

## ROYSTON TOWN COUNCIL

**MINUTES** of the **ANNUAL GENERAL MEETING** of Royston Town Council held on Monday 14 May 2007 in the Heritage Hall of the Town Hall at 7.15 p.m.

**PRESENT:** Councillor Lynn Berry (in the Chair)  
Councillors Davidson, Doel, Gaillard, Grimes, Harrison, Inwood Kennedy Lill, Mayne, Phillips and Smith  
In attendance Town Clerk and Assistant Town Clerk  
10 members of the public and 1 member of the press

Councillor Berry took the Chair

The Reverend Leslie Harman led the meeting in prayers.

Before asking for nominations for the next Town Mayor, Councillor Berry took the opportunity to give a final report on her Mayoral year.

Councillor Berry confirmed that she had been invited to 103 events and managed to attend all but 21 of them. These included a lot of AGM's and open days and that she has cut at least 7 ribbons.

As she has always been a keen supporter of the Guiding and Scouting movement she has especially enjoyed attending their activity days and other events. At the last Guide event she was honoured to be made an ambassador for Guiding and received a badge to prove it. She will also be attending the Scout's jamboree in June as she was given a Friendship Knecker at their launch evening and needs a reason to wear it.

There have also been many fund raising events in other areas of North Herts that she has attended, as well as being invited to many dinners and lunches with various groups within Royston, she then thanked all those that had invited her during her wonderful year as Mayor.

She also thanked all those that had given donations and supported her fund raising events throughout the year for her chosen charities, she has raised over £5000 and cheques will be going out to Meldreth Manor School and The Old Barn Day Centre shortly.

She then gave her thanks to the Town Clerk and to her 'PA' Pam who has kept her on the straight and narrow with her diary of events. She then asked her Consort David to present to Pam a bouquet of flowers. She also gave special thanks to all her friends and family for their support and a special thanks to her Consort for chauffeuring her to nearly all of the functions and for being her 'Purse' as well. She then proceeded to present him with a gift.

Finally before handing over to the new mayor, she mentioned that the red case used for the Chain of Office was a little worse for wear as well as being too big to be kept in a safe and presented a small gift to the Town Council of a black leather style bag for its replacement.

### **01/08 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:**

Councillor Berry asked for nominations for the position of Town Mayor for the year 2007/2008.

It was proposed by Councillor Mayne, seconded by Councillor Grimes and **RESOLVED** that **COUNCILLOR PETER LILL** be Town Mayor for the year 2007/2008.

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### **02/08 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:**

The Town Mayor then read out and signed his Declaration of Acceptance of office and took over the Chairmanship of the meeting. He congratulated Councillor Berry on her year of office and said what an excellent job she had done through-out the year.

### **03/08 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:**

It was proposed by Councillor Lill, seconded by Councillor Mayne and **RESOLVED** that Councillor Grimes be appointed Deputy Mayor.

### **04/08 REPORT FROM THE TOWN CLERK REGARDING PERSONS DULY ELECTED TOWN COUNCILLORS ON 3<sup>TH</sup> MAY 2007 AND READING OF DECLARATIONS:**

The Town Clerk confirmed the outcome of the election held on 3 May 2007. Elected to Heath Ward was Councillor Craig Doel. Councillor Doel then read and made his Declaration of Office.

### **05/08 TO RECEIVE APOLOGIES FOR ABSENCE:**

The Town Clerk reported apologies for absence from Councillors Beardwell, Burt and Prime.

### **06/08 TO APPOINT COMMITTEES FOR THE ENSUING YEAR:**

It was proposed by Councillor Lill, seconded by Councillor Grimes and **RESOLVED** that the following Councillors be appointed to the Finance Committee:

Councillor Lynn Berry (Chairman)  
Councillor Robert Smith (Vice Chairman)  
Councillor Liz Beardwell  
Councillor Peter Burt  
Councillor Elizabeth Gaillard  
Councillor Paul Grimes  
Councillor Mike Harrison  
Councillor Robert Inwood  
Councillor Rod Kennedy  
Councillor Bill Prime

that the following Councillors be appointed to the Planning Committee:

Councillor Bill Prime (Chairman)  
Councillor Rod Kennedy (Vice Chairman)  
Councillor Councillor Lynn Berry  
Councillor Lindsay Davidson  
Councillor Craig Doel  
Councillor Paul Grimes  
Councillor Peter Lill  
Councillor Philip Mayne  
Councillor Marguerite Phillips  
Councillor Robert Smith

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that the following Councillors be appointed to the General Purposes and Highways Committee:

Councillor Mike Harrison (Chairman)

Councillor P Mayne (Vice Chairman)

Councillor Liz Beardwell

Councillor Peter Burt

Councillor Lindsay Davidson

Councillor Craig Doel

Councillor Elizabeth Gaillard

Councillor Robert Inwood

Councillor Peter Lill

Councillor Marguerite Phillips

### **07/08 TO CONSIDER AND APPROVE THE DELEGATION OF POWERS AND DUTIES OF COMMITTEES AS FOLLOWS:**

(a) That the powers and duties of the Council in regard to:-

properties, insurance, civic functions, finance, accounts, entertainment, subscriptions and co-operation with voluntary bodies and charities (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee: and that the Committee shall appoint Sub-Committees and Working Parties as appropriate

(b) that the powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

(c) That the considerations, powers and duties in regard to:-

footpaths, street lighting and open spaces be delegated to the General Purposes and Highways Committee together with;

(ii) the considerations in regard to Highways & Transport matters: and the Committee be delegated to make representation to the North Hertfordshire District Council and such other bodies as they consider necessary, and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

### **08/08 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:**

It was proposed by Councillor Lill, seconded Councillor Berry and **RESOLVED** that the following members be appointed as representatives to outside bodies for the ensuing year.

Royston & District Sports Council	Councillor M Phillips
Royston Town Twinning Association	Councillor P Lill (President)
Coombes Community Association	Councillor B. Prime
Royston Citizens Advice Bureau	Councillor P. Burt
Royston & District Local History Society	Councillor P. Mayne
Friends of Royston & District Museum	Councillor B. Prime
Royston & South Cambs HomeStart	Councillor B. Prime
Chamber of Commerce	Councillor E. Gaillard
Royston Town Centre Forum	Councillor R. Kennedy
	Councillor E. Gaillard

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Royston Society  
Meridian Youth Centre

Bill Davidson  
Councillor R. Kennedy  
Councillor L. Berry

### **09/08 TO INSPECT THE SCHEDULE OF DEEDS AND TRUST INSTRUMENTS HELD BY THE COUNCIL:**

The Town Clerk reported the following deeds and trust instruments.

The Town Hall  
30 Kneesworth Street  
Market Hill Rooms  
Green Street Allotments  
Green Walk Plantation  
Stile Plantation  
War Memorial  
Royston Cave  
Royston & District Museum (Leasehold)  
30 Kneesworth Street (Counterpart Lease)

### **10/08 TO APPROVE THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 16<sup>th</sup> April 2007**

It was proposed by Councillor Lill, seconded by Councillor Berry and **RESOLVED** that the minutes of the meeting of the Council held on 16 April 2007 (minutes 356/07 to 363/07) be approved and signed as a correct record.

### **11/08 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor announced how honoured he was to be Mayor again; he had really enjoyed his year as Mayor before in 2003-2004. In particular he had enjoyed meeting the various organisations and was looking forward to seeing them again.

He then announced that the Mayoress for his year of office will be Wendy Gibbs and the charities he had chosen to support will be the Lewin Stroke & Rehab Unit at Addenbrookes, a well deserving charity and the Royston Stroke Club which is held in the Old Barn and is open on Wednesdays and run by people who have suffered a stroke.

He concluded his announcement by saying how he was looking forward to his Mayoral year.

### **12/08 PRESENTATION TO THE OUTGOING TOWN MAYOR:**

Les Baker, Editor of the Royston Crow, congratulated Councillor Berry for her marvellous year as Mayor and wished the new Town Mayor every success in his year of office. He then made a presentation to the outgoing Town Mayor; this was a contribution to the Mayor's charity. He also made a presentation to the Town Council of a contribution to the 2007 May Fayre.

There being no further business the Mayor closed the meeting at 7.46 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.50 p.m. on Monday, 14 May 2007.

**PRESENT:** Councillor Lill (Town Mayor in the Chair).  
Councillors Berry, Gaillard, Grimes, Harrison, Inwood, Kennedy & Smith.  
District Councillor Smith, Town Councillors Davidson, Doel, Mayne and Phillips,  
Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

### **13/08 APPOINTMENT OF CHAIRMAN:**

It was proposed by the Town Mayor, seconded by Councillor Harrison and **RESOLVED:** that Councillor Berry be appointed Chairman for the ensuing year.

Councillor Berry took the Chair.

### **14/08 APPOINTMENT OF VICE-CHAIRMAN:**

It was proposed by Councillor Berry, seconded by Councillor Harrison and **RESOLVED:** that Councillor Smith be appointed Vice-Chairman for the ensuing year.

### **15/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beardwell, Burt and Prime.

### **16/08 DELEGATION OF POWERS & DUTIES:**

The Committee noted the powers and duties of the Council in regard to:-

- (i) Properties, insurance, civic functions, finance, accounts, entertainment, subscriptions and co-operation with voluntary bodies and charities (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

### **17/08 SIGNATORIES FOR CHEQUES:**

The Committee noted that the signatories for cheques for the ensuing year would be Councillors Berry, Harrison, Smith and the Town Clerk.

### **18/08 MUSEUM ADVISORY SUB-COMMITTEE:**

It was proposed by Councillor Berry, seconded by Councillor Harrison and agreed that the following Members be appointed to serve on the Museum Advisory Sub-Committee:-

Mr.L.Baker as Chairman, Councillor Beardwell as Vice Chairman and Councillors Berry, Lill, Mayne, Prime and Smith.

### **19/08 TOWN COUNCIL PREMISES SUB-COMMITTEE:**

It was proposed by Councillor Berry, seconded by Councillor Gaillard and agreed that the following Members be appointed to serve on the Town Council Premises Sub-Committee:-

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Councillor Berry as Chairman, Councillor Grimes as Vice-Chairman and Councillors Davidson, Kennedy, Harrison and Smith.

### **20/08 LEETE CHARITY COMMITTEE:**

It was proposed by Councillor Berry, seconded by Councillor Gaillard and agreed that the following Members be appointed to serve on the Leete Charity Committee:-

Councillors Lill (as Town Mayor), Berry, Grimes, Harrison and Smith.

### **21/08 COMMUNITY CHEST AWARDS SUB-COMMITTEE:**

It was proposed by Councillor Berry, seconded by Councillor Harrison and agreed that the following Members be appointed to serve on the Community Chest Awards Sub-Committee:-

Councillors Lill (as Town Mayor), Berry, Grimes, Harrison and Smith.

### **22/08 CAVE TRUSTEES:**

It was proposed by Councillor Berry, seconded by Councillor Smith and agreed that the following Members be appointed to serve as representatives to the Cave Trustees:-

Councillors Lill and Prime.

### **23/08 DATE OF NEXT MEETING:**

Monday, 21 May 2007.

There being no further business the Chairman closed the meeting at 7.58 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.59 p.m. on Monday, 14 May 2007.

**PRESENT:** Councillor Lill (Town Mayor in the Chair).  
Councillors Davidson, Doel, Gaillard, Harrison, Inwood, Phillips, and Mayne.  
District Councillor Smith, Town Councillors Berry, Grimes, Kennedy & Smith,  
Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

### **24/08 APPOINTMENT OF CHAIRMAN:**

It was proposed by Councillor Lill, seconded by Councillor Davidson and **RESOLVED:** that Councillor Harrison be appointed Chairman for the ensuing year.

Councillor Harrison took the Chair.

### **25/08 APPOINTMENT OF VICE-CHAIRMAN:**

It was proposed by Councillor Harrison, seconded by Councillor Gaillard and **RESOLVED:** that Councillor Mayne be appointed Vice-Chairman for the ensuing year.

### **26/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Burt and Beardwell.

### **27/08 DELEGATION OF POWERS & DUTIES:**

The Committee noted that the considerations, powers and duties in regard to:

- (i) Footpaths, street lighting and open spaces be delegated to the General Purposes & Highways Committee together with:
- (ii) the considerations in regard to Highways & Transport matters, and that the General Purposes & Highways Committee be delegated to make representation to the North Hertfordshire District Council and such other bodies as they consider necessary, and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

### **28/08 ROYSTON IN BLOOM WORKING PARTY:**

It was proposed by Councillor Harrison, seconded by Councillor Phillips and **RESOLVED** that Councillors Davidson, Kennedy, Mayne and Prime be appointed to the Royston in Bloom Working Party.

### **29/08 MAY FAYRE WORKING PARTY:**

It was proposed by Councillor Harrison, seconded by Councillor Phillips and **RESOLVED** that Councillor Mayne be appointed to the May Fayre Working Party.

### **30/08 DATE OF NEXT MEETING:** Monday, 16 July 2007.

There being no further business the Chairman closed the meeting at 8.02 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 14<sup>th</sup> May 2007 at 8.03 p.m. immediately following the meeting of the General Purposes & Highways Committee in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Lill (Town Mayor in the Chair)  
Councillors Berry, Davidson, Doel, Grimes, Kennedy, Mayne, Phillips and Smith.  
District Councillor Smith, Town Councillors Gaillard & Inwood  
Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

### **31/08 APPOINTMENT OF CHAIRMAN:**

It was proposed by Councillor Lill, seconded by Councillor Mayne and

**RESOLVED:** that Councillor Prime be appointed Chairman for the ensuing year.

### **32/08 APPOINTMENT OF VICE-CHAIRMAN:**

It was proposed by Councillor Lill, seconded by Councillor Smith and

**RESOLVED:** that Councillor Kennedy be appointed Vice-Chairman for the ensuing year.

Councillor Kennedy took the Chair.

### **33/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Prime.

### **34/08 DELEGATION OF POWERS & DUTIES:**

The Committee noted that the powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

### **35/08 MINUTES:**

The minutes of the meeting held on Monday, 23 April 2007 (386/07 to 389/07) were approved and signed as a correct record.

### **36/08 PLANNING APPLICATIONS:**

The Chairman explained briefly the workings of the Planning Committee and its responsibilities.

Councillor Smith was concerned that the planning applications could not be accessed on the District Council's website, and he asked that this be queried with the District Council.

(a) The Committee had no objections to the following planning applications:-

07/00768/1	Unit 4, Lower Gower Road.
07/00781/1	79 Melbourn Road (it was noted that this was a retrospective application).
07/00755/1LB	61 High Street.
07/00893/1HH	23 Brampton Road.
07/00954/1HH	10 Serby Avenue.
07/00961/1HH	9 Hawthorn Close.

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07/00966/1HH      14 Pippin Grove.  
07/00841/1HH      10 Stamford Avenue.

(b) 07/00940/1HH      23 Farrier Court.

The Committee objected to this application on account of the access onto Green Drift and close proximity to the road junction.

(c) 7/00959/1HH      10 Woodcock Road

The Committee supported this application provided the neighbours' concerns about overlooking are addressed.

**37/08    DATE OF NEXT MEETING:**

Monday, 11 June 2007.

There being no further business the Chairman closed the meeting at 8.28 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **TOWN PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 21 May 2007 at 7.15 p.m.

**PRESENT:** Councillor Berry (in the Chair).  
Councillors Davidson, Grimes, Harrison & Smith.  
Town Clerk, Committee Administrator, Town Councillors Beardwell, Doel & Prime  
& 1 Member of the Press in attendance.

### **38/08 APOLOGIES:**

Apologies for absence were received from Councillor Kennedy.

### **39/08 MINUTES:**

The minutes of the meeting of the Town Council Premises/Human Resources Sub-Committee held on the 26 March 2007 (minutes 325/07 to 328/07) were approved for signature by the Chairman.

### **40/08 MARKET HILL ROOMS:**

#### i) Gates

The Town Clerk reported receipt of two quotations for the fitting of custom built iron gates to be installed in front of the new entrance fronting the A10.

Following discussion with input from all Members it was proposed by Councillor Smith, seconded by Councillor Grimes and agreed to recommend to the Finance Committee that the quotation of £2100 be accepted and if planning permission is require, the costs also be funded.

#### ii) Banners

The Town Clerk said that the Town Centre Manager had asked for permission to hang banners for advertising the Farmers/Italian Markets and Christmas Carnival on the side of Market Hill Rooms, similar to the way in which banners were fixed to the Town Hall building.

Following discussion it was proposed by Councillor Harrison, seconded by Councillor Smith and agreed to allow this, but with the need for the Town Clerk to check first on whether or not planning permission was required.

#### iii) Security light

The Town Clerk said that the electrical contractor had suggested that the cheapest way to deal with the provision of a security light would be to adapt the present lights to provide a sensor light.

It was agreed that this should be arranged.

There being no further business the Chairman closed the meeting at 7.35 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.36 p.m. on Monday, 21 May 2007.

**PRESENT:** Councillor Berry (in the Chair).  
Councillors Beardwell, Grimes, Harrison, Prime & Smith  
Town Clerk, Committee Administrator, Town Councillors Davidson & Doel & 1  
Member of the Press in attendance.

### **41/08 APOLOGIES**

Apologies for absence were received from Councillors Burt, Gaillard, Inwood and Kennedy.

### **42/08 MINUTES:**

The minutes of the meeting of the Finance & General Purposes Committee held on Monday, 23 April 2007 (minutes 376/06 to 385/06) were approved and signed by the Chairman.

### **43/08 MINUTES OF SUB-COMMITTEES:**

It was proposed by Councillor Berry, seconded by Councillor Harrison and agreed that the minutes of the meetings of

- i) Town Premises/Human Resources Sub-Committee meeting held on Monday, 22 January 2007 (minutes 272/07 to 276/07) and
- ii) Museum Sub-Advisory Committee meeting held Thursday, 25 January 2007 (minutes 277/07 to 281/07) and
- iii) Town Premises/Human Resources Sub-Committee meeting held Monday, 26<sup>th</sup> March 2007 (minutes 325/07 to 328.07)

be accepted into the workings of the council.

### **44/08 RECOMMENDATION BY TOWN PREMISES/HUMAN RESOURCES SUB-COMMITTEE IN RESPECT OF GATES AT MARKET HILL ROOMS:**

Following discussion it was proposed by Councillor Harrison, seconded by Councillor Smith and **RESOLVED** that the Committee accept the recommendation of the Town Premises/Human Resources Sub-Committee to install gates and a sensor light at the entrance to Market Hill Rooms. It was also agreed to apply for planning permission should it be required.

### **45/08 MAY ACCOUNTS FOR PAYMENT:**

The May accounts in the sum of £23,403.06 were approved for payment following clarification by the Town Clerk on certain items.

### **46/08 MONTHLY INCOME & EXPENDITURE AND BANK RECONCILIATION FOR APRIL 2007:**

The Town Clerk circulated amended copies of the Bank Reconciliation for April 2007 together with the year-end 31 March 2007 Bank Reconciliation. These were noted by members.

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### **47/08 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Prime reported his attendance at a meeting of the HAPTC and also a meeting of the Royston Community Transport Committee.

### **48/08 DATE OF NEXT MEETING:**

The date of the next meeting was Monday, 25 June 2007 and the Town Clerk reported that the year-end Annual Return for 2006-2007 would need to be approved at that meeting, and that she would be circulating copies prior to that meeting.

There being no further business the Chairman closed the meeting at 7.50 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 11<sup>th</sup> June 2007 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Prime (in the Chair)  
Councillors Berry, Doel, Grimes, Kennedy, Lill, Mayne, Phillips and Smith.  
Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

The Chairman welcomed Councillor Doel to the Committee and noted that Councillor Lill would need to leave his mobile telephone on during the meeting; members had no objection to this.

### **49/08 APOLOGIES:**

Apologies for absence were received from Councillor Davidson

### **50/08 MINUTES:**

The minutes of the meeting held on Monday, 14 May 2007 (31/08 to 37/08) were approved and signed as a correct record.

It was noted that some Members were still having problems in accessing the plans on the District Council's website.

### **51/08 PLANNING APPLICATIONS:**

The Committee had no objections to the following planning applications:-

07/00632/1	Land to rear of Thurnalls, 18 Melbourn Street. Councillors Mayne & Prime asked for their votes against this application to be minuted.
07/01267/1	34 Victoria Crescent.
07/01268/1	Johnson Matthey Plc, Orchard Road.
07/01189/1	Land off Jarman Way. Subject to any noise survey being satisfactory
07/01089/1HH	10 Heron Way.
07/01116/1HH	39 Baldock Road.
07/01188/1HH	5 Mortimer Road.
07/00960/1HH	24 Morton Street.
07/01148/1AD	2 Baldock Street. The Committee asked that the enforcement action be implemented as soon as possible.
07/00967/1	6-8 Market Hill.
07/01031/LB	5 London Road.
07/01030/1HH	5 London Road.

### **52/08 APPEAL DECISION – 06/00586/LB – 11a HIGH STREET:**

The Town Clerk reported that this Appeal had been dismissed and the owners had been requested to remove the sign in question.

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### **53/08 WITHDRAWAL OF APPLICATION 1/0872/07:**

The Town Clerk reported that Application 1/0872/07, in respect of an application for Bund and Belt of Parkland forming a screen of vegetation along the Northern Boundary of three parcels of land on the northern edge of Royston on the south side of the A505, had been withdrawn.

This was noted.

### **54/08 ROYSTON CONSERVATION AREA REVIEW:**

The Town Clerk reported that the Town Hall had been included in the Register of Buildings of Local Interest.

With regard to those buildings on the either side of the railway station being included in the Conservation Area it had been decided by the Area Committee of the District Council that these should not be included.

It was noted that English Heritage had suggested that the conservation areas should be reviewed every 5 years but as some areas are still under review it was likely that the recent review would continue beyond the year 2012.

There being no further business the Chairman closed the meeting at 7.50 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 25 June 2007.

**PRESENT:** Councillor Berry (in the Chair).  
Councillors Gaillard, Grimes, Harrison, Inwood, Prime & Smith.  
Town Clerk, Assistant to Town Clerk, Committee Administrator, Town Councillors Davidson & Mayne, Town Centre Manager & 1 Member of the Press in attendance.

