

## ROYSTON TOWN COUNCIL

**MINUTES** of the **ANNUAL GENERAL MEETING** of Royston Town Council held on Monday 14<sup>th</sup> May 2012 in the Heritage Hall of the Town Hall at 7.15 p.m.

**PRESENT:** Councillor R. Inwood (Town Mayor) in the Chair  
Councillors M.Beaver, L.Berry, P.Burt, L.Davidson, E.Freeman, H.Harrison, P.Mayne, M.Phillips, F. J. Smith and R. Smith.  
In attendance Town Clerk, Deputy Town Clerk, Committee Administrator, District & County Councillors Hill & Hunter, District Councillors Davidson & Green, Mrs. P. Robinson, Mr. L. Baker, 20 Members of the Public and 2 Members of the Press.

The Town Mayor welcomed everybody to the meeting and thanked everybody for their support over his mayoral year and all those who made his year so enjoyable, highlighting in particular his visit to the twinned town in Spain. He showed a picture presented to Royston by La Loupe in recognition of the 25 years of twinning with Royston. He had enjoyed many events within the community. He then presented flowers to Councillor Berry, his mother and his wife for their support to him during his year as Mayor and said that his wife and children had enjoyed accompanying him to the various events. The funds raised this year for the Mayor's Charities was £7500.

### **01/13 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:**

It was **RESOLVED** that **COUNCILLOR LINDSAY DAVIDSON** be Town Mayor for the year 2012/2013.

Councillor Inwood presented Councillor Davidson with the Chain of Office, followed by photographs taken by the Press.

### **02/13 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:**

The Town Mayor then read out and signed her Declaration of Acceptance of office and took over the Chairmanship of the meeting. The Town Mayor thanked the ex Town Mayor for his hard work during his year as Town Mayor and said that she was proud to be the next Town Mayor and promised she would do her best for Royston.

It was **RESOLVED**

- (a) That the Council places on record their sincere appreciation of the service rendered to the Town by Councillor Robert Inwood as Mayor of Royston from 2011-2012;
- (b) That the Council is very mindful that Councillor Inwood has during the 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, and then presented to Councillor Inwood.

**It was RESOLVED**

That the Council places on record their sincere appreciation of the service rendered to the Town by Mrs. Julie Inwood in support of the Town Mayor from 2011 to 2012.  
The Town Mayor then announced that her husband Cllr Bill Davidson would be her Consort for the next year.

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**03/13 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:**

It was **RESOLVED** that Councillor Robert Smith be appointed Deputy Mayor.

**04/13 TO RECEIVE APOLOGIES FOR ABSENCE:**

The Town Clerk reported apologies for absence from Councillors Davison, Grimes, Hulström-Allen & Palmer.

**05/13 STANDING ORDERS:**

It was **Resolved** that the current Standing Orders be approved and adopted.

**06/13 TO APPOINT COMMITTEES FOR THE ENSUING YEAR:**

- (a) It was **RESOLVED** that the following Councillors be appointed to the Finance Committee:

Councillor Robert Smith (Chair)  
Councillor Martin Beaver  
Councillor Lynn Berry  
Councillor Peter Burt  
Councillor Lindsay Davidson  
Councillor John Davison  
Councillor Mike Harrison  
Councillor Robert Inwood  
Councillor Philip Mayne  
Councillor F. John Smith

- (b) It was **RESOLVED** that the following Councillors be appointed to the Planning Committee:

Councillor Lynn Berry (Chair)  
Councillor Martin Beaver  
Councillor John Davison  
Councillor Elizabeth Freeman  
Councillor Paul Grimes  
Councillor Victoria Hulström-Allen  
Councillor Graham Palmer  
Councillor Marguerite Phillips  
Councillor F. J. Smith  
Councillor Robert Smith

- (c) It was **RESOLVED** that the following Councillors be appointed to the General Purposes and Highways Committee:

Councillor Mike Harrison (Chair)  
Councillor Peter Burt  
Councillor Lindsay Davidson  
Councillor Elizabeth Freeman  
Councillor Paul Grimes  
Councillor Victoria Hulström-Allen

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Councillor Robert Inwood  
Councillor Philip Mayne  
Councillor Graham Palmer  
Councillor Marguerite Phillips

**07/13 TO CONSIDER AND APPROVE THE DELEGATION OF POWERS AND DUTIES OF COMMITTEES AS FOLLOWS:**

It was **RESOLVED**

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

All matters relating to finance, (including but not limited to) properties, insurance, civic functions, finance, accounts, markets, staffing matters, 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:-

- (i) 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.

**08/13 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:**

It was **RESOLVED** that the following members be appointed as representatives to outside bodies for the ensuing year:

Friends of Royston & District Museum	Councillor F. J. Smith
Meridian Youth Centre Committee	Councillor L. Berry
Police Neighbourhood Watch Panel	Councillor P Burt
	Councillor L. Davidson
	Councillor M. Harrison
	Councillor R. Smith
Royston Citizens Advice Bureau	Councillor E Freeman
Royston Community Transport	Councillor J. Davison
Arts Festival Management Committee	Councillor J Davison
Friends of Royston & District Museum	Councillor F.J. Smith
Meridian Youth Centre	Councillor L. Berry
North Herts 50 Plus Forum	Councillor M. Beaver

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North Herts Association of Town, Parish and Community Councils	Councillor R. Smith
Police Neighbourhood Panel	Councillor P. Burt Councillor L. Davidson Councillor M. Harrison Councillor R. Smith
Royston Citizens Advice Bureau	Councillor E. Freeman
Royston Community Transport	Councillor J. Davison
Royston Coombes Community Association	Councillor G. Palmer
Royston Day Centre	Councillor F.J. Smith
Royston & District Chamber of Commerce	Councillor J. Davison
Royston & District Local History Society	Councillor P. Burt
Royston & District Scouts Council	Councillor L. Berry
Royston & District Sports Council	Councillor M. Phillips
Royston & South Cambridgeshire Home Start	Councillor V. Hulström-Allen
Royston Town Twinning Association	Councillor L. Davidson (Mayor)
Royston Volunteer Centre Management Committee	Councillor L. Davidson
Royston Youth Network	Councillor L. Davidson
Sustrans Underpass Support Group	Councillor P. Burt
Therfield Heath and Greens Conservation Joint Advisory Committee	Councillor J. Davison

### **09/13 TO INSPECT THE SCHEDULE OF DEEDS AND TRUST INSTRUMENTS HELD BY THE COUNCIL:**

The Town Clerk reported the following deeds and trust instruments.

