors, including the impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.

What is the present structure of parishes and their electoral arrangements in the review area?

The review area comprises two parishes, Romsey Town (centred on Romsey itself) and Romsey Extra (which completely encircles Romsey Town). Romsey Town has fifteen councillors, and Romsey Extra has seven. Elections are held every four years, the next being due in 2023. More information on the current parish arrangements, including maps, is available at www.testvalley.gov.uk/cgr.

How will the review work?

Two phases of consultations on parish arrangements in Romsey/Romsey Extra parishes will be carried out during the CGR. The first phase of consultation will set out the current arrangements and Romsey Town Council’s request. As Romsey Town’s proposal does not cover the whole of Romsey Extra parish, it will also show possible options for the remainder of Romsey Extra (if the proposal were to be accepted), as well as setting out other options that could be chosen for the area. Comments on the proposal and the various options, as alternative proposals, will be invited. All responses received during this period of consultation will be used to draw up draft recommendations, setting out the changes (if any) to the existing parish arrangements in the area which are considered appropriate.

The Borough Council will then hold a second phase of consultation on these draft recommendations, during which time the public and interested parties will be able to comment on them and propose alternatives.

The first period of consultation will begin on 12 November 2021 and will run for 11 weeks.

Following the close of the first period of consultation, the draft set of recommendations will be published on 8 April 2022

These draft recommendations will then be the subject of a second period of consultation, which will run for 8 weeks from the date of publication.

Following the end of the second period of consultation, all comments received will be considered against the draft recommendations. The final set of recommendations will then be submitted to full Council in September 2022.

If changes are made following the CGR process, it is intended that these will be implemented in time for the May 2023 elections.

Any changes will be implemented by a Reorganisation of Community Governance Order made by the Council. Such an Order may cover “consequential matters” required to give effect to the Order, such as the transfer of property or other assets, the setting of precepts for new parishes, and staffing matters.

Depending on the outcome of the CGR, the consent of the Local Government Boundary Commission for England may be required, if changes to the electoral arrangements of parish councils are proposed.

Role of Parish Councils in Community Governance Review

As the two parish councils within the review area, Romsey Town Council (who has made the request which led to the CGR) and Romsey Extra Parish Council are primarily involved in the review. However, those parishes adjacent to the review area may also be affected, as some options for change could include transferring a part of one parish within the review area to another outside the review area. The Borough Council will specifically consult all such potentially affected parishes as part of the CGR.

If Parish boundaries are to be altered, is the agreement of the Parish Council needed?

In addition, the Borough Council would expect Romsey Town Council to enter into dialogue with parish councils affected by its proposal. The Borough Council’s strong preference is to seek to achieve an outcome that is acceptable to all parish councils involved.

What matters will the review focus on?

The final recommendations made at the end of the review will seek to ensure that community governance in the area of the CGR :

- Reflects the identities and interests of the community in that area

- Is effective and convenient

When responding to the consultation on parish arrangements, you should ensure that your proposal takes account of these two criteria.

The Council also has to take into account other arrangements for community representation or engagement in the area.

In considering the electoral arrangements of the parishes in its area, the Council is required to consider any change in the number or distribution of electors which is likely to occur in the period of five years beginning with the day the review starts. In order to support those who wish to make a proposal, we will provide information on current parish arrangements (including maps), as well as current and projected future electorate figures for parishes potentially affected by the CGR. These will be available at www.testvalley.gov.uk/cgr.

Who will the Council consult?

The Council is required to consult with local government electors living in the CGR area, as well as any other individuals and organisations (including local authorities such as parish councils) who “appear to have an interest in the review”.

The Council must take into account all representations that it receives during the review’s periods of consultation, and will make all representations available for public viewing.

How will consultation take place?

Test Valley Borough Council will write to Hampshire County Council, all parish councils within and adjoining the CGR area, and identified umbrella organisations (including the Test Valley Association of Town and Parish Councils, Hampshire Association of Local Councils, and Test Valley Community Services) before the start of the first period of consultation, inviting them to submit their views.

The CGR will also be publicised on the Council’s website, through internal communication channels and on social media platforms to engage with residents, community groups and other stakeholders. The Council will also liaise with local media, to inform and involve as broad an audience as possible.

What will happen to assets owned by the parish councils?

Legislation covers property and other assets owned by parish councils affected by a reorganisation following a CGR. In addition, the order which brings the changes into force can also make provision, if the parish councils are unable to agree who should hold such assets after the reorganisation.

Provisional timetable for the review

The community governance review formally begins when the terms of reference are published. The timetable below outlines the main stages of the review (please note that these dates may be subject to slight alteration).

Action	Timescale
Full Council to approve Terms of Reference	10 November 2021
Publication of terms of reference (official start of review)	11 November 2021
First period of consultation	12 November 2021 – 28 January 2022 (11 weeks)
Publication of draft recommendations	8 April 2022
Second period of consultation	8 April – 3 June 2022 (8 weeks)
Final recommendations to full Council	7 September 2022
Preparation of community governance order (if required)	September 2022
Publication of recommendations (official end of review)	October 2022

How to submit your views

You can respond to the consultation in the following ways:

Write to:

Community Governance Review (Legal and Democratic Service)
Test Valley Borough Council
Beech Hurst
Weyhill Road
Andover
SP10 3AJ

Send an email to: cgr@testvalley.gov.uk

If you have any questions about the community governance review, please contact Howard Bone, Senior Solicitor, on hbone@testvalley.gov.uk or 01264 368467.