### **55/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beardwell, Burt & Kennedy and apologies for late arrival were received from Councillor Inwood.

### **56/08 MINUTES:**

The minutes of the meeting of the Finance & General Purposes Committee held on Monday, 14 May 2007 (minutes 13/08 to 23/08) and 21 May 2007 (minutes 41/08 to 48/08) were approved and signed by the Chairman.

### **57/08 JUNE ACCOUNTS FOR PAYMENT:**

The June accounts in the sum of £39,167.62 were approved for payment following clarification by the Town Clerk on the Anti-Virus Annual Subscriptions for the Office and Museum. The Town Clerk said that she would be researching this for the future.

### **58/08 MONTHLY INCOME & EXPENDITURE AND BANK RECONCILIATION FOR MAY 2007:**

The Income & Expenditure and Bank Reconciliation for May 2007 were noted.

### **59/08 ANNUAL RETURN 2006-2007:**

The Chairman read out Items 1-8 and the Trust Funds item from Section 2 of the Annual Governance Statement and the Committee agreed each of these items in the Statement. It was then **RESOLVED** to approve and sign the Annual Return for 2006-2007.

Councillor Inwood arrived at the meeting at 7.25 p.m.

The Town Clerk and her staff were thanked for their hard work in preparing the accounts for the Annual Return.

The Town Clerk confirmed to Councillor Prime that the Royston in Bloom item was for the supply of hanging baskets for the Town Hall.

### **60/08 2006-2007 BUDGET:**

The Town Clerk clarified a query from Councillor Smith in respect of the income for the Museum as it differs from the end of year figures. This was because certain items went through the Town Council bank but were not part of the budget. The Town Clerk confirmed that any member of the public could contact the office to view the accounts to ask any questions.

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A notice had been placed on the Town Council's notice board to that effect After further discussion it was then **RESOLVED** to approve the year-end accounts for 2006-2007.

### **61/08 ANNUAL REPORT 2006-2007:**

The Annual Report was approved for publication.

### **62/08 CODE OF CONDUCT:**

It was proposed by Councillor Berry, seconded by Councillor Harrison and **RESOLVED** to adopt the revised Code of Conduct including paragraph 12(2) as applicable to parish and town councils.

### **63/08 NO SMOKING POLICY:**

The No Smoking Policy was adopted in line with the new regulation from the 1<sup>st</sup> July 2007.

### **64/08 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Smith reported on his attendance at a meeting held by the District Council in respect of the proposed fortnightly collection of rubbish. Following much discussion it was agreed that an officer from North Hertfordshire District Council should be asked to come along to the next meeting of Full Council to make a presentation to the Town Council on this subject.

It was also agreed that the Town Council should discuss its policy on this matter following this meeting.

Councillor Smith said that he would like to attend a training course being held by HAPTA on Finance and Councillor Davidson also said she would like to attend a course on Council as an Employer. The Town Clerk said she would arrange this.

Councillor Smith was concerned that nobody had been made aware of the recent Memorial Service in Remembrance of the Falklands War. Discussion followed and as neither the office nor individual members apart from the Town Mayor had been invited to the Service, it was agreed that the Town Clerk contact the Royal British Legion to make sure that in future the Town Council is notified of any such events. A letter would also be sent to the Royston Crow.

### **65/08 EXCLUSION OF THE PRESS AND PUBLIC:**

It was proposed by Councillor Smith, seconded by Councillor Inwood and **RESOLVED** that in view of the confidential nature of the business about to be transacted it is proposed that in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

A Statement (NHDC 2.7 Confidential Document) was then read out by the Town Centre Manager to the meeting to clarify this point.

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### 66/08 STAFFING MATTER:

The Town Clerk reported that the Sunday Wardens at the Museum had not received an increase in their wage for several years.

Following discussion it was proposed by Councillor Grimes, seconded by Councillor Inwood and **RESOLVED** that the new rate be increased to £5.85 per hour, this will also cover the increase in the National Minimum Wage in October.

### 67/08 MARKETS:

Geraint Burnell, Town Centre Manager, circulated information to Members in respect of the Markets as managed by the District Council, and informed the meeting that he had received a 160 page document in respect of the tender for managing the Market.

Following much discussion and input from all Members it was agreed that as the date for returning this document was 18 July, and there was not a full Council to agree this until after this date, Geraint should request an extension to this date. Clarification on certain points was also required as there were a number of errors in the document.

Finally it was agreed that a Working Party be set up to consider this matter and that Councillors Grimes, Prime & Smith be part of that Working Party. It was also agreed that the working party would report back to the next Full Council meeting. It was also agreed that the District Council be asked to extend the date for return of the tender.

The Chairman then thanked Geraint for his attendance and closed the meeting at 8.50 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 16<sup>th</sup> July 2007 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Prime (in the Chair)

Councillors Berry, Davidson, Doel, Kennedy, Lill, Mayne, Phillips and Smith.

County Councillor Drake, Councillors Beardwell, Gaillard, Inwood, Harrison, Town Clerk, Committee Administrator, Geraint Burnell, 30 Members of the Public and 1 Member of the Press in attendance.

**PUBLIC PARTICIPATION:**

The Chairman informed the meeting that there were two presentations to be heard and invited Dr. Oxford to speak on the Planning Application 07/00818/1 – Land at 62 Green Drift. Dr. Oxford outlined the problems in respect of this development informing the meeting that there would be overlooking by upstairs windows, loss of light and that the houses would be too large for the plot, and look out of place in the area.

He considered that the design statement was misleading and paid insufficient attention to the impact on the adjoining properties.

He asked that the Members kept these comments in mind when considering this application.

The Chairman thanked Dr. Oxford for his presentation and then invited Mrs. Hales to speak to the meeting on Planning Application 07/01296/1 – 16-20 Green Drift.

Mrs. Hales said that it was difficult to speak on this application as the plans had not appeared on the District Council's website and, therefore, some people had not been able to view the plans.

She said that the houses to the rear of the plot are too close and would affect the quality of life to neighbours and the gardens were too small for family use. The terraced houses are in the middle of the site and one does not have rear access. Some of the houses do not have garages and there is only five parking spaces overall.

Although the number of houses has been reduced it is still an overdevelopment of the site.

She also said that the public consultation should be started when the plans are in place and not before.

The Chairman thanked Mrs. Hales for her presentation.

**68/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Grimes.

**69/08 MINUTES:**

The minutes of the meeting held on Monday, 11 June 2007 (49/08 to 54/08) were approved and signed as a correct record.

**70/08 PLANNING APPLICATIONS:**

- (a) 07/00818/1 Land at 62 Green Drift.

Members took into account the previous presentation on this application and it was noted that it was not the land but the current application for the building of the two storey detached house that was the subject of discussion.

Following much discussion it was agreed to object to this application on the grounds of overdevelopment of the site.

## ROYSTON TOWN COUNCIL

(b) 07/01296/1 16-20 Green Drift.

Members took into account the previous presentation on this application and noted that the plans had not been available on the website.

Following discussion it was proposed by Councillor Kennedy, seconded by Councillor Smith and agreed by 7 votes for and 2 against that the Committee has no objection to this planning application subject to the following points:-

Consideration be given to the close proximity of plots 5/6 and the over-looking properties in Mallard Road

Over-looking of adjacent properties

Are the garages large enough for vehicles to be used for parking?

Is there adequate surface drainage with the use of the block paving?

Lack of rear access to plot 8

They would also like to see the following caveats included during the construction of the development;

1. All site traffic should enter and exit the site via Kneesworth Street and not use Tannery Drift
2. All movement of site traffic should not be allowed during the times children enter and leave Tannery Drift School to safe guard the school children and their families.

It should also be noted that the plans were not on the NHDC website to view.

Councillors Lill and Mayne asked that their vote against this application be minuted.

Most of the public then left the meeting leaving just seven members of the public.

(c) 07/01453/1 Land between and in the gardens of 31 & 33 Mill Road.

The Committee had no objection to this application subject to good drainage being in place.

(d) 07/01367/ITD Land adjacent Fire & Ambulance Station, Corner of Baldock Street/Tannery Drift – erection of 10m monopole.

The Committee objected to this application on the grounds that it was detrimental to the area.

(e) 07/01420/1AD Tesco Stores – Advertisement.

The Committee objected to this application on the grounds that Tesco did not carry out what they advertised in respect of 24 hour opening.

(f) The Committee had no objections to the following planning applications:-

07/01144/1 Land at 8 Newmarket Road.

Councillor Lill asked for his objection to be minuted.

07/01227/1HH 41 Stamford Avenue.

07/01282/1HH 54 Icknield Walk.

07/00742/1 61 High Street.

07/01273/1HH 3 Masfield Way.

07/01374/1HH 115 Garden Walk.

07/01457/1HH 18 Masfield Way.

**ROYSTON TOWN COUNCIL**

07/01465/1HH      7 Nash Road.  
07/01395/1HH      4 Sorrel Close.

There being no further business the Chairman closed the meeting at 8.20 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.23 p.m. on Monday, 16 July 2007.

**PRESENT:** Councillor Harrison (in the Chair).  
Councillors Beardwell, Davidson, Doel, Gaillard, Inwood, Lill, Mayne & Phillips  
County Councillor Drake, Town Councillors Berry & Kennedy, Town Clerk,  
Committee Administrator, 2 Members of the Public and 1 Member of the Press in attendance.

### **71/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Burt.

### **72/08 DECLARATION OF INTEREST:**

Councillors Beardwell and Inwood declared an interest in Agenda Item 8 – NHDC Statement of Licensing Policy Consultation as NHDC councillors and Councillor Doel a personal interest in Agenda Item 7 – No Cold Calling Zone – Mill Road

### **73/08 MINUTES:**

It was **RESOLVED** that the minutes of the meetings of the General Purposes & Highways Committee held on 16 April 2007 (minutes 364/07 to 369/07) and 14 May (minutes 24/08 to 30/08) were approved and signed by the Chairman as a correct record.

### **74/08 ROYSTON IN BLOOM WORKING PARTY – MINUTES:**

The Committee accepted the notes of the Royston in Bloom Working Party meetings held on 14 March 2007, 11 April 2007 and 9 May 2007 into the workings of the Council.

### **75/08 GYPSY & TRAVELLERS ACCOMMODATION, EAST OF ENGLAND – PUBLIC CONSULTATION:**

The Committee agreed that a Working Party be set up to discuss response to the Consultation document. Members of the Working Party would be Councillors Doel, Harrison and Mayne.

### **76/08 OLD NORTH ROAD – TRAFFIC SPEED:**

The Town Clerk reported that she had received a report on the survey done by the Police in respect of traffic speed in Old North Road. This had been carried out between the 10-16 April over 24 hours. Compared to the previous survey carried out in August 2006 the average speed had increased by only 1 mph northbound and by 3 mph southbound. Members noted this information.

### **77/08 NO COLD CALLING ZONE – MILL ROAD:**

The Town Clerk reported that the proposed launch of the No Cold Calling Zone for Mill Road would be on 7 August 2007 at 10 a.m. although this was still to be confirmed. Members noted this information.

## ROYSTON TOWN COUNCIL

### **78/08 NHDC STATEMENT OF LICENSING POLICY CONSULTATION:**

Councillors Beardwell and Inwood left the meeting for this item.

The Town Clerk read out the information in respect of making a response to NHDC on this item. The Consultation period ended on 7 September 2007.

The Members considered the response required along with input from County Councillor Drake. It was agreed that the music and noise very late at night around the pubs was causing problems for residents and it was agreed that this should be in the response, and that the businesses that are having these late night events should make sure windows and doors are closed when playing music to safeguard the people in these areas.

Councillors Beardwell and Inwood returned to the meeting.

### **79/08 TOWN COUNCIL SCHOOLS INITIATIVE:**

Members received a report (previously circulated) from Councillor Davidson in respect of the visits to Royston Schools and she and her team were congratulated on the success of the visits.

It was agreed that Alan Fleck should be invited to attend a Full Council meeting to make a presentation on the possibility of a Youth Council for Royston.

### **80/08 BRITISH FORCES FREE POSTAGE PETITION:**

It was agreed that the Town Council should write in support to a letter from NHDC to the Defence Secretary to support a petition to get the policy of free postage service to armed forces personnel serving overseas reinstated.

### **81/08 RAILWAY CROSSING:**

County Councillor Drake reported that the Government was anxious that there should be 'Bold Town Changing Projects' and so the railway crossing underpass had been noted with particular interest. It was probable that Christmas 2009 was the target date for the construction work to commence on this crossing.

### **82/08 WEIGHT LIMIT – MELBOURN ROAD:**

The Town Clerk reported that this matter would be discussed again at a District Council meeting shortly.

### **83/08 BUS SERVICE NO.17:**

County Councillor Drake said that he had just received a letter in respect of this service and now that the District Council's subsidy had been withdrawn it was suggested that one of the services should be cut.

There was now an Option B which was to keep Service 17 and withdraw half of the Service 16.

It was agreed that both Services should be kept and it was necessary to keep up the pressure on this request. It was agreed to ask North Hertfordshire District Council if there was any Discretionary Grant money available to help with this problem.

## ROYSTON TOWN COUNCIL

### **84/08 PARKING ISSUES IN ROYSTON:**

Councillor Harrison reported on his meeting with the officers at NHDC in respect of the problems of parking in Royston. They had proposed setting up a Strategy Committee to look into this subject. The town Clerk reported that NHDC had now appointed Consultants to undertake a Parking Strategy for Royston. They will be undertaking their survey work in and around the town centre this month, and will be arranging a stakeholder meeting in early September to discuss their findings. The Royston Town Council will be one of the consultant's consultees.

He also reported he had attended an Area Committee meeting asking them to support Royston in their endeavours to bring about parking changes in Royston.

Councillor Harrison had received an update from a resident in the Newmarket Road area who conducted regular surveys on the number of cars that were parking in that road and the side roads to avoid parking charges. The number of cars was increasing greatly and was proving dangerous.

Following discussion it was agreed to write to NHDC asking that they deal with Newmarket Road and the side roads including King James Way as a matter of urgency.

### **85/08 NORTH/SOUTH BY-PASS, ROYSTON:**

The Chairman spoke of how Royston had again been more or less at a standstill due to an accident on the M11 which led to the police redirecting all traffic from all areas onto the A10 etc.

After discussion from all members it was agreed that it is unlikely there will be another by-pass for Royston for some years to come, so other help should be sought in easing the problems. It was agreed that the Town Council write to the Highway Agency to urge for a by-pass for Royston, and to also ask for better signing for when roads are closed and to support the up-grading the of the A14 and M11 to help reduce the number of accidents and road closures.

### **86/08 DATE OF NEXT MEETING:**

The date of the next meeting is 10 September 2007.

There being no further business the Chairman closed the meeting at 9.30 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Extra-ordinary Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 16 July 2007 in the Committee Room, Town Hall, Royston at 9.37 p.m.

**PRESENT:** Councillor P. Lill (Town Mayor in the Chair).  
Councillors Beardwell, Berry, Davidson, Doel, Gaillard, Harrison, Inwood, Kennedy, Mayne, Phillips, Prime & Smith.  
Town Clerk, Committee Administrator, Town Manager and 1 Member of the Press in attendance.

**87/08 APOLOGIES:**

Apologies for absence were received from Councillors Burt & Grimes.

**88/08 EXCLUSION OF THE PUBLIC & PRESS:**

In view of the confidential nature of the business about to be transacted it is proposed by Councillor Berry, seconded by Councillor Inwood and **RESOLVED** that in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

A Statement (NHDC 2.7 Confidential Document) was then read out by the Town Centre Manager to the meeting to clarify this point.

Councillors Beardwell & Inwood and the Press left the meeting.

## ROYSTON TOWN COUNCIL

### 89/08 ROYSTON MARKETS:

The Town Manager read out the Statement and it was noted that all information was confidential and not to go outside the room.

Councillor Smith gave a report on what work had been carried out by the Working Party, the 160 page tender document had been carefully gone through and errors corrected. It was noted that the tender had to be at the NHDC offices by 12 noon on the following Wednesday, 18 July 2007, NHDC had not allowed any extension time.

Councillor Kennedy explained the process of the tender application to members.

The Town Clerk explained her concerns over the extra work load it would bring her and the office staff if the council were to win the tender especially as the Market Manager would be another employee of the council.

After discussion from all councillors it was proposed by Councillor Berry, seconded by Councillor Mayne and **RESOLVED** that the Council submit a bid in time for the 18 July date, further details could be discussed at next week's Full Council meeting.

Thanks were given to the Town Centre Forum and the Town Clerk for their help and input. The Working Party was thanked for its hard work on investigating and preparing the document for submitting this bid.

There being no further business the Town Mayor closed the meeting at 10.29 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 23 July 2007 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor P. Lill (Town Mayor in the Chair).  
Councillors Beardwell, Berry, Burt, Doel, Grimes, Harrison, Inwood, Kennedy, Mayne, Phillips, Prime & Smith.  
County Councillor Drake, Town Clerk, Assistant to Town Clerk, Committee Administrator, Town Manager and 1 Member of the Press in attendance.

The Reverend Averil Lauckner led the meeting in prayer.

### **90/08 APOLOGIES:**

Apologies for absence were received from Councillors Davidson & Gaillard.

### **91/08 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor informed Members that he had attended several events including the Girl Guides AGM, La Loupe Twinning reception, Pink Ribbon Race, Parish Church Fete, 25<sup>th</sup> Anniversary of the Falklands War at the Royston Memorial, Queens Road Playgroup Balloon Launch, Studlands Rise School Fete and the Town Twinning AGM.

He also said that his Consort, Wendy Gibbs, had been ill but was now making a good recovery.

### **92/08 RESOLUTION TO FORMER TOWN MAYOR:**

The Town Mayor proposed:

- (a) The Council places on record its sincere appreciation of the service rendered to the Town by Councillor Lynn Berry as Mayor of Royston from 2006 to 2007.
- (b) That the Council is very mindful that Councillor Berry has during that period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the Town.
- (c) That the Common Seal of the Council be affixed to the above Resolution and that it be signed by the Town Mayor and the Town Clerk.
- (d) That the Town Council place on record its sincere appreciation of the service rendered to the Town by Mr. David Berry in support of the Town Mayor from 2006 to 2007.

The motion was seconded by Councillor Harrison and carried unanimously. The Town Mayor then presented the Resolution to Councillor Lynn Berry.

Councillor Berry thanked the Members for this Resolution and on behalf of Members wished Wendy Gibbs well.

### **93/08 MINUTES:**

It was proposed by Councillor Mayne, seconded by Councillor Smith and **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on 14 May 2007 (minutes 01/08 to 12/08).

## ROYSTON TOWN COUNCIL

### 94/08 DECLARATION OF INTEREST:

Councillors Burt, Beardwell and Inwood all declared an interest, as District Councillors, in item 12 in respect of Royston Markets.

### 95/08 TO RECEIVE MINUTES OF COMMITTEES THAT HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highways Committee held 16 April 2007 (minutes 364/07 to 369/07) be approved and adopted as part of the true workings of this Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 23 April 2007 (minutes 376/07 to 385/07) be approved and adopted as part of the true workings of this Council
- (c) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 23 April 2007 (minutes 386/07) to 389/07) be approved and adopted as part of the true workings of this Council.
- (d) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 14 May 2007 (minutes 13/08 to 23/08) be approved and adopted as part of the true workings of this Council.
- (e) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highways Committee held 14 May 2007 (minutes 24/08 to 30/08) be approved and adopted as part of the true workings of this Council.
- (f) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 14 May 2007 (minutes 31/08 to 37/08) be approved and adopted as part of the true workings of this Council.
- (g) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 21 May 2007 (minutes 41/08 to 48/08) be approved and adopted as part of the true workings of this Council.
- (h) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 11 June 2007 (minutes 49/08 to 54/08) be approved and adopted as part of the true workings of this Council.

### 96/08 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 25 June 2007 (minutes 55/08 to 67/08) be approved and adopted as a true record.

### 97/08 ROYSTON MARKETS:

The Town Mayor reported that a tender had been submitted to the North Hertfordshire District Council on the 18 July 2007 for the running of Royston Market by Royston Town Council in partnership with the Royston Town Centre Forum.

## ROYSTON TOWN COUNCIL

### **98/08 NEW – WASTE & RECYCLING SERVICES:**

It was reported that the Recycling Officer at NHDC was not able to attend this meeting as requested by members but would be able to attend the meeting of the Finance Committee on 20 August 2007. All Members of the Council were welcome to attend that meeting.

### **99/08 EXCLUSION OF THE PRESS AND PUBLIC:**

It was proposed by Councillor Lill, seconded by Councillor Berry and **RESOLVED** That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public and press are temporarily excluded and they were instructed to withdraw.

Councillors Burt, Beardwell and Inwood and Press left the meeting.

## ROYSTON TOWN COUNCIL

### **100/08 TENDER APPLICATION FOR ROYSTON MARKETS:**

The Chairman invited Geraint Burnell, Town Centre Manager, to speak to the meeting.

The Town Manager said that he had attended to answer any questions that Councillors may have in connection with the tender application for Royston Markets.

He had submitted the tender documents to NHDC at 11.45 a.m. on the 18 July 2007. A letter had also been included informing the NHDC that although the Town Council and Town Centre Forum holds by the terms of the tender submitted they could not enter into a contract without obtaining legal advice first. He further advised the Council that it could withdraw the tender if necessary within a 3 month period.

The Town Manager then answered questions from Members and following discussion it was proposed by Councillor Smith, seconded by Councillor Berry and agreed that this item be brought back to the Finance Committee meeting in September for further discussion.

Members congratulated Geraint and all involved who had managed to prepare the tender document in time to be submitted.

There being no further business the Town Mayor closed the meeting at 8.05 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.22 p.m. on Monday, 23 July 2007.

**PRESENT:** Councillor Berry (in the Chair).

Councillors Beardwell, Burt, Grimes, Harrison, Inwood, Kennedy, Prime & Smith. Town Clerk, Town Clerk's Assistant, Committee Administrator, Town Councillor Phillips & 1 Member of the Press in attendance.

### **101/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Gaillard.

### **102/08 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday, 25 June 2007 (minutes 55/08 to 67/08) were approved and signed by the Chairman.