- (i) The Town Hall
- (ii) 30 Kneesworth Street
- (iii) Market Hill Rooms
- (iv) Green Street Allotments
- (v) Green Walk Plantation
- (vi) Stile Plantation
- (vii) War Memorial
- (viii) Royston Cave (Freehold)
- (ix) Royston & District Museum and Art Gallery, Lower King Street, (Leasehold)

Counterpart Lease

- (i) 30 Kneesworth Street

### **10/13 TO APPROVE THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 12 March 2012:**

It was **RESOLVED** that the minutes of the meeting of the Council held on 14 March 2011 (minutes 360/12 to 366/12) be approved and signed as a correct record.

### **11/13 Agenda item deleted as now included in the council's Standing orders**

### **12/13 TOWN MAYOR'S ANNOUNCEMENTS:**

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The Town Mayor then spoke of the privilege to be the Town Mayor in this special year and that she would do her best for the Town, and although she had not been in Royston as long as the two previous Town Mayors she was very pleased to live in such a lovely town as Royston. Her charities would be the Community Trust Fund, Royston Volunteers Centre and Royston and South Cambs Home-Start and she hoped to raise the profile of these two local charities. She thanked her husband for his support as her Consort and also thanked her family and friends.

### **13/13 DATE OF NEXT MEETING:**

The date of the next meeting is 25<sup>th</sup> June 2012.

There being no further business the Town Mayor closed the meeting at 7.38 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Heritage Hall, Town Hall, Royston at 7.40 p.m. on Monday, 14 May 2012.

**PRESENT:** Councillor Davidson (Town Mayor in the Chair).  
Councillors Beaver, Berry, Burt, Harrison, Inwood, Mayne, F. J. Smith & R. Smith.  
County & District Councillors Hill & Hunter, District Councillors Davidson & Green,  
Town Councillors Freeman & Phillips, Mr. L. Baker, Town Clerk, Deputy Town Clerk,  
Committee Administrator 2 Members of the Press, and 12 Members of the public in  
attendance.

### **14/13 APPOINTMENT OF CHAIRMAN:**

It was **RESOLVED** that Councillor R. Smith be appointed Chairman for the ensuing year.

Councillor R Smith took the Chair.

### **15/13 APPOINTMENT OF VICE-CHAIRMAN:**

It was **RESOLVED** that Councillor F J Smith be appointed Vice-Chairman for the ensuing year.

### **16/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Davison.

### **17/13 DELEGATION OF POWERS & DUTIES:**

The Committee noted 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.

### **18/13 SIGNATORIES FOR CHEQUES:**

The Committee noted that the signatories for RTC cheques for the ensuing year would be Councillors Berry, Harrison, R. Smith, and the Town Clerk and to include Cllr F J Smith for the Mayor's Community Trust Fund.

### **19/13 MUSEUM ADVISORY SUB-COMMITTEE:**

It was agreed that the following Members be appointed to serve on the Museum Advisory Sub-Committee:-

Councillor Berry as Chairman, F. J. Smith as Vice Chairman, Councillors Burt, Davison, Inwood, Mayne and Mr. L. Baker as the District Council representative.

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**20/13 TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE:**

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

Councillor Davison, as Chairman, Councillor L. Berry as Vice Chairman, Councillors Harrison, Hulström-Allen, Palmer and R. Smith.

**21/13 LEETE CHARITY COMMITTEE:**

It was proposed by Councillor R. Smith, seconded by Councillor Burt and agreed that the following Members be appointed to serve on the Leete Charity Committee:-

Councillor Davidson (as Town Mayor), Berry, Harrison, F. J. Smith and R. Smith

**22/13 CAVE TRUSTEES:**

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

Councillor Davidson (as Mayor), Inwood and Mayne.

**23/13 MAY FAYRE WORKING PARTY:**

It was proposed by Councillor R. Smith, seconded by Councillor Burt and agreed that the following Members be appointed to serve on the May Fayre Working Party:-

Councillors Davidson, Hulström-Allen, Inwood, Mayne, Palmer and Phillips.

**24/13 MARKETS SUB-ADVISORY COMMITTEE:**

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

Councillors Berry, Davidson and R. Smith.

**25/13 CINEMA WORKING PARTY:**

It was proposed by Councillor R. Smith, seconded by Councillor Harrison and agreed that the following Members be appointed to serve on the Cinema Working Party:-

Councillors Berry, Burt, Davidson, Davison, Freeman, Mayne, Palmer and R. Smith.

**26/13 FINANCIAL REGULATIONS:**

It was proposed by Councillor R. Smith, seconded by Councillor F. J. Smith and agreed to adopt the Financial Regulations with the noted amendments.