### **103/08 JULY ACCOUNTS FOR PAYMENT:**

The July accounts in the sum of £21,247.36 were approved for payment following clarification by the Town Clerk on an item under Town Centre Management.

### **104/08 MONTHLY INCOME & EXPENDITURE AND BANK RECONCILIATION FOR JUNE 2007:**

The Income & Expenditure and Bank Reconciliation for June 2007 were noted.

### **105/08 ROYSTON TOWN CRIER:**

Members received the draft copy of newsletter No.3. Councillor Prime congratulated those involved in this newsletter and said that the organisations that are represented by Members might be interested in providing some information to be included in the newsletter.

The Town Clerk clarified a question from Councillor Smith and said Quality Town Status would be applied for later in the year as there would need to be four issues of the newsletter already circulated.

She also informed the meeting that Defra had now reviewed the qualifications for Town Clerks and she could confirm that her qualifications were accepted indefinitely.

Following some slight amendments to the newsletter it was agreed that issue No.3 be accepted for publication.

### **106/08 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Prime informed the meeting that he had attended the AGM of the Friends of Royston & District Museum and their committee meeting the following week.

He had also attended a Museums Strategy meeting in Hitchin.

He had attended a meeting of the HAPTC and had been co-opted onto the Executive Committee.

He had also been involved with the Community Transport Committee at Royston Hospital.

Councillor Kennedy reported that the Town Twinning Association would appreciate more people taking part in the Grossalmerode trip at the August Bank Holiday weekend.

There being no further business the Chairman closed the meeting at 8.40 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **MUSEUM SUB-COMMITTEE** held on Thursday 26<sup>th</sup> July 2007 in the Committee Room, Town Hall, Royston at 7.p.m.

**PRESENT:** Mr. L. Baker (in the Chair).  
Councillors Beardwell, Berry, Mayne & Smith  
Museum Trustees: P. King, P. Ketteringham, J. Smith, P. Smith, and B Skyrme  
Friends of Royston Museum: S. Thrussell  
Officers in attendance: C. Kaszak (Curator), S Thornton-Björk (Town Clerk) and R. Allwood (Museums Officer, NHDC)

### **107/08 APOLOGIES**

Apologies for absence were received from: Councillor Lill and M. Lawrence

### **108/08 MINUTES:**

The minutes of the meeting held 19<sup>th</sup> April, 2007 were approved and signed after the amendment from Elizabeth to Neil in minute 372/07

### **109/08 CURATORS REPORT:** (copy attached to the minute book):

Carole presented her report to the committee and expanded on some of the items.

#### **Courses/meetings attended**

The E2BN was an international web-site aimed at schools; most museums in Hertfordshire were on to this site.

Members noted that Councillor Prime also attended the North Herts Museum Strategy Forum

#### **Exhibitions/Events**

The next exhibition of work at the museum will be by Anstey, the museum assistant and her father, all members of the committee were encouraged to go along for the private viewing on the 24<sup>th</sup> August. The following exhibition will be Jack's War.

The family archaeology day was very well attended and it was agreed to write a letter of thanks to Clive and James Dilly.

Councillor Beardwell will be giving another demonstration on the printing press on Saturday.

#### **The Collection/Purchases**

Carole gave her thanks to the History Society for their contribution towards the Whydale etching purchase; this was endorsed by the Committee.

Carole reported that the friends of the Museum had set aside £1500 towards conservation of the Whydale Etchings.

Peter Ketteringham reported that a lot of the museum visitors were coming from outside of the town which was encouraging and asked what links there were with the Town Centre Forum. He reported that the map link on the TCF web-site showed Stamford in America instead of Royston. Susan will inform Geraint of this.

Councillor Smith said that they could do a feature on the museum in the next edition of the Royston Crier newsletter.

### **110/08 NEW ACQUISITION AND DISPOSAL POLICY 2007:**

Carole reported the Acquisition and Disposal Policy was due for renewal. After discussion and some minor amendments it was agreed to adopt the new Acquisition and Disposal Policy. It was agreed that the next review of the policy should be in 2012.

## ROYSTON TOWN COUNCIL

### **111/08 MUSEUM LEASE:**

Members noted that the lease was due for renewal in August 2008. After discussions, the chairman proposed that the Museum Advisory Sub-Committee recommend to the Finance Committee the request for negotiations to begin with the landlord for the renewal of the lease for 15-20 years, with a break clause included. In order to obtain the Accreditation which is due to be submitted in May 08, a letter of intent of commitment regarding the lease would be needed both from the landlord and Royston Town Council. It was also noted that costs for Legal Fees would need to be included in the museum's budget for 2008-2009. This was unanimously agreed and would be included on the agenda of the next Finance Committee meeting.

### **112/08 I.T EQUIPMENT**

Issues over the museum's computers were discussed; it was increasingly taking up more of the curator's time to resolve problems to do with the running of the museums computers. It was agreed to recommend to the Finance Committee to allow Carole to call an expert out who could solve the problem of net-working the computers in the museum, the cost for this would be at £37 per hour plus mileage at 55p per mile. It was felt that the expenditure of up to £100 needed approval by Finance first due to the tightness of the museum's budget.

### **113/08 BROWN SIGNS:**

The Town Clerk reported that a request for costs of a sign to be erected on the A505 to show there is a Museum and Cave in Royston for visitors has been sent off.

### **114/08 ANY OTHER BUSINESS:**

A quote had been received to replace the film on some of the museum's windows; following discussion it was agreed that this work was not necessary.

The issue regarding funding from NHDC for Royston Museum was discussed. Members felt NHDC should provide some funding for the museum especially as it is the Royston & **District** Museum. It was agreed the way forward should be to set up a working party to try and find a way to get funding from the NHDC for the Royston & District Museum. It was then agreed to recommend to the Finance Committee that a Working Party be set up which would include Museum Trustees, members of the Sub-Committee and Councillors with the brief; to try and obtain funding from NHDC for Royston & District Museum. Councillor Robert Smith, Trustee Phil Smith and Les Baker (Chairman) agreed to be part of the Working Party.

Date of next meeting Thursday 18<sup>th</sup> October 2007

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 13<sup>th</sup> August 2007 at 7.20 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Kennedy (in the Chair)  
Councillors Davidson, Doel, Grimes, Mayne and Smith.  
Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

### **115/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Berry, Lill, Phillips & Prime.

### **116/08 MINUTES:**

The minutes of the meeting held on Monday, 16 July 2007 (68/08 to 70/08) were approved and signed as a correct record.

### **117/08 PLANNING APPLICATIONS:**

(a) The Committee had no objections to the following planning applications:-

07/01730/1HH	67 Newmarket Road.
07/01650/1LB	13 Kneesworth Street.
07/01611/1HH	27 Priory Close.
07/01646/1HH	10 Siskin Close.
07/01591/1HH	21 Garden Walk.
07/01514/1	Somerfield Stores, Ltd. Baldock Street.
07/01796/1	4a Priory Lane.
07/01734/1HH	64 King James Way.

(b) 07/01587/1HH 41 Green Street.

The Committee had no objection to this application subject to the car parking being adequate.

(c) 07/00121/1 Tesco Stores Ltd., Old North Road.

The Committee did not support this application as it involves the removal of the existing landscaping. The car-wash machine building should be placed within the boundary of the existing landscaping so as not to create a visual impact on the area.

(d) 07/01369/1 Johnson Matthey Plc, Orchard Road.

The Committee did not have any objection to this retrospective application but concerns were raised on the amount of building work that is done at Johnson Matthey.

The Town Clerk agreed to arrange a visit to Johnson Matthey for the newer Councillors as these visits had been of interest and help in the past.

## ROYSTON TOWN COUNCIL

### **118/08 NHDC – ROYSTON TOWN CENTRE STRATEGY – SCOPING REPORT:**

Members had considered this Strategy Scoping Report but felt that it was not clear what was to happen from this exercise. They found it difficult to understand the document especially as it did not contain a summary.

Due to the length of the document they thought the closing date for comments was unacceptable, the timescale for comments has not given the Councillors enough time to consult especially as it was received after the last committee meeting and it is the holiday season.

Following discussion it was agreed to respond to the District Council with these comments, and to ask for an officer from the NHDC to attend a Council meeting to clarify certain points and explain the document.

There being no further business the Chairman closed the meeting at 8.10 p.m.

## **ROYSTON TOWN COUNCIL**

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 20 August 2007.

**PRESENT:** Councillor Berry (in the Chair).

Councillors Burt, Harrison, Kennedy & Smith.

Town Clerk, Committee Administrator, District Councillor F. J. Smith, Town Councillors Davidson, Doel, Phillips, Mr. W. Davidson, 1 Member of the Press and North Hertfordshire District Council officer Mr. John Robinson and Councillor Needham in attendance.

### **PRESENTATION BY JOHN ROBINSON & COUNCILLOR NEEDHAM OF NORTH HERTFORDSHIRE DISTRICT COUNCIL – NHDC NEW WASTE & RECYCLING SERVICES.**

Councillor Berry welcomed Councillor Needham and John Robinson to the meeting and invited them to give their presentation on the NHDC New Waste & Recycling Services.

There followed a very full presentation outlining the services given by the District Council and the changes that were due to take place in October.

The Government was setting new targets for recycling and it was essential that less waste was to go to landfill sites as these were getting near to full capacity, and although new sites were being researched these were very few.

More facilities would be available to recycle but the main waste collection would be reduced to fortnightly.

Each household would be issued with a calendar of collections and there would be full publicity and help available.

Councillor Needham and John Robinson then answered questions and the concerns of the Town Council were noted. They assured Members that anybody with particular problems could contact the District Council.

The Chairman then thanked Councillor Needham and John Robinson for their attendance and they left the meeting at 8.15 p.m.

### **119/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beardwell, Gaillard, Grimes, Inwood, and Prime.

### **120/08 DECLARATION OF INTEREST:**

Councillor Burt declared his interest in Item 5 – New Refuse & Recycling Collection in North Hertfordshire, and Item 7 – Royston & District Museum, and the Town Clerk advised that he need not leave the room.

### **121/08 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday, 23 July 2007 (minutes 101/08 to 106/08) were approved and signed by the Chairman.

### **122/08 MINUTES OF SUB-COMMITTEES:**

The minutes of the following Sub-Committees were accepted:-

## **ROYSTON TOWN COUNCIL**

- i) Museum Sub-Advisory Committee meeting held 19 April 2007 (minutes 370/07 to 375/07):
- ii) Town Premises/Human Resources Sub-Committee meeting held 21 May 2007 (minutes 38/08 to 40/08).

### **123/08 NEW REFUSE & RECYCLING COLLECTION IN NORTH HERTFORDSHIRE:**

The Committee agreed that a letter of thanks be sent to North Hertfordshire District Council for the Presentation given to Members, and to tell the District Council that the Town Council understand the reasons for the changes in the Collection Service. The Committee was sure that the public would co-operate and if there were any problems they would contact the District Council.

### **124/08 ROYSTON & DISTRICT MUSEUM - COMPUTERS:**

Mr. L. Baker, Chairman of the Museum Sub-Advisory Committee, was invited to speak to the meeting on this item.

He explained the problems in setting up the Museum Computer in the Museum and that it would be useful to have a computer technician attend to set the system up correctly. This would prevent the Town Clerk and the Curator trying to do it themselves and wasting their valuable time.

The Town Clerk said that costs for this had not be put into the budget but said that the cost would be £37 an hour plus travel expenses.

Following discussion it was proposed by Councillor Smith, seconded by Councillor Kennedy, and agreed that this could be allowed with a limit of up to £200.

### **125/08 ROYSTON & DISTRICT MUSEUM – WORKING PARTY:**

Mr. L. Baker spoke to the meeting and explained the background to this item. At the Museum Advisory Sub-Committee meeting it had been recommended that there be a Working Party set up to consider the way forward in respect of talking to the District Council re funding of Royston Museum.

Following discussion it was proposed by Councillor Berry, seconded by Councillor Smith and agreed that a Working Party be set up, and Councillors Smith & Kennedy asked to be included on this Working Party. Mr. Baker as Chairman of the Museum Advisory Sub-Committee and Trustee Phil Smith would also be on this Working Party.

### **126/08 AUGUST ACCOUNTS FOR PAYMENT:**

The August accounts in the sum of £19,025.04 were approved for payment

### **127/08 MONTHLY INCOME & EXPENDITURE AND BANK RECONCILIATION FOR JULY 2007:**

The Income & Expenditure and Bank Reconciliation for July 2007 were noted.

### **128/08 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Berry reported that the Meridian Managing Committee had funded some equipment for use during the summer by the Meridian Centre.

## **ROYSTON TOWN COUNCIL**

### **129/08 ROYSTON ARTS FESTIVAL 2007:**

The Town Clerk explained that the Royston Art Festival was due to be revived this year with many organisations taking part.

The Art Festival Committee had asked for a donation towards the hire of the Town Hall for the Arts Festival weekend.

Following discussion it was proposed by Councillor Berry, seconded by Councillor Smith and RESOLVED that the Town Council use their power under the 'Provision of Entertainment and the Support the Arts (LGA 72 s145)' to support the Royston Arts Festival 2007 by way of allowing the Town Hall to be used free of charge for the event in form of sponsorship from the council.

### **130/08 EXCLUSION OF THE PUBLIC & PRESS:**

In view of the confidential nature of the business about to be transacted it was proposed by Councillor Harrison, seconded by Councillor Smith and agreed that in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

## ROYSTON TOWN COUNCIL

### **131/08 ROYSTON & DISTRICT MUSEUM – LEASE:**

Mr. L. Baker (Chairman) spoke to the meeting saying that the Museum Sub-Advisory Committee had recommended that the renewal of the lease which is due to run out in August 2008, be negotiated with urgency.

Because the Museum will be undergoing Renewal of Accreditation in May 2008, it is essential that the lease be renewed as quickly as possible, and that a Letter of Intent from the Town Council and the Landlord is prepared to accompany the application for accreditation if a new Lease agreement was not in place at that time.

Following discussions it was agreed to commence negotiations for the renewal of the Museum Lease for a period of 20 years with a break clause of one year if required.

It was agreed to discuss the contents of a Letter of Intent regarding accommodation for the Museum at a later date, should it be needed for the Accreditation process due in May 2008.

There being no further business the Chairman closed the meeting at 9.23 p.m.

## **ROYSTON TOWN COUNCIL**

**MINUTES** of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 20 August 2007 at 9.24 p.m.

**PRESENT:** Councillor Berry (in the Chair).  
Councillors Davidson, Harrison, Kennedy & Smith.  
Town Clerk & Committee Administrator in attendance.

### **132/08 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Grimes.

### **133/08 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 21 May 2007 (minutes 38/08 to 40/08) were approved for signature by the Chairman.

### **134/08 MARKET HILL ROOMS:**

#### **i) Security Light & Noticeboards**

The Town Clerk reported that this work had been done.

#### **ii Gates**

The Town Clerk reported that the planning application for these gates had been submitted to the District Council.

#### **iii) Banners**

The Town Clerk reported that as the banners were only a temporary measure there was no need for a planning application.

### **135/08 GREEN STREET ALLOTMENTS:**

It was agreed that the date for meeting with the Royston Allotment & Gardens Association be the 1<sup>st</sup> October 2007 at 7 p.m.

### **136/08 TOWN HALL EXTERNAL DECORATIONS:**

The Town Clerk had requested five quotations for this work and two responses had been received to date.

### **137/08 STAFFING MATTERS:**

The part-time caretaker/cleaner had left employment on the 24 July 2007 and the staff had filled in as caretaker until the new member of staff, Joe Bone, had commenced employment on 7 August 2007.

There being no further business the Chairman closed the meeting at 9.31 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 10<sup>th</sup> September 2007 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Prime (in the Chair)  
Councillors Berry, Grimes, Kennedy, Mayne, Phillips and Smith.  
Town Clerk, Committee Administrator, District Councillor Hill, Town Councillors Gaillard, Inwood and 1 Member of the Press in attendance.

### **138/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Davidson, Doel and Lill.

### **139/08 DECLARATION OF INTEREST:**

Councillor Prime declared an interest in Agenda Item 4(f) and Councillor Berry declared an interest in Agenda Item 4(l) and they would not take any part in discussion or voting thereof.

### **140/08 MINUTES:**

The minutes of the meeting held on Monday, 13 August 2007 (115/08 to 118/08) were approved and signed as a correct record.

### **141/08 PLANNING APPLICATIONS:**

(a) The Committee had no objections to the following planning applications:-

07/01748/1	36 High Street
07/01710/1AD	36 High Street
07/01867/1HH	26 Windsor Road.
07/01858/1HH	59 Kneesworth Street. The Committee hoped that the building materials would be in keeping with the area.
07/01857/1HH	7 Garden Close.
07/01814/1HH	13 Hollies Close (The Committee would have preferred to see a pitched roof).
07/01788/1HH	22 Garden Walk.
07/01894/1HH	65 Old North Road.
07/01937/1HH	35b Gage Close.

(b) 07/01835/1HH 2 Angel Pavement.

The Committee had no objection to this application but on being put to the vote Councillor Prime asked for his objection to be noted.

(c) 07/01940/1LB 23 High Street.  
07/01939/1AD 23 High Street

Following discussion the Committee agreed to object to these applications on the grounds that they were not in keeping with a Listed Building. On being put to the vote the motion was carried with 4 votes to 2 with one abstention.

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 24 September 2007 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor P. Lill (Town Mayor in the Chair)  
Councillors Beardwell, Berry, Burt, Davidson, Doel, Kennedy, Mayne, Prime & Smith.  
District Councillor Hill, Mr. B. Davidson, Alan Fleck – Community Development Officer, NHDC, Town Clerk, Assistant to Town Clerk, Committee Administrator, 1 Member of the Press and 1 Member of the Public in attendance.

The Reverend Les Harman led the meeting in prayer.

**PUBLIC PARTICIPATION:**

The Mayor invited the Member of the Public to speak. She explained that there had been some troubles in connection with the Town Ditch near to her house at 26 Stamford Avenue. District Councillor F. J. Smith had been helpful and it was hoped that the situation would be sorted out soon. She informed the meeting that it had taken some days to find the Household Amenity Site as it was very poorly sign posted. Another difficulty she had encountered since coming to live in Royston was that the Cambridge bus was not sign-posted in Melbourn Road.

A final suggestion was that the disused chapel in the Cemetery could be used for visitors to find a place of calm.

Rev. Harman explained the difficulties in making this available to the public.

The Town Mayor thanked Mrs. Janet Pratt for her contribution and said that her suggestions about signing in the town would be investigated.

**145/08 APOLOGIES:**

Apologies for absence were received from Councillors Gaillard, Grimes, Harrison, Inwood and Phillips.

**146/08 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor reported that he had attended several events including the Royston Kite Festival, Wood Green Animal Shelter, 75<sup>th</sup> anniversary of St. John Ambulance in Royston. He had been delighted to attend the Anglia in Bloom Awards Ceremony in Ipswich and to receive the Silver Award for Royston, and then the next day to present the Royston in Bloom Awards.

The most recent event was the "It's a Knockout" to raise funds for the Marie Curie Foundation.

He then announced that he would be getting married to Wendy Gibbs on the 1<sup>st</sup> December and Members congratulated him.

**147/08 PRESENTATION FROM ALAN FLECK–YOUTH COUNCIL FOR ROYSTON:**

Alan Fleck, Community Development Officer, NHDC, had already circulated information regarding the setting up of a Youth Council for Royston.

He explained the commitment involved and that the District Council would assist with support of staff and finance during the early stages.

Following discussion and questions and Alan Fleck saying that he would like to see a discussion leading to commitment from the Town Council it was agreed to set up a Sub-Committee comprising Councillors Berry, Davidson, Doel and Prime. They should advise

the Town Clerk of their findings to put to the next meeting of the General Purposes Committee.

The Chairman then thanked Alan Fleck for his attendance.

Alan Fleck, Mr. Davidson and Rev. Harman then left the meeting.

**148/08 MINUTES:**

It was proposed by Councillor Berry, seconded by Councillor Smith and **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on 16 July and 23 July 2007 (minutes 87/08 to 89/08 and 90/08 to 100/08).

**149/08 TO RECEIVE MINUTES OF COMMITTEES THAT HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 16 July 2007 (minutes 68/08 to 70/08) be approved and adopted as part of the true workings of this Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 23 July 2007 (minutes 101/08 to 106/08) be approved and adopted as part of the true workings of this Council.
- (c) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 13 August 2007 (minutes 115/08 to 118/08) be approved and adopted as part of the true workings of this Council.

**150/08 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meeting of the General Purpose & Highways Committee held 16 July 2007 (minutes 71/08 to 86/08) be approved and adopted as a true record.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 20 August 2007 (minutes 119/08 to 131/08) be approved and adopted as a true record.
- (c) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 10 September 2007 (minutes 138/08 to 144/08) be approved and adopted as a true record.

**151/08 ROYSTON MARKETS:**

In the absence of the Town Manager the Town Clerk gave his apologies and read out his report. The Town Council/Royston Town Centre Forum's tender submitted to the North Hertfordshire District Council for the running of Royston Market had made it through the first "Quality" stage but the tender for the second "Cost" stage had not been accepted as it was too much of a variance from NHDC's benchmark. No other tender had been accepted for the running of Royston Markets.

The District Council would be making a decision on what is to happen next and would inform the Town Centre Forum and Town Council in due course.

Following much discussion and input from all Members it was felt that the Town Council/Royston Town Forum bid had been a realistic one and that the views of the Town Council should be put strongly to the District Council.

It was agreed that the Town Council registers its concerns of the future of the market and asks the Area District Committee to take these on board when they discuss the Town Strategy.

It was then proposed by Councillor Kennedy, seconded by Councillor Smith and agreed that Councillors Smith and Kennedy attend the Area District Committee meeting on Wednesday next to voice these concerns.

District Councillor Hill said that the Town Clerk should tell the Committee Administrator at the District that the Town Council wished to speak at the meeting.

**152/08 DATE OF NEXT MEETING:**

The date of the next meeting was 26 November 2007.

There being no further business the Town Mayor closed the meeting at 8.10 p.m.

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.25 p.m. on Monday, 24 September 2007.

**PRESENT:** Councillor Berry (in the Chair)  
Councillors Beardwell, Burt, Kennedy, Prime & Smith.  
Town Clerk, Assistant to Town Clerk, Committee Administrator, Councillor Davidson and 1 Member of the Press in attendance.

**153/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Gaillard, Grimes, Harrison and Inwood.

**154/08 MINUTES:**

The minutes of the meeting of the Finance Committee held on 20 August 2007 (minutes 119/08 to 131/08) were approved and signed by the Chairman, following a clarification by the Town Clerk that the report on the Working Party for the Museum could not be received until the next meeting of the Finance Committee as the agenda for this meeting had already been published.

**155/08 MINUTES OF SUB-COMMITTEE MEETING:**

The minutes of the meeting of the Museum Sub-Advisory Committee held on 26 July 2007 were accepted.

**156/08 ACCOUNTS FOR PAYMENT:**

The September Accounts for Payment in the sum of £28,472.67 were approved for payment following the clarification of four items under the heading of Admin, Museum, Complex and Town Centre Management.

**157/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR AUGUST 2007:**

The Income & Expenditure & Bank Reconciliation for August 2007 was noted.

**158/08 ANNUAL RETURN 2006-2007:**

The Town Clerk reported receipt of the Audit Certificate for 2006-2007. The Audit had been successfully completed. Attention had been drawn to the omission of stating the appropriate LGA Act on certain items in the minutes. This would be rectified in the future.

The Town Clerk and her Assistant were thanked for their hard work and success in the completion of the Audit for 2006-2007.

**159/08 BUDGET 2008-2009;**

The Town Clerk said that as the time was nearing for the preparation of the next year's budget she would appreciate any input from the Members.

It was agreed to form a Sub-Committee to put some ideas forward before the preliminary look at this budget.

It was agreed that Councillors Kennedy and Smith would be part of this Sub-Committee together with the Town Clerk and Assistant to the Town Clerk.

Councillor Burt placed on record his pleasure at how well the Town Clerk had prepared the budget the previous year.

**160/08 TOURIST SIGNS:**

The Town Clerk reported on the costs for having two tourist signs erected on the A505 for the Royston Cave and the Museum in the sum of £187.50 each.

Following discussion it was proposed by Councillor Berry, seconded by Councillor Kennedy and agreed that these tourist signs be purchased.

Road Traffic Regulation Act 1984. s72

**161/08 MUSEUM LEASE:**

The Town Clerk reported that there was no news on this matter at the present time.

**162/08 ROYSTON ARTS FESTIVAL:**

The Town Clerk reported receipt of a letter of thanks from the Royston Arts Festival for the Town Council's sponsorship by allowing the use of the Town Hall for free for this event.

LGA 1972 s145

**163/08 ROYSTON TOWN CRIER:**

Members received the draft of the October issue of the Town Crier and following discussion and a few minor amendments this was accepted for circulation.

LGA 1972 s142

Councillor Davidson left the meeting at 8.58 p.m.

**164/08 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Prime reported his attendance at a meeting of the Royston Community Association.

There being no further business the Chairman declared the meeting closed at 9 p.m.

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 15<sup>th</sup> October 2007 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Kennedy (in the Chair)  
Councillors Berry, Davidson, Doel, Grimes, Mayne, Phillips and Smith.  
Town Clerk, Committee Administrator, Mary Caldwell, NHDC Planning Control & Conservation Manager, 2 Members of the Public and 2 Members of the Press in attendance.

The Chairman welcomed all to the meeting and invited Mary Caldwell to give her presentation about Planning Champions.

Mary then explained that as the Town Council's Full Council meeting had coincided with the first meeting at Letchworth in respect of Planning Champions she had come along to explain this new venture.

She circulated copies of the presentation given at Letchworth that explained the reasons for this and said that it was to improve the relationship between the District and Parish and Town Councils. The first meeting had proved to be very successful with a turnout of approximately 16 parishes being represented.

Mary then went through her presentation in greater detail and she confirmed that it was in order for two Members to attend the meetings together with the Town Clerk.

She explained various rules for planning decisions and the best way to make comments, and suggested that Members attend some of the planning meetings at the District Council. The Government was also keen to encourage use of the Internet so that all planning applications and decisions etc. were available on the website, although Members were not too sure if this would be suitable.

The Chairman then thanked Mary Caldwell for her attendance and the full explanation of the procedures.

**165/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Lill & Prime.

**166/08 MINUTES:**

The minutes of the meeting held on Monday, 10 September 2007 (138/08 to 144/08) were approved and signed as a correct record.

**167/08 PLANNING APPLICATIONS:**

(a) 07/02155/1 Land at 62 Green Drift.

Following much discussion on this application it was agreed that the Committee object to this planning application on the grounds that it was out of character with the area, over development of the site with its proximity to neighbouring property and detrimental to the area. It is an unacceptable form of development in this area.

It was also agreed to ask the Planning Department if it would check the measurements as there appears to be some inconsistency.

(b) 07/02259/1 Land to the rear of 4 Kneesworth Street.

The Committee objected to this application on the grounds of over development of the site, lack of parking and the unsuitable access close to a very busy junction.

(c) 07/01940/1AD 23 High Street.

The Committee agreed to fully support this application.

(d) The Committee had no objections to the following planning application:

07/02202/1 34 Victoria Crescent.

(e) The Committee supported the following applications:

07/01786/1 Unit 2, Abbots Yard, Upper King Street.

07/02155/1 1 North Close.

07/01836/1 Burloes Farm House, Burloes.

07/02080/1AD 6-8 Market Hill.

(f) The Committee supported the following application but asked that a condition be placed on the time taken to remove the signs and replace with the new, they suggested that this be at the discretion of the District Council:

07/02150/1AD The Old Post Office, 2 Baldock Street.

#### **168/08 REPORT OF DISCUSSIONS MADE ON THE FOLLOWING APPLICATIONS BY THE CHAIRMAN AND TOWN CLERK:**

The Committee Noted the decisions made on the following planning applications between the Chairman and the Town Clerk. The Chairman and Town Clerk had made no objection to any of the applications

07/02003/1 Unit 4, Lower Gower Road.

07/02079/1HH 23 Farrier Court.

07/02101/1HH 27 Green Street.

07/02002/1 17 Queens Road.

07/02035/1LB 13 Kneesworth Street.

Mary Caldwell left the meeting at 8.55 p.m.

#### **169/08 CORE STRATEGY & DEVELOPMENT POLICIES CONSULTATION:**

Councillor Kennedy had circulated his very full report on this item and he highlighted various items. Following his presentation and discussion with Members, Councillor Kennedy was thanked for his hard and excellent work on this Consultation. After noting some amendments, it was proposed by Councillor Berry, seconded by Councillor Mayne and agreed that he formulate the reply to the Consultation, and that any comments from Members should be given to him by next Thursday.

It was agreed that Councillors Davidson and Smith would check the document before it was agreed to submit the Town Councils response.

There being no further business the Chairman closed the meeting at 9.34 p.m.

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 22 October 2007.

**PRESENT:** Councillor Berry (in the Chair)  
Councillors Beardwell, Grimes, Harrison, Inwood, Kennedy, Prime & Smith.  
Town Clerk, Assistant to Town Clerk, Committee Administrator, County Councillor Drake, Town Councillors Davidson, Doel, Mayne and 1 Member of the Press in attendance.

**170/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Burt & Gaillard.

**171/08 DECLARATION OF INTEREST:**

Councillors Beardwell and Inwood declared an interest in agenda item 7 as District Councillors

**172/08 MINUTES:**

The minutes of the meeting of the Finance Committee held on 24 September 2007 (minutes 153/08 to 164/08) were approved and signed by the Chairman.

**173/08 MINUTES OF SUB-COMMITTEE MEETINGS:**

- (a) The minutes of the meeting of the May Fayre Committee held on 18 September 2007 were accepted into the workings of the council.
- (b) The minutes of the Royston Cave Trustees meeting held on the 4 September 2007 were accepted into the workings of the council.
- (c) The minutes of the Town Premises Sub-Committee meeting held 20 August 2007 (minutes 132/08 to 137/08) were accepted into the workings of the council.

**174/08 ACCOUNTS FOR PAYMENT:**

The October Accounts for Payment in the sum of £23,870.08 were approved for payment following the clarification of items under Market Hill Rooms and Other Expenses.

**175/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR SEPT 2007:**

The Income & Expenditure & Bank Reconciliation for September 2007 was noted.

**176/08 MUSEUM WORKING PARTY:**

Councillor Smith gave his report (previously circulated) on this meeting held 20 September 2007.

Councillors Beardwell and Inwood left the meeting for the duration of this item.

The Working Party had queried whether the Town Council was empowered under the Local Government Act to provide a museum at its own expense.

The Town Clerk reported that the Town Council does not have the power and could only run the Museum through the Agency for the District Council. She also explained that the cost to run the Museum is paid for out of the Precept payment.

The Working Party recommends that the Town Council, together with representatives from the Museum Trustees, convenes a meeting with all Royston District Councillors to ensure that they are aware of the Museum situation and to ascertain whether or not they supported the Royston Town Council in seeking funding from the District Council. Following discussion it was RESOLVED that the Town Clerk sets up a meeting with the Royston District Councillors, Town Councillors and representatives from the Museum Trustees as soon as possible.

**177/08 BUDGET 2008-2009;**

The Town Clerk circulated an amended sheet of the draft budget and it was noted that there was an extra Option (3) of an increased precept amount to enable the Town Council to run without a deficit budget for 2008-2009.

After discussion it was proposed and agreed that this draft Budget be brought back to the next meeting of the Finance Committee. In the meantime Members should give any comments and suggestions of savings to the office in order that revisions to the draft budget can be presented to the next meeting. Officers will seek further ways of reducing costs.

**178/08 MUSEUM LEASE:**

The Town Clerk reported that she had been in contact with the Landlord of the Museum building and he was willing to renew the Lease to the Town Council for 20 years, and to include a break clause with one year's notice to end the Lease. There would be an increase in the rent of £500 making the yearly rent £7,500 for the first five years of the new term. The rent would be reviewed every five years.

Members considered this to be a very fair offer and agreed to take forward this option and asked the Town Clerk to continue the process for renewing the Lease. The Town Clerk was thanked for her hard work in procuring this offer.

**179/08 QUALITY COUNCIL ACCREDITATION:**

The Town Clerk reported that the Council's portfolio had been forward to the Quality Status panel for consideration, members noted it would be sometime before the Town Council would hear anything more.

Councillor Davidson said that she had been with the Town Clerk at a meeting of the HAPTC recently when the Town Clerk had been congratulated for the excellent portfolio that had been put forward. Members congratulated the Town Clerk on this.

**180/08 BRITISH LEGION POPPY APPEAL:**

It was RESOLVED that the sum of £50 be donated towards the Poppy Appeal this year.  
LGA 1972 S137

**181/08 TOWN COUNCIL CREST:**

The Town Clerk reported correspondence received of a request to use the Town Council Crest on letterheads and promotional clothing for a Cancer Research UK Charity Fundraising Event by Royston people.

Following discussion it was agreed that the Town Clerk write in response to the request that the Town Council is unable to authorise the use of the Town Crest.

**182/08 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Mayne reported his attendance at a Parish and Paths meeting in Radlett and he passed to the Town Clerk some literature regarding footpaths, etc. There is funding available to councils in relation to public footpaths, etc. and it was agreed that Councillor Mayne research this further.

There being no further business the Chairman declared the meeting closed at 8.30 p.m.

**MINUTES** of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 22 October 2007 at 8.35 p.m.

**PRESENT:** Councillor Berry (in the Chair).  
Councillors Davidson, Grimes, Harrison, Kennedy & Smith.  
Town Clerk, Assistant to the Town Clerk & Committee Administrator in attendance.

**183/08 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 20 August 2007 (minutes 132/08 to 137/08) were approved for signature by the Chairman.

**184/08 MARKET HILL ROOMS:**

1) Gates to entrance

The Town Clerk reported that the planning application for these gates had been approved and the work would be done in January next.

It was noted that the fire exit door (the original front door), which is only to be used in an emergency was still being used as the entrance and often left open. Hirers have been asked to use this door in an emergency only. The Chairman had investigated how best to deal with this problem and provided Members with information on a type of fixing that was cheap and easy to use. It would be up to the hirers to make sure that the rules were kept and should these fixings be damaged then they would be required to pay for the replacement.

The bolt would cost £26.10. The replacement plates (20 in a pack) would cost £31.45, chain £2.50.

Following discussion it was proposed by the Chairman, seconded by Councillor Kennedy and agreed that it be recommended to the Finance Committee that these items be purchased.

2) Acoustics in the main hall/Blinds for top windows

The Town Clerk reported that there had been several complaints about this problem and one of the hirers had suggested that curtains would help and if required they would be willing to fund raise to provide the curtains.

There was some discussion on the best way forward and finally it was proposed by Councillor Berry, seconded by Councillor Kennedy and agreed that the Town Clerk contact Mr. Easton and asked for his advice on this matter.

It was also agreed to write to thank the hirer for their offer to fund-raise and to accept but only for the small windows, and to inform them that investigations were going ahead to find a solution in respect of the acoustics.

**185/08 EXCLUSION OF THE PUBLIC & PRESS:**

It was proposed by Councillor Berry, seconded by Councillor Smith and agreed that in view of the confidential nature of the business about to be transacted, it is proposed that in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

## **186/08 TOWN HALL EXTERNAL DECORATIONS:**

The Town Clerk had received three quotations for the external decoration and repairs to the Town Hall

- (i) £24,638.00.
- (ii) £3,789.00 Repairs  
£6,920.00 Painting
- (iii) £16,840.00 Painting  
£4,000.00 Repairs

It was proposed by Councillor Berry, seconded by Councillor Harrison and agreed that quotation (ii) is recommended to the Finance Committee.

## **187/08 GREEN STREET ALLOTMENTS:**

Councillor Grimes declared an interest in this item as an allotment holder and he left the meeting at 9.12 p.m.

The Town Clerk then reported that she had looked at the some of the suggested plots of land and had made some enquiries.

The agent for the owner's of one of them had suggested that the western end of the farm land might be suitable but it would only be leased and not sold. They have asked how much the Town Council would pay in rent, the area of land required, how it would be managed and the Council's policies on sheds and buildings.

The Town Clerk had investigated what other council's in Hertfordshire pay to rent land for allotment use, and examples are £232 p.a. for 3.6 acres, £168 p.a. for 1.7 acres.

Following much discussion it was agreed that the Town Clerk should continue pursuing the investigation into acquiring more allotment land.

It was agreed that the date for meeting with the Royston Allotment & Gardens Association would now be the 31<sup>st</sup> October 2007 at 7 p.m.

There being no further business the Chairman closed the meeting at 9.30 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **MUSEUM SUB-COMMITTEE** held on Thursday 1<sup>st</sup> November 2007 in Committee Room, Town Hall, Royston at 7.p.m.

**PRESENT:** Mr. Les. Baker (in the Chair).  
Councillors Liz Beardwell, Lynn Berry, Philip Mayne Bill Prime & Robert Smith  
Museum Trustees: Peter King, Peter Ketteringham, Philip Smith, and  
Friends of Royston Museum: Shirley Thrussell  
Officers in attendance: Susan Thornton-Björk (Town Clerk) and Carole Kaszak (Curator)

### **188/08 APOLOGIES**

Apologies for absence were received from: Councillor Peter Lill, Trustees Mike Lawrence and Jenny Smith and Betty Skyrme.

### **189/08 MINUTES:**

The minutes of the meeting held 19<sup>th</sup> July 2007 were approved and signed.

### **190/08 CURATOR'S REPORT:** (copy attached to the minute book):

The curator presented her report to the committee and highlighted on some of the items.

#### **Group Visit**

The group of 16 from Hitchin who visited to see the tapestry gave a £50 donation to the museum.

#### **Exhibitions**

Sales from this year's exhibition had been very good. The current exhibition is Jack's War back by popular request.

#### **Workshops**

The feedback forms obtained from the workshops had been very positive and it had been decided to do more.

#### **Royston Time Trackers**

The group was now full and anyone else interested in joining would have to go on a waiting list.

#### **Conservation**

The Whydale etchings were due to go for conservation work on Monday thanks to the donation from the Friends of the Museum.

The curator was thanked for her report.

### **191/08 MUSEUM LEASE:**

The Town Clerk reported that the renewal of the Lease was now underway and she was waiting for a Draft Agreement from the solicitors. The proposed agreement is for a 20 year lease with a break clause, if suitable accommodation became available to house the Royston & District Museum in Royston then the Council could terminate the agreement giving one year's notice. The rent increase would be £500 pa for the first 5 years.

## ROYSTON TOWN COUNCIL

### **192/08 BROWN SIGNS:**

The Town Clerk reported that the signs had now been ordered and showed the committee the map showing the position of them.

### **193/08 FUTURE FUNDING FOR THE MUSEUM:**

The Town Clerk reported that the Finance Committee approved the recommendation from the Museum Sub-Committee to set up a working party, with the brief to source future funding for the museum.

The working party had their first meeting on the 20<sup>th</sup> September (copy of notes with minutes). The notes have been reported to the Finance Committee.

It was then agreed at the Finance meeting to invite the Royston District Councillors to a meeting to discuss the funding of the Royston & District Museum. The date for this meeting has been agreed for Thursday 6<sup>th</sup> December 2007 at 7pm in the Committee Room.

### **194/08 BUDGET 2008-2009:**

The draft budget for the museum was presented to the committee for their comments. The chairman explained that the council were looking at ways, if possible, to make any savings so as to keep the cost of raising the precept to the minimum. Following discussion it was decided that one way of making a saving would be to close the museum to the public on Sundays and Bank Holidays, thus making a saving of approx £1000 on Wardens payments, electricity etc. It did not seem possible to make any other savings as the museum was already run under minimum expenditure and supported with donations from the Friends of the Museum and the local History Society. Ways of increasing shop sales was also discussed although this did not really seem possible but would be looked into. It was agreed that closing the museum to make savings on Sundays and Bank Holidays be suggested to the Finance Committee.

### **195/08 ANY OTHER BUSINESS:**

Peter Ketteringham reported on a meeting the Trustees had with the Hertfordshire Museum Development Officer. It had been suggested that there should be a Constitution for the Museum and a written document of Terms of Governance with procedures in place for running the museum and copies of these should be given to the Trustees, Councillors, and Officers. It was noted that the Trustees are only Trustees of the Collection not the museum. Peter also requested that a meeting is arranged for the Trustees to meet with the Town Councillors as there had not been a meeting for some time. The Town Clerk agreed to arrange this.

The Town Clerk reported correspondence received from the landlord detailing some weeding required in the museum courtyard. It was agreed to let the landlord proceed with this with the museum paying half of the cost, a total of £37.50.

There being no other business the Chairman closed the meeting.

Date of next meeting Thursday 17<sup>th</sup> January 2008

## **ROYSTON TOWN COUNCIL**

**MINUTES** of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 12 November 2007.

**PRESENT:** Councillor Harrison (in the Chair).  
Councillors Davidson, Doel, Gaillard, Inwood, Mayne & Phillips  
Town Clerk Susan Thornton-Bjork  
Committee Administrator Shirley Thrussell  
In attendance: County Councillor Drake, Councillors Grimes, Kennedy, Prime & Smith  
Richard Boutal & Helen McCormick, Hertfordshire Highways  
3 Members of the Public and 1 Member of the Press

### **PRESENTATION**

The Chairman welcomed everybody to the meeting and invited Richard Boutal and Helen McCormick of Hertfordshire Highways to give a presentation regarding the proposed railway underpass at Coombes Hole.

Richard Boutal explained that following the preparatory work on the possibility of having an underpass and consultations, the design work was now going ahead. There had been publicity surrounding the allotment site owned by the Royston Town Council and he explained that there had been some misunderstanding about this. There could be a temporary loss of plots while the work was being done.

In order for the Sustran Lottery Bid to proceed, a draft design had to be produced; there was still work to be done on the design. Concerns had been raised about the impact on parking for the allotments.

Helen McCormick then went in more detail in respect of the design works and how these would be achieved. A meeting had been held with the Allotments Association who had asked if an electrical supply could be provided to the site and also some security fencing. It was noted that CCTV would be installed in the underpass.

The deep digging under the railway was provisionally booked to be done over Christmas 2009.

Richard Boutal said that Hertfordshire County Council would be putting this project high in their list of priorities, it was hoped that Connect 2 would win the Lottery Bid so some funding would be available towards the crossing.

Members were asked to vote on the website [www.thepeoplesmillion.co.uk](http://www.thepeoplesmillion.co.uk) for the Connect 2 project as from the 26 November 2007.

Members then asked questions and it was noted that the Royston Town Council was disappointed that they had not been involved in consultations on the design earlier. Richard Boutal said that there had been a misunderstanding in respect of who owned the allotment site, but that the council would be kept well informed in the future.

Members were pleased that at long last the provision of an underpass to unite the two parts of the town was in sight.

The Chairman then thanked Richard Boutal and Helen McCormick for attending the meeting and asked them to keep in touch with the council.

They promised to come back with regular updates and they left the meeting at 7.55 p.m. along with the members of the public.

### **196/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beardwell, Burt & Lill.

## ROYSTON TOWN COUNCIL

### **197/08 MINUTES:**

It was **RESOLVED** that the minutes of the meetings of the General Purposes & Highways Committee held on 16 July 2007 (minutes 71/08 to 86/08) and the notes taken on 10 September 2007 were approved and signed by the Chairman as a correct record.

### **198/08 WORKING PARTIES – MINUTES:**

- i) The Committee accepted the notes of the Royston in Bloom Working Party meetings into the workings of the Council. The meetings held on 12 June 2007, 11 July 2007 and 5 September 2007.
- ii) The Committee accepted the notes of the May Fayre meeting held on 18 September 2007 into the workings of the Council.

### **199/08 WEIGHT LIMIT, MELBOURN STREET:**

Members noted that there was nothing to report at this stage.

### **200/08 ROYSTON BUS SERVICE:**

Members were very concerned that the Royston bus service No.17 was to be cut. This would affect the elderly and children going to and from school, causing more cars to be on the roads. Following discussion it was agreed that the Town Council write to Simon Young Transport Manager North Hertfordshire District Council with a copy to Councillor F. J. Smith, Leader of the Hertfordshire District Council asking for their comments.