**27/13 ANNUAL SUBSCRIPTIONS:**

The following Annual Subscriptions for 2012-2013 were approved as follows:-

SAGE Accounting and Payroll

HAPTC – Hertfordshire Association of Parish & Town Councils (includes NALC membership)

SLCC – Society of Local Council Clerks

LACS – Local Council Advisory Service

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**28/13 DIRECT DEBIT AND STANDING ORDER PAYMENTS:**

The following Annual Subscriptions were approved as follows:-

Barclays Bank	Salaries	BACS monthly
Barclays Bank	Payroll charges	d/d monthly
BT	Telephone & Broadband Services	d/d quarterly
E-ON	Electric	d/d quarterly
NHDC	Rates	d/d – 10 payments – yearly
NPK Holdings	Rent	s/o quarterly
Sage UK	Sage payroll & accounts	d/d monthly
SmartStamp	Stamps	d/d as required
SmartStamp	Charges	d/d monthly
Veolia Three Valleys Water Supply		d/d half yearly/qtly
Veolia	Refuse	d/d monthly
Waitrose Ltd	Internet Services	d/d monthly

**29/13 DATE OF NEXT MEETING:**

The date of the next meeting is scheduled for 28 May 2012.

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



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**MINUTES** of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Heritage Hall, Town Hall, Royston at 7.51 p.m. on Monday, 14 May 2012.

**PRESENT:** Councillor Davidson (Town Mayor in the Chair).  
Councillors, Burt, Freeman, Harrison, Inwood, Mayne & Phillips.  
County & District Councillors Hill & Hunter, District Councillors Davidson & Green,  
Town Councillors Berry, F.J. Smith & R. Smith, Town Clerk, Deputy Town Clerk,  
Committee Administrator, 9 Members of the public, Mr. L. Baker in attendance & 2  
Members of the Press.

**30/13 APPOINTMENT OF CHAIRMAN:**

It was **RESOLVED** that Councillor Harrison be appointed Chairman for the ensuing year.

Councillor Harrison took the Chair.

**31/13 APPOINTMENT OF VICE-CHAIRMAN:**

It was **RESOLVED** that Councillor Phillips be appointed Vice-Chairman for the ensuing year.

**32/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Hulström-Allen & Palmer.

**33/13 DELEGATION OF POWERS & DUTIES:**

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

- (a) footpaths, street lighting and open spaces be delegated to the General Purposes & Highways Committee together with:
- (b) 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.

**34/13 ROYSTON IN BLOOM WORKING PARTY:**

It was proposed by Councillor Harrison, seconded by Councillor Phillips and agreed that Councillors Burt, Davidson, Mayne & R. Smith be appointed to the Royston in Bloom Working Party.

**35/13 MINUTES:**

It was **Resolved** that the minutes of the meeting held Monday, 16 April 2012 (minutes 398/12 to 407/12) be approved as a correct record.

There being no further business the Chairman informed Members that the next meeting of the Committee would be held on the 16 July 2012 and closed the meeting at 7.52 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 14 May 2012 at 7.53 p.m. in the Heritage Hall, Town Hall, Royston.

**PRESENT:** Councillor Davidson, (Town Mayor in the Chair)  
Councillors Berry, Beaver, Freeman, Phillips, F. J. Smith and R. Smith.  
County & District Councillors Hill & Hunter, District Councillors Davidson & Green,  
Councillors Burt, Harrison, Mayne, Town Clerk, Deputy Town Clerk, Committee  
Administrator, 8 Members of the Public, and 2 Members of the Press.

### **36/13 APPOINTMENT OF CHAIRMAN:**

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

Councillor Berry took the Chair.

### **37/13 APPOINTMENT OF VICE-CHAIRMAN:**

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

### **38/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Davison, Grimes, Hulström-Allen & Palmer.

### **39/13 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.

## **PUBLIC PARTICIPATION**

Mr. Ken Murphy representing The Stop Litlington Wind Farm group spoke to the meeting. He explained that very little energy would be received from this Wind Farm and it was in an inappropriate site, too close to houses in a rural landscape. If allowed it could bring about more of these types of developments. It would affect the Heath that was a place of special interest and scientific features and he urged the Planning Committee to refuse this application.

The Chairman thanked Mr. Murphy for his presentation and said that his views would be taken on board when discussing the application.

### **40/13 DECLARATION OF INTEREST:**

Councillor Beaver declared an interest in item 8 (a & b) Tesco Stores Ltd. and would take no part in these two applications.

### **41/13 MINUTES:**

The minutes of the meeting held on Monday, 16 April 2012 (395/12 to 397/12) were approved and signed as a correct record.

### **42/13 PLANNING APPLICATIONS:**

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- (a) 12/00754/1 Tesco Stores Ltd., Old North Road.

Following discussion, members commented that they had considered the same application last year and had objected to it on the grounds that there would be an increase in traffic in the car-park as customers collected their internet orders and the loss of parking spaces. It was agreed to object on the same grounds. They said that they had extra concerns because of the proposed loss of car-parking spaces relating to application 12/00759/1.

- (b) 12/00759/1 Tesco Stores Ltd., Old North Road.

The Committee did not support this application on the grounds that it was not in the right place and the loss of 9 car parking spaces. It was suggested that the car-wash facilities should remain in the garage area.

It was noted that Councillor Beaver did not vote.

- (c) 12/00651/1 Former Priory Cinema and swimming pool, Newmarket Rd.

The Town Clerk informed the Members that some amendments may be made to the plans submitted before them. The Committee considered the plans to be favourable and agreed to support the application.

- (d) 12/00886/1AD 2 Barkway Road

It was agreed not to support this retrospective application for advertisement consent and to ask for it to be removed. It was inappropriate in a residential part of the town and does not fit with the street scene.

- (e) 12/00905/1AD Site C, North of Coombelands

If this application refers to the signs and flags already in place (i.e. retrospective application) then the committee has no objection, if it is additional to what is already in place then the committee objects to this application.

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

12/00914/1 24 Kneesworth Street

12/00525/1HH 1 Parklands

12/00862/1HH 3 Serby Avenue

12/00681/1HH West House, 40 Kneesworth Street. It was noted that there were 2 properties numbered 40 in Kneesworth St and this could cause confusion.

12/00855/1AD 36 Poplar Drive

12/00748/1 St. Thomas of Canterbury and the English Martyrs Church, 6 Melbourn Road.

12/00821/1HH 11 Rock Road

12/00695/1 11 Kneesworth Street. Members agreed to defer this application until they had received the Listed Building application as well.

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**43/13 SOUTH CAMBRIDGESHIRE PLANNING APPLICATIONS:**

- (a) S/0702/12/FL Horse & Groom, Baldock Road, Litlington

The Royston Town Council's Planning Committee was in favour of this much needed improvement and believed it referred more to Hertfordshire than Cambridgeshire.

- (b) S/0439/12/FL Land at Highfield Farm, West of Royston Road,  
Litlington

Members understand the need for sustainable energy but were divided on the need for this particular wind farm at this location as it will be close to people's homes and that it would have a detrimental impact on our valued landscape. If this farm is allowed to diversify for economical reasons then the whole area could become covered with a swathe of wind turbines.

Other concerns raised were the effectiveness of the turbines and the impact during construction. Members voted 4 against and 2 votes for, it was agreed to inform South Cambs. District Council that the council objects to the development and that the Town Council wished this matter to be discussed further at their next Full Council scheduled to be held on the 25th June 2012. This would allow all of Royston Councillors to discuss this application.

**44/13 STOP LITLINGTON WIND FARM ACTION GROUP:**

Members received the newsletter and noted that there was to be a Public Meeting to be held on 17<sup>th</sup> May 2012 at 7.30 p.m. in Litlington Village Hall.

**45/13 DATE OF NEXT MEETING:**

The date of the next meeting was scheduled for 11<sup>th</sup> June 2012.

There being no further business the Chairman closed the meeting at 8.57p.m.

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**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 28 May 2012.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Beaver, Berry, Burt, Davidson, Davison, Harrison & Inwood.  
County & District Councillors Hill & Hunter, District Councillor B. Davidson, Town Councillor Freeman, 2 members of the public, 2 Members of the Press, Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

The Chairman asked the Committee to confirm that it was in order to send a congratulatory message to HM The Queen on the occasion of her Diamond Jubilee and this was agreed.

The Chairman also informed the Committee that Councillor Graham Palmer was now at home and making a recovery.

### **46/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Mayne & F. J. Smith.

### **47/13 MINUTES:**

The minutes of the meetings of the Finance Committee held on 30th April 2012 (minutes 408/12 to 419/12) and 14 May 2012 (minutes 14/13 to 29/13) were approved for signature by the Chairman.

### **48/13 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETING:**

a) The minutes of the Town Premises/Human Resources Sub-Committee meeting held 30<sup>th</sup> April 2012 (minutes 420/12 to 423/12) were received into the workings of the Council.

### **49/13 ACCOUNTS FOR PAYMENT:**

Following a clarification on the item under Other Expenses in relation to the VB Trophies, Members **Resolved** to approve the accounts for May 2012 in the sum of £55,172.69 for payment

### **50/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

(i) Members noted the Bank Reconciliation for the Year End 31<sup>st</sup> March 2012.  
(ii) Members noted the Bank Reconciliation for April 2012.

### **51/13 EXTERNAL AUDIT CONSULTATION:**

Members approved the re-appointment of BPO LLP as the external auditors for a period of 5 years from 2012/13.

### **52/13 TOWN HALL – CINEMA PROJECT UPDATE:**

An update on the refurbishment of the upper hall was circulated to Members and the Chairman expanded on the various works that included the condemned stage lighting being removed and the old seating in the gallery, ventilation and air-conditioning system had been installed and new electrical works. The replacement windows were due to be installed in late June. Members noted that the Rotary had taken some of their members to visit Saffron Screen and that there had been positive feedback from them about organising volunteers for

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the running of the cinema. The Town Council are providing the premises for the cinema but would not be involved in the management of it. Members asked questions about the insurance and health and safety matters, the Town Clerk assured Members that Health and Safety issues would be complied with in every way.

### **53/13 PROPOSED CEMETERY SITE:**

Members were informed that the planning application for the proposed cemetery site had been placed with the NHDC, and a further Ecology Survey in respect of bats and badgers had to be dealt with before the application could be considered.

A public notice had been placed in the local newspaper about the bridle way 13. Highways had indicated that it should have a tarmac surface but this was still to be confirmed. The Rights of Way office suggested that grass verges along the side should be put in place, and suitable passing points.

### **54/13 THE CROSS PUBLIC CONVENIENCES:**

The Town Clerk informed Members that the external walls of The Cross Public Conveniences were repainted in some areas to cover up graffiti.

### **55/13 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Burt reported on his attendance at a meeting of the Royston & District Local History Society Committee and the Committee was busy on various aspects and in particular with the Museum and Cave. Councillors were invited to the Museum on the next Saturday, 2<sup>nd</sup> June 2012, 10.30 to 12 noon for a coffee morning at the start of the new exhibition which was to commemorate the Jubilee, the Olympics and the History of the Priory.

The Committee was looking to produce a DVD of the Royston Cave and investigations were going ahead. A potted history of the Town and the work of the History Society had been prepared for placing in the Library.

Councillor Smith then spoke of his attendance at a meeting of the new North Herts Association of Parish, Town and Community Councils and the various matters discussed which included the new Code of Conduct which is required to be adopted by councils by the 1st July. There was to be a meeting of the Association in Letchworth on the 19<sup>th</sup> June and the matter regarding the Code of Conduct would be discussed then. Councillor Smith said there may be ways through the Association of sharing costs of such things as insurance, utilities and cleaning that could be of benefit to Royston Town Council.

The Associations Constitution had been adopted with a slight amendment.

### **56/13 EXCLUSION OF PRESS AND PUBLIC:**

In view of the confidential nature of the business about to be transacted, it was proposed by Councillor Smith, seconded by Councillor Berry 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.