### **201/08 YOUTH COUNCIL:**

Councillor Davidson reported on her attendance at the Working Party in respect of the setting up of a Youth Council for Royston. Stuart Izzard and Alan Fleck had reported that the North Hertfordshire District Council would be covering the set up costs.

She explained that the Council should be aware that there would be a cost of about £2-3,000 p.a. for running costs.

Councillor Berry had said that the Town Council could give free accommodation for the meetings etc.

Following discussion and input from Members it was agreed to await further information and then consider this matter again.

### **202/08 NORTH/SOUTH BY-PASS ROYSTON:**

The Town Clerk reported that she had received a reply from the Hertfordshire County Council in respect of the great need for a North/South By-Pass for Royston explaining it was unlikely that this will happen within the next ten years, it is in the current Transport Plan 2006/07 – 2010/110 as a scheme that could be investigated after 2010/211

Members noted this report; County Councillor Drake said it was something the council should be keep pressing for. After discussion it was agreed that the Town Council write to ask for alternatives to help ease the congestion in the town especially when the M11 is closed and traffic is diverted through Royston causing a grid lock.

## **ROYSTON TOWN COUNCIL**

### **203/08 BETTER TRANSPORT IN HERTFORDSHIRE 2006/07:**

Members noted that the document received from the County Council on the second Local Transport Plan 2006-07 to 2010/11 was available to view on [www.hertsdirect.org/ltp](http://www.hertsdirect.org/ltp) or in the Town Council office.

### **204/08 EMERGENCY PLANNING FOR TOWN & PARISH COUNCIL:**

It was agreed that the Town Council invite the NHDC Emergency Planning Officer to attend a meeting and do a presentation on Emergency Planning.

### **205/08 STREET LIGHTING – ANGEL PAVEMENT:**

The Town Clerk reported receipt of a report from the Town Centre Manager on the lack of street lighting in Angel Pavement.

Following discussion it was agreed to report this to the Royston & District Area Committee to consider this at their next meeting and also to the Hertfordshire Partnership for this lighting to be updated.

### **206/08 CONDITION OF PAVEMENTS IN THE TOWN CENTRE AREA:**

Councillor Gaillard reported on her walk around the town with Alan Fleck, NHDC, to investigate the condition of the pavements in the High Street/Kneesworth Street/Melbourn Street area. (Report with minutes). Alan Fleck had agreed to take this matter to the Royston & District Area Committee.

Councillor Gaillard was thanked for her work on this problem and Members agreed to write to the Chairman of the Royston & District Area Committee and Highways Partnership with a copy of Councillor Gaillard's notes. The Town Council to ask for these pavements to be repaired and made safe as a matter of urgency, and it was agreed that a full survey should be undertaken of the whole of the area.

### **207/08 DATE OF NEXT MEETING:**

The date of the next meeting is 14 January 2008.

There being no further business the Chairman closed the meeting at 8.50 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 12<sup>th</sup> November 2007 at 8.55 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Prime (in the Chair)  
Councillors Davidson, Doel, Grimes, Kennedy, Mayne, Phillips and Smith  
Town Clerk Susan Thornton-Bjork  
Committee Administrator Shirley Thrussell  
and 1 Member of the Press in attendance.

### **208/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Berry & Lill.

### **209/08 DECLARATIONS OF INTEREST:**

There were none.

### **210/08 MINUTES:**

The minutes of the meeting held on Monday, 15 October 2007 (165/08 to 169/08) were approved and signed as a correct record.

### **211/08 PLANNING APPLICATIONS:**

- (a) 07/02260/1LB Land to the rear of 4 Kneesworth Street.

The Town Clerk reported that this application was likely to be withdrawn but Members reiterated their previous comments on the planning application that they objected to this application on the grounds of over development of the site and the access being close to a very busy junction and lack of parking.

- (b) 07/01516/1 Art House, Lumen Road.

The Committee supported this application.

- (c) 07/02405/1 3 Angel Pavement.

The Committee agreed to support this application. Councillor Davidson asked for her vote against to be recorded.

- (g) 07/02506/1HH 39 Gower Road.

The Committee supported this application subject to there being no over-looking or loss of light to the neighbours.

**ROYSTON TOWN COUNCIL**

(h) The Committee supported the following applications:

07/02423/1HH 21 Mill Road  
07/02426/1LB 21 Mill Road

**212/08 REPORT ON ADDITIONAL COMMENTS MADE TO AMENDED PLANS 16-20 Green Drift:**

Members noted the additional comments made to amended plans.

**213/08 PLANNING APPLICATION – SOUTH CAMBS – FORMER HORSE & GROOM PUBLIC HOUSE, BALDOCK ROAD (A505):**

The Town Clerk reported that the comments sent to South Cambs. were that Members fully supported this application.

**214/08 LDF – CORE STRATEGY & DEVELOPMENT POLICIES: CONSULTATION DOCUMENTS:**

The Town Clerk reported the Town Council's response to these consultation documents was available to view on the NHDC web-site and a hard copy was available in the office, it was also agreed to add them on the Town Council website.

**215/08 EAST OF ENGLAND PLAN: Consultation**

Members noted this document was available to view in the office. They were pleased to see that acknowledgement had been made of the problems in respect of the existing water/sewage system, and that it is hoped that these constraints will be taken into account when building new houses. It was agreed to respond to the consultation with these comments

**216/08 GYPSY AND TRAVELLERS' PITCHES:**

Members noted the correspondence received and Councillor Smith and Prime agreed to attend the meeting on 21 November 2007 at 7.30pm in the Council Chamber at NHDC.

**217/08 STEVENAGE & NORTH HERTS ACTION PLAN (SNAP):**

The Town Clerk reported on the consultation information received from the Stevenage and North Herts District Council (SNAP) regarding the Key Issues & Options document and that comments had been requested from the Town Council. Closing date is 18<sup>th</sup> January 2008.  
It was agreed to defer this to the next meeting.

There being no further business the Chairman declared the meeting closed at 9.26 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 26 November 2007 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor P. Lill (Town Mayor in the Chair)  
Councillors Beardwell, Berry, Burt, Davidson, Doel, Gaillard, Harrison, Kennedy, Mayne, Phillips, Prime & Smith  
Officers Town Clerk, Assistant to Town Clerk, Committee Administrator  
1 Member of the Press

The Reverend Les Harman led the meeting in prayer.

### **218/08 APOLOGIES:**

Apologies for absence were received from Councillors Grimes and Inwood.

### **219/08 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor reported that he had attended several events. His Golf Day in aid of his charity had been successful despite the inclement weather, and his Quiz Evening had also been well supported. The Civic Reception held in October had also been a very good evening and the Remembrance Sunday had been considered to be the best attended in years.

He had presented Awards at the Royston British Legion Club, attended the Bonfire Night at Bassingbourn Barracks, The Model Railway Exhibition and St. John Ambulance Enrolment and Presentation Evening. Last evening he had attended the Chairman of the District Council's Civic Service.

### **220/08 MINUTES:**

It was **RESOLVED** to approve and sign as a correct record the minutes of the meeting of the Council held on 24 September 2007 (minutes 145/08 to 152/08).

### **221/08 TO RECEIVE MINUTES OF COMMITTEES THAT HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 24 September 2007 (minutes 153/08 to 164/08) be adopted into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 15 October 2007 (minutes 165/08 to 169/08) be adopted into the workings of the Council.

### **222/08 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 22 October 2007 (minutes 170/08 to 182/08) be adopted into the workings of the council.

## **ROYSTON TOWN COUNCIL**

- (b) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highways Committee held on the 12 November 2007 (minutes 196/08 to 207/08) be adopted into the workings of the council
- (c) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 12 November 2007 (minutes 208/08 to 217/08) be adopted into the workings of the council

### **223/08 REVISED MODEL CODE OF CONDUCT 2007:**

It was **RESOLVED** that the Town Council formally adopt the Revised Model Code of Conduct Order 2007 including paragraph 12(2) as applicable to parish and town councils as recommended by the Finance Committee with effect from the 25<sup>th</sup> June 2007.

### **224/08 AGENDA & MINUTES:**

The Town Clerk explained that if all members were in agreement, those who preferred could have their Agenda's and Minutes' emailed to them rather than having them delivered by post. Members who decided to have them sent by email could then choose if they were going to print off the paperwork or want it available at the meeting.

Following discussion it was **RESOLVED** that those who wished to receive their papers by e-mail could do so.

A form was presented to all members for them to complete asking for their preferred option.

### **225/08 DATE OF NEXT MEETING:**

The date of the next meeting was 28 January 2008.

There being no further business the Town Mayor closed the meeting at 7.40 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.55 p.m. on Monday, 26 November 2007, following the meeting of the Leete Charity Committee meeting.

**PRESENT:** Councillor Berry (in the Chair)  
Councillors Beardwell, Burt, Gaillard, Harrison, Kennedy, Prime & Smith.  
Town Clerk, Assistant to Town Clerk, Committee Administrator, Town Councillor Mayne and 1 Member of the Press in attendance.

### **226/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Grimes & Inwood.

### **227/08 MINUTES:**

The minutes of the meeting of the Finance Committee held on 22 October 2007 (minutes 170/08 to 182/08) were approved and signed by the Chairman.

### **228/08 MINUTES OF SUB-COMMITTEE MEETINGS:**

It was RESOLVED that:

- (a) the minutes of the meeting of the Town Premises Sub-Committee held on 22 October 2007 (minutes 183/08 to 187/08) be accepted.
- (b) the minutes of the Museum Sub-Advisory Committee meeting held on the 1st November 2007 (minutes 188/08 to 195/08) be accepted
- (c) the minutes of the May Fayre Committee meeting held 6 November 2007 be accepted.

### **229/08 ACCOUNTS FOR PAYMENT:**

The November Accounts for Payment in the sum of £24,171.07 were approved for payment.

### **230/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR OCTOBER 2007:**

The Income & Expenditure and Bank Reconciliation for October 2007 were noted.

### **231/08 NHDC CONSULTATION ON SERVICE & FINANCIAL PLANNING 2008/09:**

Following discussion it was RESOLVED to send the following comments to the District Council in response to the consultation of the NHDC proposed efficiency and investments document 2008/09.

- RG5 - The Town Council propose that a CCTV camera in the Priory Memorial Gardens is permanently installed instead of the proposed one at the railway station
- SG28 Members propose that there should be no cuts made to the Royston Area Committee Discretionary Grant budget and suggest that there should be more publicity to show that these Grants were available to local groups/organisations.

## ROYSTON TOWN COUNCIL

### **232/08 INTERNAL AUDITOR FOR 2007-2008:**

The Town Clerk read out the Internal Auditor's schedule for 2007-2008 (Report with minutes). Following discussion it was **RESOLVED** to accept the Internal Auditor's schedule of works for the council at the cost of £500 plus VAT, this would cover two visits to the council offices during the year.

### **233/08 ROYSTON ALLOTMENT STRATEGY:**

Members considered the document prepared by the Royston Allotments and Gardens Association (RAGA) based on the Allotment Strategy Document prepared by NHDC.

After discussion from all Members, it was agreed that Councillor Kennedy's offer, to rewrite the document for the Town Council along with RAGA's help be put to the vote. The motion was not carried with 3 votes for and 5 against.

A second proposal was put that the document as recommended by the Town Premises Sub-Committee be accepted as it is. The motion was carried by 6 votes for and 2 against. Councillor Kennedy asked for his vote against to be noted.

Councillor Mayne left the meeting at 8.50 p.m.

### **234/08 TOWN HALL EXTERNAL DECORATIONS:**

The Town Clerk circulated details of 3 quotes received from tenders for repairs and decorations of the Town Hall. Following discussion it was **RESOLVED** that the Committee approve the recommendation from the Town Premises Sub-Committee that quotation

2 a) £3,789.45 for repairs

2 b) £6,920.00 for external decorations

be accepted.

### **235/08 BUDGET 2008-2009;**

The Town Clerk circulated an amended draft budget and explained the small savings that could be achieved by reducing postage and stationery costs if some Councillors received their papers by e-mail. Also savings on the Museum budget could be brought about by not opening the Museum on Sunday afternoons during the summer months as recommended by the Museum Sub-Advisory Committee. There were some extra items that needed to be considered such as new notice boards on the Twigden Estate and the replacement of other notice boards in the town. Discussion followed with various suggestions put forward. It was then **RESOLVED** to close the Royston & District Museum on Sundays to make a saving on the budget. The Town Clerk was then asked to make these amendments to the budget and it would be brought back to the next meeting of the Finance Committee.

### **236/08 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Prime reported his attendance at a meeting of the Community Transport Committee, and he had also attended a meeting at Letchworth on behalf of the Town Council in respect of the report on Travellers' Sites in the North Hertfordshire area.

## **ROYSTON TOWN COUNCIL**

Councillor Smith had also attended this meeting and will do a report to the Planning Committee. This was noted by members.

### **237/08 EXCLUSION OF THE PRESS AND PUBLIC:**

It was proposed by Councillor Berry, seconded by Councillor Smith and agreed that in view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

**ROYSTON TOWN COUNCIL**

**238/08 SALARY SCALES 2007-08:**

Members noted that the cost of living rise for 2007-2008 has now been formally agreed and the salary scales were circulated.

The increase amounted to 2.475% and back dated to April 2007. This was noted by members.

There being no further business the Chairman declared the meeting closed at 9.29 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 10<sup>th</sup> December 2007 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Prime (in the Chair)  
Councillors Berry, Davidson, Grimes, Mayne, Phillips and Smith.  
Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

### **239/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Doel, Kennedy & Lill.

### **240/08 MINUTES:**

The minutes of the meeting held on Monday, 12 November 2007 (208/08 to 217/08) were approved and signed as a correct record.

### **241/08 PLANNING APPLICATIONS:**

(a) The Committee supported the following planning applications:

07/02741/1HH	31 Cherry Drive.
07/02524/1HH	61 Garden Walk
07/02542/1HH	26 Stamford Avenue
07/02482/1	Units 5 & 7 Greenfield
07/02510/1HH	29 Serby Avenue
07/02685/1HH	11 Stakepiece Road
07/02689/1HH	13 Hillside
07/02653/1HH	18 Mallow Road
07/02690/1HH	62 Barkway Road
07/02522/1	Unit 1, Royston Business Park, Greenfield
07/02222/1	48 Sun Hill.

(b) 07/02544/1CAC Land rear of 13 Kneesworth Street)  
07/02543/1 Land rear of 13 Kneesworth Street)

Following discussion the Committee objected to this application on the grounds of over development of the site and possible problems with parking in the area

### **242/08 GYPSY & TRAVELLER PITCHES:**

Members considered the report from Councillor Smith on the Scott Wilson Report in respect of Gypsy & Traveller pitches suggested for Hertfordshire. Councillor Prime had also attended the meeting.

The Committee agreed to support the neighbouring villages to Royston that were affected by the Report, and to set up a Working Party to formulate a response to NHDC by the end of the consultation period due in February 2008.

It was agreed that Councillors Smith and Prime be on this Working Party, and it was also agreed to ask Councillor Kennedy to be part of the Working Party.

## **ROYSTON TOWN COUNCIL**

### **243/08 STEVENAGE & NORTH HERTS ACTION PLAN (SNAP):**

The Town Clerk suggested that a Working Party be set up to formulate a response to this Consultation which was due to end on the 18 January 2008.

Councillor Phillips agreed to look at this report and put together a response with Councillor Davidson's help.

It was also agreed that Councillor Kennedy be asked if he had formulated any response and to contact Councillor Phillips. It was also agreed that the group should liaise with the Working Party on Gypsy & Traveller Pitches.

There being no further business the Chairman declared the meeting closed at 7.54 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.20 p.m. on Monday, 17 December 2007.

**PRESENT:** Councillor Berry (in the Chair)  
Councillors Burt, Grimes, Harrison, Inwood, Kennedy & Smith.  
Officers Town Clerk, Assistant to Town Clerk, Committee Administrator,  
Town Councillor Davidson, Geraint Burnell Town Centre Manager, John Gourd  
Johnson Matthey, and 1 Member of the Press in attendance.

### **244/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beardwell, Gaillard, Prime and apologies for late arrival from Councillor Inwood.

### **245/08 MINUTES:**

The minutes of the meeting of the Finance Committee held on 26 November 2007 (minutes 226/08 to 238/08) were approved and signed by the Chairman.

### **246/08 ACCOUNTS FOR PAYMENT:**

The December Accounts for Payment in the sum of £19,367.76 were approved for payment.

### **247/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR NOVEMBER 2007:**

The Income & Expenditure & Bank Reconciliation for November 2007 was noted.

### **248/08 INTERNAL AUDIT 2007-2008:**

The Town Clerk reported that the Auditor had attended the office on the 9 November 2007 and had checked the finances.

He had found everything in order except for two cheques that had gone through the bank with only 2 of the three signatures required, and the Town Clerk had been advised to inform the Bank accordingly.

The next visit by the Auditor would be at the end of the financial year.

The Committee thanked the Town Clerk and her staff for their hard work in achieving such a good result to the Internal Audit.

### **249/08 HIRE CHARGES 2008-2009:**

A copy of the revised hire charges had been circulated to Members and the Town Clerk explained that the charges had been increased in line with inflation and either rounding up or down to make the amounts more sensible.

It was **RESOLVED** that these revised Hire Charges were accepted for 2008-2009 as from 1<sup>st</sup> April 2008.

The Town Clerk confirmed that hire charges were posted on the Town Council's website.

### **250/08 FINANCIAL REGULATIONS:**

The Town Clerk reported that a few minor amendments had been made to the Financial Regulations and these were as circulated earlier and as attached to the minutes. It was **RESOLVED** that these amended Financial Regulations be adopted.

## **ROYSTON TOWN COUNCIL**

### **251/08 QUALITY PARISH & TOWN COUNCIL SCHEME:**

The Committee enthusiastically received the Town Clerk's report that Royston Town Council had been awarded Quality Town Status. Royston was the fifth town in Hertfordshire to receive this Award, and the first in North Hertfordshire.

The Award would be presented at the next full Council meeting on the 28 January 2007.

The Members thanked the Working Party and the Town Clerk and her staff for their hard work in bringing about this achievement.

Councillor Burt said that this excellent news should be announced at a District Council meeting.

### **252/08 BUDGET 2008-2009:**

The Town Clerk presented the amended Budget to the Committee for their approval and it was RESOLVED that the proposed Budget and the Precept in the sum of £179,562, be recommended to Full Council for approval.

### **253/08 REPORTS BY COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Berry reported that she had attended a recent fund-raising event by the Royston Guides. This had been very successful and entertaining and had raised the sum of £200 for the Royston Guides.

### **254/08 EXCLUSION OF THE PRESS AND PUBLIC:**

It was RESOLVED that in view of the confidential nature of the business about to be transacted that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

## ROYSTON TOWN COUNCIL

### **255/08 ROYSTON MARKETS:**

Councillor Burt declared a personnel interest as a District Councillor.

The Chairman then invited the Town Centre Manager to speak to the meeting.

Geraint Burnell explained that the District Council had invited the Town Centre Forum and the Town Council to make another bid for running the Markets in Royston, and he asked permission to reconvene the Working Party to discuss this matter, assuming that the Town Council did wish to make a response.

The Committee agreed that it was in full support of making a second bid although it was felt that this was a waste of tax-payers' money having to do it again.

Geraint was thanked for his work and it was agreed that the Working Party be reconvened and bring its response back to the next Full Council meeting in January before submitting another bid to the District Council.

### **256/08 TOWN CENTRE FORUM FUNDING FOR BUSINESS IMPROVEMENT DISTRICTS (BIDs):**

Geraint explained the background to BIDs. Over 42 Business Improvement Districts have now been established across England and Wales. Funding was required to take the process forward for Royston. He introduced John Gourd from Johnson Matthey plc who is on the Town Centre Forum's committee, The Forum wished to initiate BID's in Royston and Johnson Matthey, which is already involved with the Town Centre Forum and the largest employer in the town has agreed to support it.

The Forum has been working on this and preparing a list of projects for improvements within Royston as a whole and not just in the Town Centre. Johnson Matthey had said they would be willing to fund it by £50,000, and it was hoped that as many local businesses as possible would be willing to help fund the project.

Geraint said that they would assure the Town Council that everything was being done correctly, and they would be asking for a meeting with the District Council in the New Year. Members put various questions to the Town Manager and it was noted that BIDs is led by the business community and not the Council or any statutory body.

Councillor Inwood arrived at 8.05 p.m.

Councillor Burt welcomed this initiative and suggested that maybe the Town Manager would like to present his report to the District Council at the next meeting due to be held on the 30 January 2008.

The Chairman thanked Geraint Burnell and John Gourd for their attendance and said the Town Council would look forward to the next report on this matter.

There being no further business the Chairman declared the meeting closed at 8.10 p.m. wishing everybody a Happy Christmas.

## **ROYSTON TOWN COUNCIL**

**MINUTES** of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 17 December 2007 at 8.15 p.m.

**PRESENT:** Councillor Berry (in the Chair).

Councillors Davidson, Grimes, Harrison, Kennedy & Smith.

Town Clerk, Assistant to the Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

### **257/08 DECLARATION OF INTEREST:**

Councillor Grimes declared an interest in Item 7 on the Agenda – Green Street Allotments as he holds an allotment.

### **258/08 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 22 October 2007 (minutes 183/08 to 187/08) were approved for signature by the Chairman.

### **259/08 MEETING WITH ROYSTON ALLOTMENT GARDEN ASSOCIATION:**

Members received the notes of the meeting with RAGA held on the 31 October 2007.

### **260/08 ROYSTON & DISTRICT MUSEUM:**

The Town Clerk explained that a yearly meeting was held between all Town Councillors and the Trustees of Royston & District Museum, and it was agreed that either Thursday, 21 February 2008 or Tuesday, 26 February 2008 or Wednesday, 27 February 2008 would be suitable.

### **261/08 EXCLUSION OF THE PUBLIC & PRESS:**

It was proposed by Councillor Berry, seconded by Councillor Smith and agreed that in view of the confidential nature of the business about to be transacted, it is proposed that in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

## ROYSTON TOWN COUNCIL

### **262/08 GREEN STREET ALLOTMENTS:**

The Town Clerk reported that an inspection of the allotments had been made and it had been noted that there were three allotment holders who held plots of 20 poles each. This was a long standing arrangement and although the rule was now that a tenant could only have one 5 pole plot, it was felt that these tenants could not be asked to give up their plots.

However, it had been noticed that they were not well cultivated and as a result of discussion with the tenants, one tenant had given up his 20 pole plot and one other was about to take early retirement and would like to keep his allotment. The third tenant had already put his plots in good order.

The Committee was pleased to note this but suggested the allotments should be closely monitored.

There being no further business the Chairman closed the meeting at 8.28 p.m. wishing everybody a Happy Christmas.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 14<sup>th</sup> January 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Prime (in the Chair)  
Councillors Berry, Davidson, Doel, Kennedy, Mayne, Phillips and Smith.  
In attendance Town Clerk and Committee Administrator  
Town Councillors Beardwell, Harrison & Inwood  
District Councillors Hunter & Hill  
County Councillor Drake,  
5 Members of the Public and 1 Member of the Press

### **PUBLIC PARTICIPATION:**

Mr. Hussein was invited to speak to the Committee and he explained that he was representing himself and the three other restaurant owners in the town centre. They had concerns in respect of Item 4 (c) and the application for change of use from shop to restaurant as it would infringe upon the restaurants already in this area. They asked that the Committee bear this in mind when making their decisions.

Mr. Davidson also spoke to the Committee and said that his concern was on the same subject. The shop in question is large and he asked if there could be a compromise with half the shop being a restaurant and the other half remaining as retail.

The public was thanked for their input into the meeting.

### **263/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Grimes & Lill.

### **264/08 MINUTES:**

The minutes of the meeting held on Monday, 10 December 2007 (239/08 to 243/08) were approved and signed as a correct record.

It was noted that in respect of 243/08 it had been decided not to liaise with the Working Party on Gypsy & Traveller Pitches.

### **265/08 PLANNING APPLICATIONS:**

(a) The Committee supported the following planning applications:

07/02547/1	12 Stamford Avenue. Members asked for clarification as to the size of the two houses.
07/02688/1LB	Croft House, 21 Baldock Street.
07/02707/1	Johnson Matthey plc, Orchard Road.
07/02318/1HH	59 Sun Hill.

(b) 07/02808/1            1 Angel Pavement.  
There was a further suggestion from the Town Centre Manager that half of the shop could be a restaurant but half should remain retail. After further discussion the Committee agreed

## **ROYSTON TOWN COUNCIL**

not to support this application on the grounds that this was a loss of a prime retail shop frontage and was also against the District Council's policy.

### **269/08 APPEAL – TELECOMMUNICATIONS MAST CORNER OF BALDOCK STREET & TANNERY DRIFT:**

The Town Clerk reported that the Appeal 07/01367/1TD had been upheld.

### **270/08 GYPSY & TRAVELLER PITCHES:**

The Working Party set up agreed to meet at the time of the public consultation due shortly. District Councillor Hunter reported that two sites had been withdrawn but the support of Royston in respect of the other parishes would be appreciated. It was noted that it had already been decided by the Committee to give Royston's support and the Town Clerk confirmed that the letter of support would be sent.

### **271/08 STEVENAGE & NORTH HERTS ACTION PLAN (SNAP):**

Councillor Davidson reported that Councillors Phillips, Kennedy and herself had met and completed the questionnaire. The Town Clerk confirmed that this questionnaire and accompanying letter would be sent the next day.

### **272/08 ROYSTON TOWN CENTRE STRATEGY DRAFT SUPPLEMENTARY PLANNING DOCUMENT (SPD):**

The Town Clerk reported receipt of the Strategy documents and that the exhibition was in the Library, following the launch held in Market Hill Rooms the previous Saturday, until 22 February 2008.

Councillor Kennedy suggested a Working Party to go through this document and to call a public meeting to express the views.

District Councillor Hunter and County Councillor Drake both stressed the importance of this Strategy and Members hoped that the short term suggestions would be implemented within the five years' period.

Concerns were raised over the future of the Town Hall site and the development of some houses on the site, the Town Clerk said that over previous years talks had taken place with stakeholders and some houses had been proposed on part of this site because some of the stakeholders did not have funds to finance future development.

Councillor Kennedy commented that the Town Council had not seen the Master Plan produced in 2005 which was referenced to in the Town Strategy document.

It was then agreed that a Working Party be set up to consider how best to complete the questionnaire on the Strategy and Councillors Smith, Davidson, Kennedy, Doel, Harrison and Mayne agreed to be part of this Working Party. It was agreed to keep all members informed and to bring back this item to the next planning meeting.

There being no further business the Chairman declared the meeting closed at 8.10 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.15 p.m. on Monday, 14 January 2008.

**PRESENT:** Councillor Harrison (in the Chair).  
Beardwell, Davidson, Doel, Inwood, Mayne & Phillips.  
County Councillor Drake, District Councillors Hill & Hunter, Town Councillors Kennedy & Smith, Town Clerk, Committee Administration, 1 Member of the Public and 1 Member of the Press in attendance.

### **PUBLIC PRESENTATION:**

Mr. Davidson, spoke regarding Item 14 and invited Councillors to attend the Neighbourhood Panel meeting on February 13 2008, 7.30 p.m. in the Committee Room, Town Hall.

### **273/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Burt, Gaillard & Lill.

### **274/08 MINUTES:**

The minutes of the meeting of the General Purposes & Highways Committee held on 12 November 2007 (minutes 196/08 to 207/08) were approved and signed by the Chairman as a correct record.

### **275/08 WORKING PARTY – MINUTES:**

The Committee accepted the notes of the Royston in Bloom meeting held on 14 November 2007 into the workings of the Council.

### **276/08 WEIGHT LIMIT, MELBOURN STREET:**

District Councillor Hill reported that this matter had been discussed by the District Council and investigations were being carried out. Information would be available in due course.

### **277/08 ROYSTON BUS SERVICE:**

The Town Clerk reported receipt of a letter from Simon Young, District Council. The current contract expired in April 2008 and the Town Council was asked for suggestions to be discussed by the District Council.

The Chairman said that the bus cuts were affecting children and elderly alike and was causing more cars to be on the roads. Buses were also over full and sometimes could not pick up everybody.

During discussion it mentioned that Bishops Stortford had managed to find funds to support the local bus services and it was proposed by Councillor Davidson, seconded by Councillor Mayne and agreed that the Town Council investigate with Bishops Stortford how they had managed to obtain funds to help provide a bus service. The Town Clerk was also asked to check for any

## **ROYSTON TOWN COUNCIL**

available grants and it was agreed that the Town Council should work closely with the District Council on finding a solution to this problem.

### **278/08 YOUTH COUNCIL:**

Councillor Davidson reported that since the Steering Committee meeting had been held she had contracted Alan Fleck. It appeared that there had been meetings with the youngsters from Meridian School and a committee set up with officers appointed. Eventually other schools would be invited to take part.

The new Youth Council would like to meet with the Town Council at their meeting on 4 February, 4.45 p.m.

The Chairman asked anybody interested to contact Councillor Davidson.

### **279/08 EMERGENCY PLANNING FOR TOWN & PARISH COUNCILS:**

The Town Clerk reported that there would be a presentation made to Full Council in March by the NHDC Emergency Planning Officer.

### **280/08 STREET LIGHTING IN ANGEL PAVEMENT & CONDITION OF PAVEMENTS IN THE TOWN CENTRE:**

The Town Clerk reported that she had received responses to her letters in respect of the condition of pavements in the Town Centre.

The Hertfordshire Highways had given a number that Councillors could use to report problems, and they also said work on pavements was continually being done, and that they endeavoured to deal with problems as soon as possible.

The Town Clerk said she would check the next day to see whether or not the extra lighting in Angel Pavement had been installed.

District Councillor Hill said that these matters had been discussed at District and Alan Fleck was dealing with them.

### **281/08 STREET NAMING:**

Various suggestions were put forward for the site at the former Ling Dynamic's Site, Baldock Street. It was finally agreed to suggest the name Willmotts.

### **282/08 SPEED LIMIT SIGNS – NEWMARKET ROAD:**

The Chairman reported a missing road sign from Newmarket Road that he had reported on 31 July 2007. County Councillor Drake reported that within the next few weeks all speed signs in this area were to be changed.

### **283/08 SCHOOL ADMISSIONS ARRANGEMENTS FOR 2009/2010:**

The Town Clerk reported two consultation documents had been received and the consultation ends 15 February 2008.

County Councillor Drake said that this happens every year and the Committee should note them.

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**284/08 POLICING PLAN 2008-2011:**

The Town Clerk circulated documents and asked for comments to be returned to her as soon as possible.

The invitation to the Police meeting by Mr. Davidson was noted and several Councillors did attend these meetings. Members felt they could not respond on the Policing Plan until they had attended this meeting. Councillor Davidson was asked to see if more time could be allowed for their response.

**285/08 DATE OF NEXT MEETING:**

The date of the next meeting is 10 March 2008.

There being no further business the Chairman closed the meeting at 9.10 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **MUSEUM SUB-COMMITTEE** held on Thursday 17<sup>th</sup> January 2008 in Room 11, Town Hall, Royston at 7.p.m.

**PRESENT:** Mr. Les. Baker (in the Chair).  
Councillors Liz Beardwell, Philip Mayne, Bill Prime & Robert Smith  
Museum Trustees: Peter King, Peter Ketteringham, Philip Smith, Jenny Smith, Mike Lawrence and Friends of Royston Museum: Shirley Thrussell  
Officers in attendance: Susan Thornton-Björk (Town Clerk) and Carole Kaszak (Curator)

### **286/08 APOLOGIES**

Apologies for absence were received from: Councillor Lyn Berry, Peter Lill, and Betty Skyrme

### **287/08 MINUTES:**

The minutes of the meeting held 1<sup>st</sup> November 2007 were approved and signed

### **288/08 CURATORS REPORT:** (copy attached to the minute book):

The curator presented her report and updated the committee on events since the report was written.

#### **Group Visit**

A request has been received for a visit to the museum from the Reception Class at Tannery Drift to look at the costumes. As this involves approx 50 children it will be done in three visits.

#### **Exhibitions**

Sales from this year's exhibition had been very good. The current exhibition is Jacks War back by popular request.

#### **Royston Time Trackers**

The group had met on the previous weekend, Carole informed members that most parents were staying with the children and joining in with activities. The next meeting will involve walking on Therfield Heath.

#### **Donations**

The 21<sup>st</sup> Century Clock was now on display. A further donation had been received of 6 hats of assorted styles dating from the 1950's.

Carole informed the committee that she had 5 CD's with copies of all policies produced so far that were required for the Accreditation, if any member wanted one. Councillor Smith and Shirley requested one.

The curator was thanked for her report.

### **289/08 MUSEUM LEASE:**

The Town Clerk reported that new Draft Lease had been sent to the council's solicitors for checking.

## ROYSTON TOWN COUNCIL

### **290/08 BROWN SIGNS:**

The Town Clerk reported that the signs were now in place.

### **291/08 FUTURE FUNDING FOR THE MUSEUM:**

Councillor Smith reported that a meeting with the District Councillor's had taken place and confirmed that they are fully supported of the museum. They were planning to have a meeting with officers at the District Council to see if there is any funding available. The Town Clerk reported that one meeting had taken place and a further one was planned. The Working Party was due to meet with the District Councillors next on the 5<sup>th</sup> February 2008.

### **292/08 MUSUEM TRUSTEE MEETING WITH TOWN COUNCILLORS:**

The date agreed for a meeting of the Museum Trustees and the Town Councillors was agreed for Wednesday 27<sup>th</sup> February 08 at 7.15pm.

### **293/08 ROYSTON & DISTRICT MUSEUM FORWARD PLAN:**

Members complemented Carole on producing an excellent document and after a few minor alterations it was agreed to approve the Plan and recommend to the Finance Committee that this document be adopted.

### **294/08 ANY OTHER BUSINESS:**

#### **Sunday Opening:**

Carole raised her concerns over the closure of the museum on Sundays. One of the future exhibitors had voiced disapproval of the museum not been open on Sunday's especially for the weekend of the Royston Arts Festival. The chairman explained to the committee it was possible to arrange for the museum to be open on the Sunday of the Arts Festival weekend. Members noted this and agreed to recommend to the Finance Committee that the museum should be open on the weekend of 28<sup>th</sup> September 08. Both Philip Smith and Shirley Thrussell offered to help on that weekend and it was noted that a key holder would also be required to be on the premises.

#### **Museum Sign:**

Philip Smith presented a design for the new notice board which was passed round all members of the committee. It was agreed for Philip to find out how much it would cost to produce it and to inform the Town Clerk of his findings.

#### **North Herts Book Festival:**

The chairman informed members that the North Herts Book Festival was to be held on Saturday March 8<sup>th</sup> 2008 and a talk on the Pleasures of Journalism would be held in the library on the 13<sup>th</sup> March 2008.

There being no other business the Chairman closed the meeting at 8.30pm.

Date of next meeting Thursday April 17<sup>th</sup> 2008

## **ROYSTON TOWN COUNCIL**

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 28 January 2008 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor P. Lill (Town Mayor in the Chair)  
Councillors Beardwell, Berry, Burt, Davidson, Doel, Gaillard, Grimes, Harrison, Kennedy, Mayne, Phillips, Prime & Smith.

Mrs. W. Lill, Mayoress, Mr. D. Farguarson, Chairman of Hertfordshire Quality Parish & Town Scheme Accreditation Panel, accompanied by Councillor Garrick Stevens Chairman of Hertfordshire Parish and Town Councils Association (HAPTC), Town Clerk, Assistant to Town Clerk, Committee Administrator, Geraint Burnell, Town Centre Manager, Mr. D. Gray, Chairman of Town Twinning Association, 1 Press and photographers.

Mr. Farguarson congratulated Royston Town Council on achieving the award and presented the Certificate of Quality Town Status and following the taking of photographs left the meeting.

Mr. David Gray then made a presentation to the Town Council on behalf of the Town Twinning Association. He explained the background to the Association and showed slides of their achievements over the last thirty years. He then went on to explain what was planned for the year and how it was financed, mostly by the members themselves. He ended his presentation by urging Members to join the Association.

The Town Mayor spoke of the happy times he had spent in La Loupe and Grossalmerode and thanked Mr. Gray for his attendance and presentation.

Mr. Gray left the meeting at 7.40 p.m.

Councillor Burt led the meeting in prayer.

### **295/08 APOLOGIES:**

Apologies for absence were received from Councillor Inwood.

### **296/08 DECLARATION OF INTEREST:**

Councillor Burt reported that following the adoption of the revised Model Code of Conduct Order 2007 by the District Council they no longer had Declaration of Interest as an agenda item and asked the Town Clerk if the Town Council needed to. The Town Clerk said that she would check this out but it had been required on the agenda for the Quality Town Status application. Councillors Burt and Beardwell as District Councillors declared their interest in Item 11 – Market Tender – and would leave the room at that point.

### **297/08 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor reported that on the 1<sup>st</sup> December 2007 it had been the 100<sup>th</sup> birthday of Mollie Feast and because he would be getting married on that day he had visited her the day before.

On the 2<sup>nd</sup> December 2007 he had attended the Royston Christmas Carnival, and during the next week the Frank Letts Blind Fellowship Christmas Dinner, and on the 12 December he had visited Royston & District Museum with the High Sheriff of Hertfordshire.

Christmas Day he had visited St. George's Nursing Home, Richard Cox House and the Royston Hospital.

## **ROYSTON TOWN COUNCIL**

This year had commenced with other events at Barkway School and Roysia School and The White Bear. .

### **298/08 MINUTES:**

It was **RESOLVED** to approve and sign as a correct record the minutes of the meeting of the Council held on 26 November 2007 (minutes 218/08 to 225/08).

### **299/08 REPORTS OF COMMITTEES THAT HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 26 November 2007 (minutes 226/08 to 238/08) be adopted into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 10 December 2007 (minutes 239/08 to 243/08) be adopted into the workings of the Council.

### **300/08 REPORTS OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 17 December 2007 (minutes 244/08 to 256/08) be adopted into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 14 January 2008 (minutes 263/08 to 272/08) be adopted into the workings of the Council.
- (c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held on the 14 January 2008 (minutes 273/08 to 285/08) be adopted into the workings of the Council.

### **301/08 QUALITY PARISH & TOWN COUNCIL SCHEME:**

The Town Clerk reported on the letter of congratulations received in respect of the Quality Town Award to Royston Town Council. It had been recommended that there should be a change in the wording in minutes, and also that the auditors be instructed to check the petty cash. The Town Clerk said that the Council would not be expected to instruct the Auditors. It was also suggested that the Council should consult more often with the public.

The portfolio submitted had been of a high standard and the Town Clerk was congratulated on the preparation of this.

### **302/08 BUDGET AND PRECEPT FOR 2008-2009:**

Councillor Berry said that the Budget and Precept had been carefully prepared keeping costs down to the minimum whilst keeping the services to the Town. She also said that the Town Council was pleased to continue support for Royston in Bloom, the Royston Day Centre and the Royston Museum. She thanked the staff and fellow councillors for their help in the preparation of the Budget.

## **ROYSTON TOWN COUNCIL**

Councillor Berry then proposed that the Budget be approved and the Precept be raised on North Hertfordshire District Council in the sum of £179,562.

It was **RESOLVED** to set the Precept for 2008-2009 in the sum of £179,562.

### **303/08 EXCLUSION OF THE PUBLIC & PRESS:**

In view of the confidential nature of the business about to be transacted, it was proposed that in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

Councillors Burt and Beardwell left the meeting at 8.05 p.m.

## ROYSTON TOWN COUNCIL

### **303a/08 MARKET TENDER:**

Geraint Burnell, Town Manager, then spoke to the meeting and enlarged on certain aspects of the report previously circulated. The cleaning element in the previous bid was still included by the District Council but the timing of the start of the contract had been changed to June, therefore, this would reduce income for this year.

It was also noted that fewer traders were taking part in the Wednesday and Saturday markets and that advertising costs are high although the District Council did not arrange much advertising itself. It would be essential for a Market Manager to be available all day on market days.

Following discussion it was **RESOLVED** to submit the tender for Royston Town Forum and Royston Town Council to run Royston's markets.

Geraint and the Working Party were thanked for their work in preparing this bid.

### **303b/08 DATE OF NEXT MEETING:**

The date of the next meeting is 31 March 2008.

There being no further business the Town Mayor closed the meeting at 8.21 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.26p.m. on Monday, 28 January 2008.

**PRESENT:** Councillor Berry (in the Chair)  
Councillors Beardwell, Burt, Grimes, Harrison, Kennedy, Prime & Smith  
Councillors Davidson & Phillips, Town Clerk, Assistant to Town Clerk, Committee Administrator, 1 member of the public and 1 Member of the Press in attendance.

### **304/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Inwood.

### **305/08 MINUTES:**

It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 17 December 2007 (minutes 244/08 to 256/08) were approved and signed by the Chairman.

### **306/08 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:**

- a) The minutes of the Town Premises/Human Resources Sub-Committee meeting held 17 December 2007 (minutes 257/08 to 262/08) were accepted into the workings of the Council.
- b) The minutes of the Museum Sub-Advisory Committee meeting held 17 January 2008 (minutes 286/08 to 294/08) were accepted into the workings of the Council.
- c) The Notes of the May Fayre Working Party meeting held 22 January 2008 were accepted into the workings of the Council.

### **307/08 ACCOUNTS FOR PAYMENT:**

It was **RESOLVED** that the January Accounts for Payment in the sum of £29,647.65 were approved for payment.

### **308/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR DECEMBER 2007:**

The Income & Expenditure & Bank Reconciliation for December 2007 was noted.

### **309/08 ROYSTON & DISTRICT MUSEUM FORWARD PLAN, 2008-2011:**

Amended copies of the Forward Plan were circulated at the meeting and Councillor Smith wished to record thanks to the Curator for providing such a worthwhile document.

Following some discussion on the "Weaknesses" section of the report, and input from the Chairman of the Museum Sub-Advisory Committee, it was **RESOLVED** to approve and adopt the Museum Forward Plan, 2008-2011 subject to the amendment that the wording under the title of Weaknesses in respect of the toilet in the Museum should state "there is only one staff toilet and no public toilet in the Museum".

### **310/08 ROYSTON TOWN CRIER NEWSLETTER:**

The Committee **RESOLVED** to approve the February 2008 newsletter for publication. Councillor Davidson asked for articles for the next newsletter due in April.

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### **311/08 MEETING OF MUSEUM TRUSTEES & TOWN COUNCILLORS:**

Members noted that the date agreed for the meeting between the Museum Trustees and Town Councillors is Wednesday, 27 February 2008 at 7.15 p.m. in the Committee Room. The Town Clerk said that all Town Councillors were asked to attend.

### **312/08 REPORTS BY COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Burt reported that a Review of the Partnership Work of Town & Parish Councils had taken place by the District Council.

A lot of it was aimed at small Parish Councils, it was hoped that Royston Town Council will be able to respond to suggestions from the District Council who would like to work more closely with Town and Parish Councils. The clerk was asked to look at the document.

There being no further business the Chairman declared the meeting closed at 9.04 p.m.

## **ROYSTON TOWN COUNCIL**

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 11<sup>th</sup> February 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Prime (in the Chair)  
Councillors Berry, Davidson, Doel, Kennedy, Mayne, Phillips and Smith.

Town Clerk, Town Clerk's Assistant, Committee Administrator, County Councillor Drake, District Councillor Hill, Louise Symes North Hertfordshire District Council, Tessa O'Neil and Andy Watson Building Design Partnerships, 2 Members of the Public and 1 Member of the Press in attendance.

### **PUBLIC PARTICIPATION:**

Richard Perry spoke to the meeting in respect of Agenda item 5 (a) 08/00125/1 – 2 Orchard Way. He explained the background to this planning application and the fact that he had consulted with the District Council and neighbours to make sure that the building would be in keeping with the area and with off-street parking.

The Chairman thanked Mr. Perry for his attendance and explanations.