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**57/13 TOWN HALL REFURBISHMENT:**

Members considered quotes as follows:-

- i) Stage Curtains
- ii) Window Curtains

Three quotes had been requested with two replies and a third not able to quote. Following discussion it was **Resolved** to accept Quotation 1 in the sum of £10,525.00.

- iii) Interior decoration of upper hall, stage, balcony, front stairway and foyer.

Three quotations had been received and it was **Resolved** to accept Quotation 1 in the sum of £6,359 plus VAT.

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

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**MINUTES** of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 28 May 2012 at 8.14 p.m.

**PRESENT:** Councillor Davison (in the Chair).  
Councillors Berry, Harrison, Hulström-Allen & R. Smith  
County & District Councillors Hill & Hunter, District Councillor Davidson, Town Councillors Davidson, Freeman, Inwood, Mr.Emblen, Town Clerk, Deputy Town Clerk, & Committee Administrator in attendance.

### **58/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Palmer.

### **59/13 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 30th April 2012 (minutes 420/12 to 423/12) were approved as a correct record.

### **60/13 GREEN STREET ALLOTMENTS:**

The Town Clerk reported that the tenant of the plot 14a had said that because of the increase in allotment rent he did not wish to pay for the turning circle now. Following some discussion it was agreed that this could be allowed.

The Town Clerk then reported that the water tanks were costly in the region of £2,325 and, therefore, she was investigating other solutions. It was agreed that the Town Clerk should continue with this and report back to the next meeting and to continue discussions with RAGA.

### **61/13 THE CROSS PUBLIC CONVENIENCES:**

The Town Clerk reported that the exterior pebbledash was blown in places and the cost would be £780 ex VAT. Members considered that investigations should be made to see what other work was required before spending this sum of money.

### **62/13 MARKET HILL ROOMS:**

The Town Clerk reported that the work on the damp patches in the hall had not yet been done due to fitting around the current hirers and hirers moved from the Town Hall, it would be arranged as soon as possible.

### **63/13 CIVIC CENTRE SITE:**

The Town Clerk reported that there was no update and another meeting was to be arranged.

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 **MUSEUM ADVISORY SUB-COMMITTEE** held in Royston Museum on Thursday, 31<sup>st</sup> May 2012 at 7.p.m.

**PRESENT:** Councillors: Berry (Chair), Peter Burt, John Davison, R Inwood and F J Smith  
Museum Trustees: Peter Ketteringham, Phil Smith, Peter Franks, Mike Lawrence and Jenny Smith  
Friends: Shirley Thrussell  
History Society: Neville Chuck  
Mr. L. Baker NHDC Representative  
Town Council Officers: Susan Thornton-Björk Town Clerk, Carole Kaszak Royston Museum Curator

The Chairman welcomed Councillor Inwood on to the committee in place of Councillor R Smith

**64/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor P Mayne and NHDC Curator Advisor Mentor Ros Allwood

**65/13 MINUTES:**

The minutes of the meeting held Thursday, were approved for signing by the chairman with the addition of 'thanks also go to the Curator and Museum Assistant' in minute 330/12 and the correction of December to January 2012 in Minutes 332/12.

**66/13 CURATOR'S REPORT:** (copy attached to the minute book):

The curator updated members on the report.

- The sales figure for April reflects sales of the Friends Mugs, to date 83 have been sold.
- Thanks go to the History Society for the funding for restoration of some of Whydales' Watercolours.
- The new exhibition, 'A Year of Celebration', is up and ready for the opening on the 2<sup>nd</sup> June. All members have been invited to the opening event.
- Liz Beardwell will be holding another Printing Press 'Try and Buy' demo on the 2<sup>nd</sup> June.
- The curator is to attend another meeting re the re-accreditation requirements. At present she has not been able to complete the necessary paperwork as she has been concentrating on the 2012 Exhibition. It was agreed that the approval for the documents for re-accreditation, that need to go to Full Council, be delegated to the Chairman and Town Clerk to save it having to come to a future Museum Advisory Sub-Committee as the documents need to be ratified by Full Council and sent of by the end of July.
- 'SHARE' is to continue but is cutting down on what it does.
- Members agreed that the curator should become a member of the Herts Museums Association with the cost of £40 per annum coming out of the Museum's admin budget.

The Chairman thanked the curator for her report.

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### **67/13 FINANCE:**

Members received the figures of the;

- Year-End for 2012-2013 compared to the budget for the year and were pleased to see that the museum had come in under budget.
- Year End Stock figures and Shop Sales were noted
- Extra income of £3,944 received through the curator obtaining funding from various sources was noted.

### **68/13 MUSEUM ACCREDITATION:**

This was covered under the Curator's report.

### **69/13 RTC FINANCE COMMITTEE MEETING:**

The committee noted that Councillor F J Smith and P Burt have joined the Governance Working Party.

The date for the next meeting of the Working Party was set for Monday, 18<sup>th</sup> June at 6pm. Councillor Davison said the remit of the Working Party is to consider the pros and cons of setting up a Trust to run the museum and to report back to the RTC Finance Committee. Members asked if they could all see a copy of the report when they were presented to the Finance Committee and this was agreed. Councillor Berry said the main purpose of the Trustees and RTC is to keep the museum running, Councillor F J Smith said 'and making sure the museum is run efficiently'.

### **70/13 ANY OTHER BUSINESS:**

The curator was asked at what stage the Tapestry was. She said that the current scene being stitched was James 1<sup>st</sup> theme, which was about half done; when that was finished they would move on to the final scene which would be Royston Cave.

### **71/13 DATE OF NEXT MEETING:**

Thursday 26<sup>th</sup> July 2012

The meeting closed at 7.50 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 11 June 2012 at 7.15 p.m. in Room 11, Town Hall, Royston.