### **313/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Grimes & Lill.

### **314/08 DECLARATION OF INTEREST:**

Councillor Davidson declared a personnel interest in Item 5(e) 07/02273/1 Land at 19 Coronation Avenue/39 Sun Hill, and said she would not take part in discussion or voting on this application.

### **315/08 DRAFT ROYSTON TOWN CENTRE STRATEGY CONSULTATION:**

The Chairman welcomed Louise Symes, Tessa O'Neil and Andy Watson to the meeting. He then thanked Councillor Kennedy and the Working Party for preparing the detailed response to the Strategy, and invited each Member in turn to comment on this response.

All Members were in agreement with the points raised within the response and congratulated Councillor Kennedy for his work on this response. All Members were concerned that there should be some achievements in the short term without waiting five years.

Councillor Kennedy then emphasised some items in the Strategy that would not be possible in Royston, i.e. the traffic flows suggested and he said there is a need to establish a good retail area in the High Street encouraging people to come to Royston to shop.

Councillor Kennedy stressed the need for improved public transport and to keep the car parking free of development in order to encourage people to shop in Royston. Louise Symes replied on the traffic issues and said that they had been in consultation with the Highways Agency and the County Council, and she said that the Town Council's observations would be taken into account.

Tessa O'Neil said that they would take on board the points raised but said that it was difficult to get large retailers into the town as they required large areas whilst most shops in the High Street area were small. She was concerned that the response of the Town Council contained some incorrect facts.

It was agreed that the District Council officer would note the inaccuracies and forward the suggested amendments on to the Town Clerk as soon as possible. These would then be

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discussed by the Working Party so they can forward their response by the 22<sup>nd</sup> February 2008.

It was then proposed by Councillor Smith, seconded by Councillor Davidson and agreed that the response, subject to amendments, be approved and sent out to the public domain by the Town Council's website, and a summary publicised in the local press.

The Chairman then thanked the officers for their attendance and they left the meeting.

### **316/08 MINUTES:**

The minutes of the meeting held on Monday, 14 January 2008 (263/08 to 272/08) were approved and signed as a correct record.

### **317/08 PLANNING APPLICATIONS:**

(a) The Committee supported the following planning applications:

08/00125/1	2 Orchard Way.
07/03030/1LB	Land to the Rear of 4 Kneesworth Street Listed Building
07/03029/1	Land to the Rear of 4 Kneesworth Street
07/02976/1	Heath Sports Club (Royston Rugby Club) Baldock Road
07/02273/1	Land at 19 Coronation Avenue, 39 Sun Hill The Committee would like to see improvements made to the car park area opposite this site.
08/00127/1HH	9 Coombelands
08/00122/1HH	26 Newmarket Road
08/00062/1HH	5 Melbourn Road
08/00060/1HH	38 Garden Lane
07/02901/1HH	17 Green Street
07/02933/1HH	6 Newman Avenue
08/00083/1AD	Unit 1, Rear of 24 Jarman Way

(b) 07/02912/1HH	6 Byron Road. Supported subject to off street parking being available
07/02926/1HH	32 Poplar Drive Supported subject to the light test and the height of the roof being satisfactory
07/02878/1	3 Kiln House Yard, Baldock Street Supported subject to the environmental report on the noise levels being satisfactory

### **318/08 STEVENAGE & NORTH HERTS ACTION PLAN (SNAP) KEY ISSUES & OPTIONS CONSULTATION:**

The Town Clerk reported receipt of a letter in respect of the Town Council's response to SNAP and that there would not be any more information until towards the end of the year 2008.

### **319/08 APPEAL – 65 GARDEN WALK:**

Members noted that the date of hearing into the Appeal at 65 Garden Walk would take place on the 19 February 2008 at the Goldsmith Management Centre, Broadway, Letchworth, commencing at 10 a.m.

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**320/08 LAND ALLOCATIONS DEVELOPMENT PLAN DOCUMENTS: ISSUES & OPTIONS CONSULTATION:**

Members noted that the responses to this document were required by the 19 March 2008. Councillor Kennedy agreed to have a look at this before he went on holiday at the end of February.

There being no further business the Chairman declared the meeting closed at 9 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.32 p.m. on Monday, 25 February 2008 immediately following the Community Chest Award Committee meeting.

**PRESENT:** Councillor Berry (in the Chair)  
Councillors Beardwell, Burt, Harrison, Inwood, Prime & Smith.  
Assistant to Town Clerk, Committee Administrator, Town Councillors Davidson & Doel, 3 Members of the Press and Mr. Jewson, Business Development Officer for Archant Newspapers, in attendance.

### **321/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Gaillard, Grimes, Kennedy and Susan Thornton-Bjork, Town Clerk.

### **322/08 MINUTES:**

The minutes of the meeting of the Finance Committee held on 28 January 2008 (minutes 304/08 to 312/08) were approved and signed by the Chairman.

### **323/08 COMMUNITY CHEST AWARDS:**

The Committee accepted the recommendations for the Community Chest Awards from the Community Chest Awards Committee meeting held 25 February 2008.

Archaeology Family Fun Day	£100
Friends of Guiding (Royston)	£150
Rotary Club of Royston	£250
Royston Arts Society	£150
Royston Band	£150
Royston & District Twinning Association	£150
Royston Greenfingers Club	£100
Royston Junior Netball Club	£150
St Johns Parenting Team	£100
The Open House Project	£100
Westgate Dance Fund	£100

**Total funds distributed      £1,500**

### **324/08 ACCOUNTS FOR PAYMENT:**

The February Accounts for Payment in the sum of £30,630.48 were approved for payment following a clarification in respect of an item under the heading of Admin.

### **325/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR JANUARY 2008:**

The Income & Expenditure & Bank Reconciliation for January 2008 was noted.

### **326/08 AUDIT COMMISSION – EXTERNAL AUDITOR:**

- i) The Committee noted the appointment of the External Auditor for Royston Town Council by the Audit Commission.

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- ii) The Committee considered the Auditor Commission's proposal and had no questions or comments but it was noted that three members of the Committee were not present at the meeting.
- iii) The Committee requested that all Town Councillors be asked to confirm that they do not have any connection with the new Auditors.

### **327/08 MEETING OF MUSEUM TRUSTEES AND TOWN COUNCILLORS:**

It was noted that the meeting of Museum Trustees and Town Councillors due to be held on the 27 February 2008 had been postponed, and a new date of Wednesday, 9 April 2008 at 7.15 p.m. in the Committee Room was agreed.

### **328/08 MUSEUM POLICIES:**

The Committee RESOLVED to adopt into the workings of the Council the following policies:

- i) Revised Acquisition & Disposal Policy 2007 (previously circulated)
- ii) Policy & Procedures for Volunteers
- iii) Education Policy (revised and updated)
- iv) Emergency Policy – Procedures
- v) Child Protection Policy.

### **329/08 REPORTS BY COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Prime reported that he had attended the meeting of the Royston Community Transport Committee and it was noted that they were looking into finding ways to help out since there had been a reduction in the bus service.

Councillor Prime was also the Council representative on the Management Committee of Royston & South Cambridgeshire HomeStart, and it had been queried as to whether or not the Town Council could be involved now that HomeStart had moved to Meldreth in South Cambridgeshire. The Co-ordinator had confirmed that they would still be covering Royston and would therefore appreciate the support of the Town Council.

Councillor Smith reported that Councillor Prime and he had attended a District Council meeting of the Arts, Museum and Heritage Forum last week. Various options had been put forward for a new Collections Centre in Letchworth – funding to be sought from the Heritage Lottery Grant and the Heritage Foundation in Letchworth.

Councillor Harrison commented that there was money for the new Centre but not for the bus service – the funding on this issue to be monitored.

Ros Allwood had spoken about the achievements by Royston including the Royston Youth Council and the Museum leaflet and Peter Houldcroft had given a talk about the Royston Cave and a lot of interest had been generated. It was also noted that Royston Museum would be hosting a Book Fair in March 2008.

Councillor Smith was thanked for his report and his and Councillor Prime's attendance at the meeting.

### **330/08 EXCLUSION OF THE PRESS AND PUBLIC:**

In view of the confidential nature of the business about to be transacted, it was proposed by Councillor Harrison, seconded by Councillor Smith and RESOLVED that in the public

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interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

Two Members of the Press left the meeting at 8.01 p.m. leaving Mr Jonathan Jewson and Mr Les Baker of the Crow/Archant Newspapers

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### **331/08 ROYSTON TOWN GUIDE:**

Mr. Jewson and Mr. Baker circulated copies of their Royston Official Town Guide Proposal 2008 and Mr. Jewson gave a presentation to Members on how Archant Newspapers could provide a Town Guide for Royston.

Following this presentation Members asked questions and gave their concerns about the map.

Mr. Jewson and Mr. Baker were thanked for their attendance and they left the meeting at 8.10 p.m.

The Assistant to the Town Clerk then circulated examples of previous Town Guides and copies of another tender/proposal which had been submitted by Local Authority Publishing. In this proposal the Town Council would need to provide the editorial texts and photographs and would need to arrange distribution. The Town Council would also be required to provide desk space, telephone and letter of introduction whilst the company obtained the advertising.

In the Archant proposal:

- the Town Guide (8,671 copies) would be delivered with the Crow (Royston & surrounding villages) and 6,329 copies would be available at other venues/outlets including Town Hall, Library & Museum.
- Articles, events and photographs will be updated by the Crow Editorial Team with contributions from Town Council
- 52 page A5 edition using the 2006/7 version as the template
- Yearly publication for a two year period – distribution June 2008 and updated edition June 2009
- An e-edition version available

Members discussed the tender proposals and it was agreed that the local area could be better covered by Archant Newspapers.

It was then RESOLVED that the tender by Archant Newspapers be accepted subject to the following:

- i) the map would be updated
- ii) a Town Centre street map to be included
- iii) Town Council's Quality Town Status to be included.

Mr. Jewson and Mr. Baker then returned to the meeting and were informed that they had been successful in their tender subject to the above conditions.

There being no further business the Chairman declared the meeting closed at 8.20 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 25 February 2008 at 8.25 p.m.

**PRESENT:** Councillor Berry (in the Chair).  
Councillors Davidson, Harrison & Smith.  
Assistant to the Town Clerk & Committee Administrator in attendance.

### **332/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Grimes, Kennedy and the Town Clerk.

### **333/08 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 17 December 2007 (minutes 257/08 to 262/08) were approved for signature by the Chairman.

### **334/08 ROYSTON CAVE:**

The Assistant to the Town Clerk reported receipt of a letter from the Royston & District Local History Society to inform the Town Council that Peter Houldcroft wished to retire as Cave & Guides Supervisor on behalf of the Society. James Robinson had been nominated to replace Peter Houldcroft as from Easter weekend when the new season commenced. Peter had indicated he was willing to still act as a guide and would have an interest in the Cave. Members said that thanks were due to Peter Houldcroft for his hard work over many years and also to James Robinson for stepping in to take over and it was agreed that a letter of thanks should be sent to both.

### **335/08 MARKET HILL ROOMS:**

The Assistant to the Town Clerk reported that, to enable more hirers to use the Market Hill Rooms, additional tables and chairs would be required. It was noted that 10 tables at a cost of £928, 40 stacking chairs at a cost of £394.40 and a Flip Chart & Easel at a cost of £77.97, totalling £1,400.37 would be required. Members agreed that the Town Council should apply for any grants available to fund this expense. The first application could go to the Awards for All Lottery Fund. Other avenues for funding could be the Brian Racher Trust or the North Herts Area Committee.

Update to go on the agenda for the next Premises/Human Resources meeting.

### **336/08 TOWN HALL:**

The Assistant to the Town Clerk reported that they had had a request from a community group, who use the Town Hall, to have a lift installed so that the upper hall could be used for the disabled and elderly.

Members discussed this request and it was noted that in previous years there had been investigations to install a lift but with the great costs and difficulties of Health and Safety this had not been possible.

It was agreed that the North Herts District Council be asked if there is any news as to how long before the future of the Town Hall site is known, as any improvements to the Town Hall

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could certainly include a lift. The Town Clerk had also discussed this with John Campbell last week and was awaiting a response.

It was agreed that the community group be informed that the feasibility of installing a lift would be investigated.

Update to go on agenda for the next Premises/Human Resources meeting.

There being no further business the Chairman closed the meeting at 8.45 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 10<sup>th</sup> March 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Prime (in the Chair)  
Councillors Berry, Davidson, Doel, Mayne, Phillips and Smith.  
Town Clerk, Town Clerk's Assistant, Committee Administrator, County Councillor Drake, District Councillor Hill, Town Councillor Harrison, 1 Member of the Public and 1 Member of the Press in attendance.

### **337/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Grimes, Kennedy & Lill.

### **338/08 DECLARATION OF INTEREST:**

Councillors Smith & Phillips declared a personal interest in Item 5(f) 08/00235/1HH, 107 Redwing Rise.

### **339/08 MINUTES:**

The minutes of the meeting held on Monday, 11 February 2008 (313/08 to 320/08) were approved and signed as a correct record.

### **340/08 PLANNING APPLICATIONS:**

(a) The Committee supported the following planning applications:

08/00204/1	Lumen House, Lumen Road.
08/00291/1HH	17 Princes Mews.
08/00292/1HH	The Lodge, London Road.
08/00199/1HH	7 Orchard Way.
08/00155/1LB	22 Kneesworth Street.
08/00235/1HH	107 Redwing Rise.
08/00267/1HH	29 Coombelands.
08/00297/1LB	23 High Street.
08/00286/1	23 High Street.
08/00064/1HH	17 Valley Rise.
08/00374/1HH	33 Ermine Close.

(b) 08/00322/1 Ridgeway Hostel, Field Crescent.

The Committee deferred decision on this application awaiting clarification as to whether or not the Section 106 was in place in respect of the removal of Condition 9 (siting and design of play equipment). It was agreed that delegated powers be given to the Chairman and Town Clerk when the information was to hand.

### **341/08 LAND AT HIGHFIELDS FARM, ROYSTON ROAD, LITLINGTON:**

The Committee noted the application from South Cambridgeshire in respect of the erection of a 60m high Anemometry Mast, and whilst they had no objections to this there was concern as to the later possibility of a wind turbine facility being placed so near to the Therfield Heath which was a place of natural beauty.

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### **342/08 NHDC LOCAL DEVELOPMENT FRAMEWORK: LAND ALLOCATIONS: ISSUES & OPTIONS CONSULTATION:**

Members considered the draft Town Council's response to this document and it was approved subject to the deletion of Item 15.

### **343/08 NHDC LOCAL DEVELOPMENT FRAMEWORK; CORE STRATEGY & DEVELOPMENT POLICIES PREFERRED OPTIONS CONSULTATION:**

The Town Clerk reported the correspondence received from NHDC in respect of this item and it was noted that the Town Council's comments had been included in the consultation.

### **344/08 NHDC HOUSING STRATEGY CONSULTATION:**

Following a full discussion on this item and noting that three Members of the Committee had prepared their responses, it was agreed that there should be individual comments made by the Members who had not yet responded, and given to the Town Clerk by the 20 March 2008. The Chairman, Councillor Doel and the Town Clerk would then formulate the response to be forwarded to the District Council in time for the deadline of 2 April 2008.

There being no further business the Chairman declared the meeting closed at 7.55 p.m.

## **ROYSTON TOWN COUNCIL**

**MINUTES** of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.01 p.m. on Monday, 10 March 2008.

**PRESENT:** Councillor Harrison (in the Chair).  
Davidson, Doel, Mayne & Phillips.  
County Councillor Drake, District Councillors Hill & Hunter, Town Councillors Berry & Smith, Town Clerk, Assistant to Town Clerk, Committee Administrator, 1 Member of the Public and 1 Member of the Press in attendance.

### **345/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beardwell, Burt, Gaillard, Inwood & Lill.

### **346/08 MINUTES:**

The minutes of the meeting of the General Purposes & Highways Committee held on 14 January 2008 (minutes 273/08 to 285/08) were approved and signed by the Chairman as a correct record.

### **347/08 WORKING PARTY – MINUTES:**

The Committee accepted the notes of the Royston in Bloom meeting held on 9 January 2008 into the workings of the Council.

### **348/08 YOUTH COUNCIL:**

Councillor Davidson reported that there had been a meeting with the Youth Council on the 4 February 2008. The Youth Council was keen and anxious to get involved within the community and they had been asked to attend the Town Meeting. The Town Clerk was liaising with them to take part in the May Fayre and Royston in Bloom. The Steering Group will meet again in early April to discuss any issues that arise. It was confirmed that the Town Council had already said that a room could be used free of charge for their meetings. District Councillor Hunter suggested that the Town Council contact the District for support and several Members showed their interest and would be willing to meet with the Youth Council if they so wished.

### **349/08 ROYSTON YOUTH NETWORK GROUP:**

Councillor Davidson said that this was a group brought about by Alan Fleck, District Council officer, and suggested that this could be one of the organisations supported by the Town Council when the representatives are nominated in the new Council year. It is a group based on the youth workers and providing facilities for the young people in Royston. The Committee was happy for this organisation to be included in those supported by the Town Council.

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### **350/08 ROYSTON SCHOOLS INITIATIVE:**

Councillor Davidson said there had been a good response from several of the schools and she would also be talking to Meridian School to get them involved.

District Councillor Hill suggested that County Councillor Drake would be of great help in this project, and County Councillor Drake said that he would be willing to help if invited to do so.

### **351/08 WEIGHT LIMIT, MELBOURN STREET:**

District Councillor Hill was asked if there was anything to report on this matter, and she said that the District Council had not yet received a response to their query but the District Council had considered various solutions and there was ongoing discussion.

The Chairman said that this item would be placed on the agenda for the next meeting of the Committee.

### **352/08 ROYSTON BUS SERVICE:**

The Town Clerk reported that she had received a response from Bishop's Stortford Town Council in answer to the Town Council's query in respect of the council providing a bus services in Bishop's Stortford. The Council had helped run a bus service for over 20 years, but it is run through a Trust with donations from The Rotary Club for the disabled and elderly.

She also reported that the Town Council does have the power to give money to a community service for the elderly and disabled.

District Councillor Hill assured the Committee that the Royston Area Committee is working with Hertfordshire County Council to find the way forward in this situation. It could be that services are juggled so as to improve the peak period service.

County Councillor Drake confirmed that funding is being withdrawn by the District Council and the comments made by Councillor Hill. He said that ways are being sought in how to adjust the bus service to accommodate other parts of the town, and a pilot scheme of a bus one day a week in to Coombelands is being looked into.

Plans are also in hand for a one day a week pilot scheme for travel to Baldock and Letchworth and possibly Ashwell and Lister Hospital.

District Councillor Hunter reported that any decisions on cuts to the Dial-A-Ride scheme had been postponed for one year.

The Chairman thanked the County Councillor and District Councillors for their input and said that the situation would be monitored by the committee.

### **353/08 STREET NAMING:**

The Town Clerk reported that the name of Willmott had not been accepted for the Ling Dynamics and the suggestion of Goodes had been agreed by the District Council.

It had been felt that the name of Willmott would be more suitable for the centre of the Town such as the new development in George Lane or Kneesworth Street development.

### **354/08 CORRESPONDENCE RECEIVED FROM OLIVER HEALD,MP:**

The Town Clerk reported that Oliver Heald, MP had sent copies of his correspondence in respect of the following:-

- Response to Waste Core Strategy Consultation

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- Stop Stansted Expansion Campaign - NATS
- News Release on road maintenance

County Councillor Drake explained the aeroplane stacking for aircraft for Luton And Stansted is being moved away from Royston.

The Town Clerk was asked to thank Oliver Heald, MP for keeping the Town Council informed and his help and support in these matters.

### **355/08 DATE OF NEXT MEETING:**

The date of the next meeting is 12 May 2008.

There being no further business the Chairman closed the meeting at 8.50 p.m.

## **ROYSTON TOWN COUNCIL**

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 31 March 2008 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor P. Lill (Town Mayor in the Chair)  
Councillors Beardwell, Berry, Burt, Davidson, Doel, Grimes, Harrison, Inwood, Kennedy, Mayne, Phillips, Prime & Smith.  
Mrs. W. Lill, Mayoress, County Councillor Drake, Mr. Derek Wootton, NHDC, Alyson Whitley, HCC, Town Clerk, Assistant Town Clerk, Committee Administrator, 2 Press and 1 Member of the Public.

**Rev. Fidler led the meeting in prayer.**

### **PUBLIC PARTICIPATION:**

The Chairman of the Royal British Legion and Welfare Officer spoke to the meeting at the invitation of the Town Mayor. He explained that the Royal Anglian Regiment based at Bassingbourn had been given the Freedom of various towns and thought that it would be appropriate if Royston could do the same and give support to this Regiment, showing appreciation of the good work that it is doing for the Queen & Country.

All Members were happy to show this support and it was agreed that the Town Clerk should investigate the way forward in this matter and place it on the appropriate agenda as soon as possible.

### **EMERGENCY PLANNING:**

Derek Wootton spoke to the meeting and explained the background to this item and Alyson Whitley gave a video presentation. She explained that companies and other bodies should assess the risk assessment in emergencies in order to keep things going along as smoothly as possible.

Members asked questions and Derek Wootton said that the District Council would be prepared to work with the Town Council and attend another meeting.

It was agreed that he should discuss the matter with the Town Clerk in the first instance.

The Town Mayor thanked them for attending and they left the meeting at 8.02 p.m.

### **356/08 APOLOGIES:**

Apologies for absence were received from Councillor Gaillard.

### **357/08 MODEL CODE OF CONDUCT 2007 - DECLARATION OF INTEREST:**

The Town Clerk explained the background to this item and said that the Quality Town paperwork indicated that it was considered appropriate to keep this item on the agenda, and she asked for a decision by Members.

It was proposed by Councillor Berry, seconded by Councillor Smith, and agreed that this item be kept on the agendas.

Councillor Burt, Beardwell and Inwood then declared an interest in item 7. – Royston Market Tender.

### **358/08 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor reported that he had received a cheque from The White Bear for his charities, had attended the Young Person of the Year Awards, his Civic Service, the

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Evergreens Club, St. John Ambulance AGM, Girl Guides' Annual Spring Fayre, the Easter Trail and the Annual Town Meeting where he presented the Community Service Awards.