**PRESENT:** Councillor Berry, (in the Chair)  
Councillors Beaver, Davison, Freeman, Phillips, F.J. Smith and R. Smith.  
County & District Councillors Hill & Hunter, District Councillors Davidson & Green,  
Town Clerk, Committee Administrator, Mr. David Bainbridge representing Bidwells re  
Ivy Farm, Phase 2, Mr. Don Procter and Kevin Cooper representing the development at  
the Old Cattle Market Site,  
1 Member of the Public and 2 Members of the Press.

### **PRESENTATION:**

(a) The Chairman invited Mr. David Bainbridge to give a presentation on the outline plan envisaged for Phase 2 at Ivy Farm. He circulated copies of the planned development that had been exhibited at the Leisure Centre on the 23 May 2012. The plan comprised 46 detached dwellings with up to 40% being affordable dwellings. The site would need to be cleared and required demolition of old buildings on the site and a new vehicular access off Baldock Road. Public open spaces and landscaping within the site would be included. The existing level crossing would need to be maintained. A planning application for Outline Planning approval will be submitted in the near future and although this site was not allocated for development in the current District Local Plan 1997, this plan was now out of date. He also said that central government's New Homes Bonus Scheme funding would be available to the District Council. Questions were then invited and these included the previous request in respect of the turnaround area for the bus on Phase 1, how many of the houses would be affordable, queries about phase 3, 4 and 5 of the development of the site. The Chairman thanked Mr. Bainbridge for his attendance and he left the meeting.

(b) The Chairman then invited Mr. Procter to give a presentation about the planning application in respect of the Old Cattle Market site. He reported that the previous comments about the planned development had been taken on board. A safety audit in regards to access arrangements has been completed. Part of the paving on the junction of Fish Hill on the A10 will be removed to make the access into Fish Hill easier by vehicles. Bin storage for the flats had been adjusted and some of the building materials had been changed. He felt that the development would fit in with the surrounding area.

Questions were then put to Mr. Procter including the dangerous entrance into Fish Hill from the A10, the use of parking spaces for deliveries and commercial waste storage and collections.

The Chairman then thanked Mr. Procter for his attendance.

### **PUBLIC PARTICIPATION:**

The Chairman then invited Mr. Porter to make his presentation to the Members in respect of the development proposed for the old Cattle Market site. He said that this application was not a lot different from the original plan and it was still not appropriate for the area. There would be increased traffic problems particularly on market days. The A10 is very dangerous at this point. There would be a dire effect on other businesses in the area and with the late opening hours would encourage antisocial behaviour. This development would have a negative effect on the town.

The Chairman thanked him for his attendance.

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### **72/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Hulström-Allen & Palmer.

### **73/13 DECLARATION OF INTEREST:**

Councillor Beaver declared an interest in item 5 (d & e) Tesco Stores Ltd. as an employee and would take no part in discussions or voting of these two applications.

### **74/13 MINUTES:**

The minutes of the meeting held on Monday, 14 May 2012 (36/13 to 45/13) were approved and signed as a correct record, subject to the amendment that Mr. L. Baker's name is removed and he is included in the number of members of the public present, i.e. 8 Members of the Public and 2 Members of the Press.

### **75/13 PLANNING APPLICATIONS:**

- (a) 12/01116/1 Car park on the corner of Market Hill & Fish Hill.

The Town Clerk informed Members that the District Council had received several comments. It was noted that car parking spaces at the Warren car park were proposed for occupants of the flats with the developers paying for the first 5 years parking permits.

After a full discussion by all Members it was agreed to object to this application on the grounds that the scale of the development was too large for this site, there are traffic and highways safety issues especially as access was from the very busy A10 onto a narrow road. It would cause difficulties with unloading of deliveries and no provision apart from commercial waste bins being left on the pavement had been made. Also provision in the application states that a Traffic Order Regulation will be required to allow deliveries to park in the roadside parking bays at the top of Fish Hill, members objected to this as these bays are constantly used by members of the public for short term parking especially on Market days. The motion was carried by 5 votes for and 2 against

- (b) 12/01037/1 Land adjacent to A505 and Old North Road.

Following a full discussion Members agreed to object to this application on the grounds that it was a dangerous and unacceptable design of access from a new estate on to a very busy road which is congested at rush hour times. Members agreed that a suitable access would be to connect the access to the existing Tesco roundabout which could be re-developed into a larger oval shaped roundabout.

- (c) 12/01036/1 Site A, Land south of A505 and adjacent to Yeats Close.

Members agreed to inform the District Council that this application could not be considered until the access problem to the site was decided as indicated by the previous application.

It was noted that if the site is developed all construction traffic must be parked on site and that there should be no vehicle access to the site from Burns Road.

Councillors Hill, Hunter, Davidson and Green left the meeting at 8.10 p.m.

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- (d) 12/00760/1AD Tesco Stores Ltd., Old North Road.

Members noted that they had objected to the development of this facility at a previous meeting and agreed not to object to this application for signage if the District Council approved the development.

Councillor Beaver took no part in the discussion or voting.

- (e) 12/01164/1AD Tesco Stores Ltd. Old North Road.

Members had no objection to this application but noted that there is no directional signage for the public.

Councillor Beaver took no part in the discussion or voting.

- (f) 12/01031/1LB 11 Kneesworth Street – Listed Building.

The Members had no objection to this application.

- (g) 12/00695/1 11 Kneesworth Street

The Members had no objection to this application.

- (h) 12/01016/1 The Old Court House, Fish Hill.

The Committee had no objection to this application subject to acceptable arrangements being made for the storage and disposal of waste.

- (i) 12/00951/1LB ) 7 Baldock Street  
12/00950/1 )

The Committee objected to these retrospective planning applications as the appearance and materials are not in keeping with the current building. The building needs to be refaced and rendered.

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

12/01086/1LB	41 High Street.
12/01083/1HH	1 Victoria Crescent
12/00993/1HH	16 Old North Road
12/01121/1HH	69 Heathfield
12/00872/1HH	2 Stile Plantation
12/01147/1HH	28 Newmarket Road
12/01178/1HH	13 Windsor Road
12/01159/1HH	62 Barkway Road
12/01048/1HH	124 Layston Park

**76/13 12/01116/1 CAR PARK ON CORNER MARKET HILL AND FISH HILL:**

Members expressed their views on the proposal development in relation to being the owners of Market Hill Rooms; they agreed that the access to the development for deliveries to the site would be difficult in this busy area. They have grave reservations on the scale of the development proposed and have strong Highway concerns. It is possible that damage could

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occur to the structure of the Market Hill Rooms as it fronts the corner of Fish Hill and the A10.

The date of the next meeting was re-scheduled for 2nd July 2012.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 25 June 2012 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor L. Davidson (Town Mayor in the Chair)  
Councillors Berry, Burt, Davison, Freeman, Harrison, Inwood, Mayne, Phillips, F. J. Smith & R. Smith.  
County & District Councillors Hill & Hunter, 1 Member of the Public, 1 Member of the Press, Town Clerk, Deputy Town Clerk & Committee Administrator in attendance.

### **77/13 APOLOGIES:**

Apologies for absence were received from Councillors Hulström-Allen, Graham Palmer and apologies for late arrival from Councillor Davison.

### **78/13 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor reported she had attended several events since the beginning of her Mayoral Year, these included the Anniversary Dinner of the Rotary Club, the Diamond Jubilee Service at St. Albans, a Jubilee Tea at Studlands Rise School, the events on Jubilee Weekend which included the 2012 Exhibition at the Museum, the Jubilee Tea and the Picnic in the Park, the Real Deal launch at Royston Market, Royston Open Secrets and had an interesting evening in Hatfield at the Young Enterprise Hertfordshire Finals. She also attended the Parish Church Fete on Saturday last and on Sunday last the Royston in Blue event on the Heath. A future event to be held on 14<sup>th</sup> July is the Fashion and Sport Festival in the Town Hall as part of the 2012 celebrations.

She had received a donation of £500 from the Heath Sports Club and her current fund raising balance was £1898.

### **79/13 MINUTES:**

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 14<sup>th</sup> May 2012 (minutes 01/13 to 13/13) for signing.

### **80/13 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- a) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held
- 12 March 2012 (minutes 370/12 to 375/12) be received as a correct record into the workings of the Council.
  - 16 April 2012 (minutes 395/12 to 397/12) be received as a correct record into the workings of the Council. Subject to the amendment that in the list of those present the number of public present was 8 and the deletion of the name Mr. L. Baker.
  - 14 May 2012 (minutes 36/13 to 45/13) be received as a correct record into the workings of the Council.

Councillor F.J. Smith questioned minute 43/13 (b) Land at Highfield Farm, Litlington when at that meeting it had been suggested that Councillors discuss this matter at the next meeting of Full Council to allow all Councillors the opportunity to have some input. Members put forward their views on this proposed wind farm. It was decided that as members wanted to discuss this further Standing Orders should be suspended and this was proposed, seconded and agreed.

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Following discussion it was proposed that the decision by the Planning Committee in connection with this item be noted bearing in mind that the time has elapsed for comments to South Cambridgeshire District Council. On being put to the vote it was agreed to support the Planning Committee decision (at the meeting on 14 May 2012) to not support a wind farm with 6 votes for and 4 against.

It was then proposed and seconded that Standing Orders be reinstated.

- b) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highways & Transport Committee held on 16 April 2012 (minutes 398/12 to 407/12) be received into the workings of this Council. It was noted by Councillor F.J. Smith that a person has been seen feeding the pigeons in the town and asked that the Press take note as this makes the problem of pigeons worse. It was agreed that the problem regarding pigeons be placed on the agenda for the next meeting of General Purposes & Highways & Transport Committee.
- c) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on:-
- 26<sup>th</sup> March 2012 (minutes 376/12 to 388/12) be received into the workings of this Council.
  - 30<sup>th</sup> April 2012 (minutes 408/12 to 423/12) be received into the workings of this Council.

Councillor Davison arrived at the meeting at 7.55 p.m.

- 14<sup>th</sup> May 2012 (minutes 14/13 to 29/13) be received into the workings of this Council.

### **81/13 MINUTES OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was proposed by Councillor R. Smith, seconded by Councillor F.J. Smith and **RESOLVED** that the minutes of the meeting of the Finance Committee held on 28<sup>th</sup> May 2012 (minutes 46/13 to 57/13) be received as a correct record into the workings of the Council.
- (b) It was proposed by Councillor Harrison, seconded by Councillor Phillips and **RESOLVED:** that the minutes of the meeting of the General Purposes & Highways & Transport Committee held on 14<sup>th</sup> May 2012 (minutes 30/13 to 35/13) be received as a correct record into the workings of the Council.
- (c) It was proposed by Councillor Berry, seconded by Councillor F.J. Smith and **RESOLVED:** that the minutes of the meeting of the Planning Committee held on 11<sup>th</sup> June 2012 (minutes 72/13 to 76/13) be received as a correct record into the workings of the Council.

### **82/13 INTERNAL AUDIT REPORT & ANNUAL RETURN 2011-2012:**

- (i) Members received and noted the report from the Internal Auditor. Members had no comments.
- (ii) The Year End Bank Reconciliation was received.
- (iii) The Year End Accounts and Supporting Statement were agreed and approved for signing.



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- (iv) The Statement of Accounts of the Annual Return (Section 1) for 2011-2012 was agreed and approved for signing.
- (v) Councillor Davison went through items 1 to 9 of The Annual Governance Statement (Section 2) of the Annual Return for 2011-2012. It was then agreed to approve and sign Section 2.

### **83/13 ENVIRONMENT POLICY & VOLUNTEERS POLICY:**

Members approved and adopted the Environment Policy, it was noted that the Volunteers Policy had been withdrawn for some amendments.