### **359/08 MINUTES:**

It was **RESOLVED** to approve and sign as a correct record the minutes of the meeting of the Council held on 28 January 2008 (minutes 295/08 to 303b/08).

### **360/08 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 28 January 2008 (minutes 304/08 to 312/08) be adopted into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 11 February 2008 (minutes 313/08 to 320/08) be adopted into the workings of the Council.

### **361/08 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 25 February 2008 (minutes 321/08 to 331/08) be adopted into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 10 March 2008 (minutes 337/08 to 344/08) be adopted into the workings of the Council.
- (c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held on the 10 March 2008 (minutes 345/08 to 355/08) be adopted into the workings of the Council.

### **362/08 ROYSTON MARKET TENDER:**

The Town Clerk reported that meetings had taken place in respect of the Market Tender, and the decision on this should be decided by NHDC on the 8 April 2008.

### **363/08 DATE OF NEXT MEETING:**

The date of the next meeting is 12 May 2008.

There being no further business the Town Mayor closed the meeting at 8.15 p.m.

## **ROYSTON TOWN COUNCIL**

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.20 p.m. on Monday, 31 March 2008.

**PRESENT:** Councillor Berry (in the Chair)  
Councillors Beardwell, Burt, Grimes, Harrison, Inwood, Kennedy, Prime & Smith.  
Town Clerk, Assistant to Town Clerk, Committee Administrator & 2 Members of the Press.

### **364/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Gaillard.

### **365/08 MINUTES:**

The minutes of the meeting of the Finance Committee held on 25 February 2008 (minutes 321/08 to 331/08) were approved and signed by the Chairman.

### **366/08 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:**

The following minutes were accepted into the workings of the Council:-

- a) Town Premises/Human Resources Sub-Committee meeting held 25 February 2008 (minutes 332/08 to 336/08).
- b) May Fayre Working Party meeting held 19 February 2008.
- c) Community Chest Awards Sub-Committee meeting held 25 February 2008.

### **367/08 ACCOUNTS FOR PAYMENT:**

The March Accounts for Payment in the sum of £32,795.74 were approved for payment following a clarification in respect of an item under the heading of Museum.

### **368/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR FEBRUARY 2007:**

The Income & Expenditure & Bank Reconciliation for February 2008 was noted.

### **369/08 REPORTS BY COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

No reports were received.

There being no further business the Chairman declared the meeting closed at 8.25 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 7<sup>th</sup> April 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Prime (in the Chair)  
Councillors Berry, Davidson, Doel, Grimes, Kennedy, Lill, Mayne, Phillips and Smith.  
Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

### **370/08 MINUTES:**

The minutes of the meeting held on Monday, 10 March 2008 (337/08 to 344/08) were approved and signed as a correct record.

### **371/08 PLANNING APPLICATIONS:**

(a) The Committee supported the following planning applications:

08/00545/1HH	132 Redwing Rise.
08/00177/1	12 Stamford Avenue.
08/00481/1HH	2 Coombelands.
08/00383/1AD	Land at Orchard Road by Freeman Court Junction with Jarman Way.
08/00376/1HH	30 Priory Close.
07/02707/1	Johnson Matthey Plc, Orchard Road.

It was noted that arrangements for a visit to Johnson Matthey were in hand.

(b) 08/00520/1 48 Sun Hill.

The Committee supported this application but Councillor Kennedy asked for his vote against to be recorded.

(c) 08/00426/1 7 Melbourn Road.

The Committee objected to this application on the grounds that it was an over development of the site, out of character within the area and access onto a busy main road causing a hazard near to the schools.

(d) 08/00285/1 7 Lower King Street.

The Committee objected to this application on the grounds that it was against the original condition that there should not be a loss of a shop unit.  
The developers were reminded that they should be making the effort to sell this development as a shop unit.

(e) 08/00322/1 Ridgeway Hostel, Field Crescent.

The Town Clerk reported a communication from the Planning Department explaining the background to this application in respect of the playground equipment.  
Following discussion Members requested that if a play area was not provided by the developers then the money which should have been spent be used for another community project in Royston.  
Councillor Kennedy registered his vote against the motion.

## ROYSTON TOWN COUNCIL

### **372/08 LAND AT HIGHFIELDS FARM, ROYSTON ROAD, LITLINGTON: Scoping Report**

The Committee had a full discussion on this item and agreed that the following comments be forwarded to South Cambs. District Council:

The assessment should take into account that the wind farm would have a major impact on the landscape and environment in this area especially as it is close to Therfield Heath.

Large turbines will create a visual impact for people living, working and travelling through the area as they can be visual for up to 30km.

The location is in a valley at low level, Lack of wind speeds in this area will mean the turbines will only be 10% efficient.

The turbines create a high level of noise and the flickering shadows should be carefully considered as they could affect the horses at Kings Ride stables close by particularly when the horses are exercising.

Land would no longer be considered agricultural and would become Industrial, this could lead to further industrial development in this area i.e. more wind turbines, industrial estate.

Consideration needs to be given to the size of the concreted area required for each turbine...approx size of Olympic swimming pool for each turbine which would eventually degrade and leach into the ground.

Councillor Mayne asked for his vote against the motion to be registered.

### **373/08 EAST OF ENGLAND REGIONAL ASSEMBLY: DRAFT RSS SINGLE ISSUE REVIEW ON PLANNING FOR GYPSY AND TRAVELLER ACCOMMODATION IN THE EAST OF ENGLAND:**

Following a discussion on this item it was agreed that Members pass their comments to the Town Clerk. Councillor Kennedy said that he would collate these into a report for the next meeting of the Committee. It was noted that the consultation was due to end on the 16 May 2008.

There being no further business the Chairman declared the meeting closed at 8.10 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **MUSEUM SUB-COMMITTEE** held on Thursday 17<sup>th</sup> April 2008 in Room 11, Town Hall, Royston at 7.p.m.

**PRESENT:** Mr. Les. Baker (in the Chair).

Councillors Beardwell, Berry, Mayne, Prime & Smith

Museum Trustees: Peter King, Peter Ketteringham, Philip Smith, Jenny Smith

Friends of Royston Museum: Shirley Thrussell and Betty Skyrme

NHDC museum curator officer Ros Allwood.

Royston Town Council officers: Susan Thornton-Björk (Town Clerk) and Carole Kaszak (Curator)

### **374/08 APOLOGIES**

Apologies for absence were received from: Mike Lawrence

### **375/08 MINUTES:**

The minutes of the 17<sup>th</sup> January 2008 were amended to include Ros Allwood NHDC officer's attendance and the alteration of polices to policies in minutes 288/08. The minutes of the meeting held 17<sup>th</sup> January 2008 were then approved and signed as a correct record of the meeting.

### **376/08 CURATORS REPORT:** (copy attached to the minute book):

The curator presented her report to the committee. Thanks were given to Philip Smith for his work involved with the new museum sign.

The current exhibition by the Royston Stamp Club was proving to be very popular and interesting. Over 100 people had been to view it already.

Members noted that Greneway School pupils as part of a school project about the Royston Tapestry were making their own wall hanging.

Thanks went to the Friends for funding the conservation costs (£1690) on Whydale etchings.

### **377/08 MUSEUM ACCREDITATION:**

Carole informed members she was about to fill in the application form and Ros has offered her help with this.

### **378/08 ROYSTON TAPESTRY:**

At a recent meeting of the Museum Trustees and Town Councillors the mounting of the Tapestry had been raised. Mounting costs were likely to be very expensive as it would also mean re-organising the present displays in the museum and require new cases. The Tapestry was likely to be about 5-6 years away from finishing. It is important to get the tapestry mounted correctly as it is a unique piece of work and will greatly promote Royston and the museum in future years.

## **ROYSTON TOWN COUNCIL**

It was agreed that a presentation should be arranged for members of the Town, District and County Council to view the Tapestry in the Museum. Carole to arrange a date for this with Susan.

After discussion it was agreed that the setting up of a working party to look for ways to fund the Tapestry mounting be introduced at the presentation.

### **379/08 ANY OTHER BUSINESS:**

Councillor Smith reported that a further meeting had taken place with District Councillors. The District Councillors had reported their response received from officers of NHDC and that there was no money in this year's budget to help with the running of Royston's museum. They will try to get some funding in the following year's budget for Royston's museum.

It is possible to apply to the Area Committee for grants to help fund projects in the museum.

It was noted that the District Councillors are very supportive of the museum.

After further discussion it was agreed to set up a working party to look at ways to promote the museum and to produce a list of projects that needed doing in the museum and to look at ways of applying for funds for them.

Councillor Beardwell, Councillor Smith, Councillor Prime, Les Baker, Philip Smith and Carole Kaszak agreed to be part of the working party.

### **380/08 DATE OF NEXT MEETING**

Provisional date for the next meeting is 24<sup>th</sup> July 2008.

There being no other business the Chairman closed the meeting at 7.57pm.

## **ROYSTON TOWN COUNCIL**

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 28 April 2008.

**PRESENT:** Councillor Berry (in the Chair)  
Councillors Beardwell, Burt, Gaillard, Grimes, Harrison, Kennedy & Smith.  
Town Clerk, Assistant to Town Clerk, Committee Administrator, Geraint Burnell,  
Councillor L. Davidson & 1 Member of the Press.  
The Chairman proposed that an urgent item of business regarding NHDC markets be placed on the agenda to be taken after the Exclusion of Press and Public, this was agreed.

### **381/08 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:**

The following minutes were accepted into the workings of the Council:-

- (a) May Fayre Working Party meeting held 1 April 2008.

### **382/08 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Inwood and Prime and Councillor Doel.

### **383/08 DECLARATION OF INTEREST:**

Councillors Burt and Beardwell declared an interest in Item 9 – Re Grant for Notice Boards because they were members of NHDC and Item 18 – NHDC Markets and would leave the room during this discussion.

### **384/08 MINUTES:**

The minutes of the meeting of the Finance Committee held on 31 March 2008 (minutes 364/08 to 369/08) were approved and signed by the Chairman.

### **385/08 ACCOUNTS FOR PAYMENT:**

The April Accounts for Payment in the sum of £29,054.74 were approved for payment Councillor Smith noted that there could be grants available from the District Council in respect of certain items under the heading of Museum.

### **386/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR MARCH 2008:**

The Income & Expenditure & Bank Reconciliation for March 2008 was noted.

### **387/08 SCHEDULE OF COUNCIL & COMMITTEE MEETINGS:**

The Schedule of Council & Committee Meetings for 2008-2009 was approved

### **388/08 MUSEUM – DOCUMENTATION FORWARD PLAN:**

The Documentation Forward Plan for Royston & District Museum was accepted into the workings of the Council.

## **ROYSTON TOWN COUNCIL**

### **389/08 NOTICE BOARDS:**

The Town Clerk reported that the District Council had awarded a grant in respect of two of three notice boards required.

Following discussion on how to fund the third notice board it was agreed to go back to the District Council to ask for funding for this board.

### **390/08 DIGNITY AT WORK/BULLYING & HARASSMENT POLICY:**

The Committee approved and adopted the Dignity at Work/Bullying & Harassment Policy into the workings of the Council.

### **391/08 NEW LOCAL GOVERNMENT PENSION SCHEME:**

The Town Clerk had circulated details on the changes of the new Local Government Pension Scheme and following discussion the Committee approved and adopted the Policy on Employee's Banding into the workings of the Council.

### **392/08 REPORTS ON OUTSIDE ORGANISATIONS:**

Councillor Davidson reported her attendance at the Youth Network meeting. The Youth Council had met several times and she said that various events were planned for youth during the summer. There was some discussion on the proposal for a graffiti wall in the town and members look forward to the results of the survey which will be undertaken at the May Fayre.

### **393/08 FORWARD PLAN FOR ROYSTON TOWN COUNCIL:**

The Chairman explained the background to this item and said that it was necessary to plan forward for the next 5-10 years.

The Town Clerk said that this was needed in order to plan for the future and also to inform the residents of the town of this.

Members discussed this item and it was agreed that there should be a Working Party to consider a Forward Plan. Councillors Kennedy, Harrison, Berry, Smith and Davidson asked to be part of this Working Party.

### **394/08 CHAMBER OF COMMERCE:**

The Town Clerk reported that a donation had been received from the Chamber of Commerce towards the installation of the Christmas Lights for 2007. There had been a request that in respect of the 2008 Business Awards, the Town Council become a co-sponsor by allowing the Chamber of Commerce the use of the Town Hall for this event. Members fully supported this.

### **395/08 ROYSTON TOWN CRIER NEWSLETTER:**

The May newsletter was presented to the committee for comments before publication. There was some discussion on the future of the distribution.

The Chairman congratulated the Working Party on the hard work in producing the Town Crier and suggested that there should be mention of forward events and the new Mayor in the next issue.

**ROYSTON TOWN COUNCIL**

**396/08 EXCLUSION OF THE PRESS AND PUBLIC:**

It was proposed by Councillor Berry, seconded by Councillor Smith and Resolved that in view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

Councillors Beardwell & Burt and the Press left the meeting.

## ROYSTON TOWN COUNCIL

### **397/08 MARKETS:**

The Town Manager reported that he had received an e-mail from the District Council in respect of the Royston Market Contract and subject to the acceptance of the terms of the Contract, they would award the contract to Royston Town Centre/Royston Town Council to run the markets in Royston.

There was a clause stating that the District Council could give three months notice to terminate the contract, and Geraint Burnell said that he would wish this to be the case on both sides. The Town Manager said that there was a second clause that should the Forum/Council default in anyway on the contract it would be removed and all costs would be reclaimed from the Forum/Council. Members agreed these clauses need to be changed. Geraint agreed to proceed to get these changes made and pass the details on to the Working Party for their consideration.

The Town Clerk reported that it had come to light that there is an issue with the working partnership of the Town Council with the Town Centre Forum as the latter is not a legal entity. However, there is nothing against the Town Council taking on the contract.

The Town Clerk then reported that she had received a letter from a Market Contractor who had enclosed the original copy of the Town Council's confidential tender to the District Council sent to them in error.

There followed a full discussion on this matter and it was agreed that the Town Clerk should report this to the Chief Executive as it is a serious breach of confidentiality.

The Town Manager left the meeting at 8.25 p.m.

Councillor Burt returned to the meeting.

### **398/08 SALARY SCALES:**

The Town Clerk circulated copies of the new salary scales for 2008-2009 and it was proposed by the Chairman, seconded by Councillor Smith and **Resolved** that these new salary scales be approved.

There being no further business the Chairman declared the meeting closed at 8.29 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 28 April 2008 at 8.30 p.m.

**PRESENT:** Councillor Berry (in the Chair).  
Councillors Davidson, Grimes, Harrison, Kennedy & Smith.  
Town Clerk, Assistant to the Town Clerk, Committee Administrator & 1 Member of the Press in attendance.

### **399/08 APOLOGIES FOR ABSENCE:**

No apologies for absence were received.

### **400/08 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 25 February 2008 (minutes 332/08 to 336/08) were approved for signature by the Chairman.

### **401/08 ALLOTMENT ASSOCIATION MEETING:**

Members considered dates for the next meeting with the Allotment Association and suggested either Tuesday, 20 May 2008 or Thursday, 22 May 2008.

### **402/08 MARKET HILL ROOMS:**

The Town Clerk reported that no grant was forthcoming for furniture in Market Hill Rooms from the Awards for All Lottery Fund.

Following discussion it was agreed to ask the Finance Committee to agree to using the money from the Stamfords Yard sale, and should a grant be obtained then this could be returned to that source.

### **403/08 TOWN HALL:**

The Town Clerk explained that it was essential to provide access to the toilets for the disabled and that one solution was a temporary ramp. This could be provided for the sum of approx £478. It was agreed to recommend to finance that his temporary measure be taken and that grab handles should also be fitted in the cubicles.

The Town Clerk also reported that no information had been received from the District Council in respect of the Royston Town Centre Strategy and, therefore, no information was available about the future of the Town Hall. After discussion it was agreed to at look ways and costs of getting a lift installed and the possibility of applying for a lottery grant.

### **404/08 EXCLUSION OF THE PRESS AND PUBLIC:**

It was proposed by Councillor Berry, seconded by Councillor Smith and **RESOLVED** that in view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

**ROYSTON TOWN COUNCIL**

**405/08 ALLOTMENTS:**

Councillor Grimes declared a personnel interest in this item as an allotment holder.

The Town Clerk circulated details on her investigation into possible allotment land and explained the problems.

Following discussion and suggestions it was agreed that the Town Clerk continue her investigations.

There being no further business the Chairman closed the meeting at 9.10 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 12<sup>th</sup> May 2008 at 7.30 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Prime (in the Chair)  
Councillors Berry, Davidson, Doel, Grimes, Kennedy, Mayne, Phillips and Smith.  
Town Clerk, Committee Administrator, 2 Members of the Public and 1 Member of the Press in attendance.

Councillor Berry, Leader of the Council, informed the meeting of the sad news of Councillor Lill's death at 5 p.m. that day. She then led the 2 minutes silence in his memory. Members wished their condolences to be passed on to Mrs. Wendy Lill and Councillor Lill's family. Councillor Berry explained that the following meeting of the Planning Committee was to be part of the previous year's proceedings due to the fact that the Annual Council had to be postponed.

### **406/08 MINUTES:**

The minutes of the meeting held on Monday, 7 April 2008 (370/08 to 373/08) were approved and signed as a correct record.

### **407/08 PLANNING APPLICATIONS:**

(a) The Committee supported the following planning applications:

08/00479/1HH	14 Clydesdale Road.
08/00630/1HH	2 Keats Close.
08/00701/1HH	91 Melbourn Road.
08/00689/1	39-41 Upper King Street.
08/00687/1HH	39-41 Upper King Street.
08/00781/1LB	39-41 Upper King Street.
08/00694/1LB	39-41 Upper King Street.
08/00485/1HH	Eagle Tavern House, Barkway Road.
08/00723/1HH	62 Barkway Road.
08/00675/1HH	3 Hollies Close.
08/00696/1HH	35 Heathfield.

(b) 08/00659/1            7 Melbourn Road.

The Committee did not support this application on the grounds that it was an over development of the site, out of character within the local area and the impact of the access onto a busy main road.

(c) 08/00640/1            Meridian School, Garden Walk.

The Committee agreed to support this application in principle and would ask the District Council to look at imposing some time restrictions on usage to control the impact of noise and light on local residents.

(d) 08/00561/1HH        7 Donne Close.

Members agreed not to support this application on the grounds that there would be overlooking of neighbouring properties.

## ROYSTON TOWN COUNCIL

### **408/08 DECISIONS MADE BY THE CHAIRMAN AND TOWN CLERK:**

The Committee noted the decisions made by the Chairman and Town Clerk on the following applications:

- (a) 08/00504/1HH          2a Kingsway.
- (b) 08/00591/1HH          19 The Fleet.
- (c) 08/00609/1HH          8 Coltsfoot Drive.

### **409/08 LIST OF DECISIONS MADE BY NHDC ON PLANNING APPLICATIONS DISCUSSED BY ROYSTON TOWN COUNCIL 2007-2008:**

Members received a list of decisions made by NHDC on planning applications discussed by Royston Town Council during the year 2007-2008 for their information.

Members thanked the Town Clerk for this useful information and it was agreed that there should be a quarterly list submitted to Members.

### **410/08 EAST OF ENGLAND REGIONAL ASSEMBLY: DRAFT RSS SINGLE ISSUE REVIEW ON PLANNING FOR GYPSY AND TRAVELLER ACCOMMODATION IN THE EAST OF ENGLAND:**

Councillor Kennedy had formulated a response from the comments that he had received from councillors. Following discussion it was proposed by Councillor Mayne, seconded by Councillor Berry and agreed the following response be submitted to the East of England:-

**Royston Town Council accepts the needs for additional pitches for gypsies and travellers in the East of England and broadly agrees with the proposed distribution. However, we are concerned that there appears to be no recognition of the distribution of sites across the Region and considers that there should be a mechanism that ensures that sites in adjacent Districts are taken into account when identifying potential new sites. This is to ensure a fair geographic distribution, so that there is not a concentration of sites in an area where several District boundaries join.**

**It is also important that the guidelines on the needs of the travelling community are taken fully into account and sites are not located in remote rural locations, where many facilities are already under resourced and will not meet the basic needs of the travelling community. The views of the travelling community on site location should be taken into account to ensure sites are not located in areas where they will not be used.**

Councillor Kennedy was thanked for his work in connection with this item.

### **411/08 DATE OF NEXT MEETING:**

The Town Clerk informed the Members that as the Annual Council meeting had been postponed until the 19 May 2008, the next meeting of the Committee would be held on the 19 May 2008.

There being no further business the Chairman declared the meeting closed at 8.05 p.m.

## ROYSTON TOWN COUNCIL

### **142/08 NHDC – SCOPING REPORT:**

The Town Clerk reported the District Council's response to the Committee's comments on the Scoping Report. It appeared there may have been some confusion between this document and the Strategy Report that was yet to be prepared for consultation; this is due to be ready in November.

After further discussion Members' view was that they did not understand the document and asked the Town Clerk to ask the District Council to prepare a short summary of the Scoping report.

District Councillor Hill was invited to speak to the meeting. She confirmed that the Scoping Report was a preliminary to preparing the Strategy Report and the consultation period had now closed.

### **143/08 PLANNING CHAMPION:**

The Town Clerk reported that the District Council had invited a Councillor and the Town Clerk to attend the District Council's proposed Planning Training Meetings. There were to be three or four of these meetings per year, the first meeting would clash with the Town Council's Full Council meeting on the 24 September.

Mary Caldwell, Planning Control & conservation Officer, was prepared to attend a meeting of the Town Council after this date to explain what happened on the first meeting of the Training Sessions.

Following discussion it was agreed that Councillors Berry and Smith would attend along with the Town Clerk and that the offer by Mary Caldwell be accepted.

### **144/08 PLANNING MEETINGS:**

The Town Clerk reported that because there were a lot of extra planning applications, and the time allowed for them to be considered did not fit in with the dates of the Town Council's planning meetings, it would be necessary to have extra meetings.

The Members considered this matter and it was agreed that the Chairman of the Planning Committee and the Town Clerk could make a decision on these applications on behalf of the Committee.

There being no further business the Chairman closed the meeting at 8 p.m.