### **84/13 CHANGES TO THE STANDARDS REGIME: Code of Conduct**

The Town Clerk reported that the council needed to adopt a new Code of Conduct under the new Localism Act 2011 and it had been suggested that parish and town councils adopt the National Association of Local Councils' template rather than North Herts District Council's one as this was more relevant to parish and town councils. Members noted that there would be a training session provided for Councillors and Clerks soon on the new Code of Conduct and Register of Interests.

It was then **RESOLVED** to adopt the new Code of Conduct into the workings of the council.

### **85/13 CLERK'S REPORT:**

- The Town Clerk reported that Stephen Gibbs Community Safety Officer from NHDC had thanked all those who had attended the Fire Station's youth event for the 'We Rather Say Hello Project'.
- Members were reminded of the opening of the new railway underpass at Coombes Hole on Wednesday, 27 June 2012 at 2 p.m. on the Green Street side. Members to gather from 1.30 p.m. onwards.

### **86/13 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor R. Smith gave a report on a recent meeting of the North Hertfordshire Association of Parish, Town and Community Councils on 19<sup>th</sup> June 2012 that he and the Town Clerk had attended. (Report with minutes).

Discussions had taken place on the possibility of forming a consortium to block purchase insurance and it was agreed to research this more fully. The Association had applied to the LSP for £20,000 to go into the Rural Pot. If successful, members of the Association would be able to apply for up to £1,000 for capital or revenue projects. The use and value of Neighbouring Plans were being researched and it had been noted that S106 monies were not being released by developers. The new Code of Conduct had been formulated and would need to be adopted by 1<sup>st</sup> July, it was noted that the Town Council had already agreed this. Councillor R Smith asked Councillors who wished to submit topics and questions for the Annual Conference on 11<sup>th</sup> October to inform him as soon as possible. Councillor Harrison asked about the replacement of the existing Section 106 monies and the town clerk confirmed that no information had been received on this as yet.

There being no other business the Town Mayor closed the meeting at 8.20 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.24 p.m. on Monday, 25 June 2012.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Berry, Burt, Davidson, Davison, Harrison, Inwood, Mayne & F. J. Smith.  
Town Councillor Freeman, 1 Member of the Public, 1 Member of the Press, Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

### **87/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Beaver.

### **88/13 DECLARATION OF INTEREST:**

Councillor Burt declared an interest in Agenda Item 9 and would not take part in the discussion and voting thereof.

### **89/13 MINUTES:**

The minutes of the meetings of the Finance Committee held on 28th May 2012 (minutes 46/13 to 57/13) were approved for signature by the Chairman.

### **90/13 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETING:**

- a) The minutes of the Town Premises/Human Resources Sub-Committee meeting held 28<sup>th</sup> May 2012 (minutes 58/13 to 63/13) were received into the workings of the Committee.
- b) The minutes of the Museum Advisory Sub-Committee meeting held 9<sup>th</sup> February 2012 (minutes 328/12 to 335/12) were received into the workings of the Committee.
- c) The notes of the May Fayre Working Party meeting held 22<sup>nd</sup> May 2012 were received into the workings of the Committee.

### **91/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for June 2012 in the sum of £37,358.37 for payment.

### **92/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

- (i) Members noted the Bank Reconciliation for May 2012.
- (ii) Members noted Income & Expenditure for April & May 2012.
- (iii) Members noted Income & Expenditure for Markets for April & May 2012.

It was proposed by Councillor Berry, seconded by Councillor R. Smith and unanimously agreed thanks to the Town Clerk and Deputy Town Clerk for the excellent work on the preparation of the Year End accounts and Annual Return.

### **93/13 PROPOSED CEMETERY SITE:**

The Chairman said that there had been a full report in respect of the Ecology Surveys done on the proposed cemetery site and was pleased to note that there were not any problems and the planning application could go ahead.

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### **94/13 MUSEUM GOVERNANCE WORKING PARTY:**

The Working Party had made some recommendations as follows:

- i) As the Sub-Committee was an advisory committee it had been recommended to return to the earlier number of meetings, i.e. 4 meetings a year instead of the present 6 meetings a year. Councillor Berry proposed that this recommendation be accepted, seconded by Councillor F.J. Smith and agreed.
- ii) It had also been recommended that 3 Members of the Working Party should visit other museums which are run by Trusts to gather information and it was proposed by Councillor Berry, seconded by Councillor Burt and agreed to accept this recommendation. It was agreed that the museums chosen to visit would be those of a similar nature to Royston and the Members who would carry out this investigation are Councillor Davison, Mr. Peter Franks and Mr. Les Baker

### **95/13 EXCLUSION OF PRESS AND PUBLIC:**

In view of the confidential nature of the business about to be transacted, it was **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.

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### **96/13 TOWN HALL HIRING:**

Councillor Inwood declared a personal interest.

The Town Clerk reported that a local organisation currently hired the Heritage Hall, the Committee Room and Room 11 every week and as their numbers are growing has asked if both main halls could be hired at a reduced cost. There is already a caretaker on duty so there was no extra cost involved there. Following discussion it was proposed and unanimously agreed that the rooms be hired out at a cost of £80 per week to the group. It was noted that should the Council require the rooms for their own use at some point then the group would need to make alternative arrangements.

Councillor Burt left the meeting.

### **97/13 MARKETS:**

The Chairman reported that North Herts District Council have enquired as to whether the Town Council are interested in taking over control of the twice weekly market and the possibility of taking control of the Market Hill and Angel Pavement car park. The contract for the running of the markets between RTC and NHDC expires at the end of July 2013 and will then have to go out for public tender. Funding from NHDC for the running of the market will cease at this point. The car parks are leased to the NHDC. There then followed a full discussion by all members about the figures presented to members during which it was stated that there would likely be an increase to the Royston taxpayers unless more favourable lease terms with the landlord could be negotiated.

It was agreed that the Town Council must express an interest and it was then proposed and unanimously agreed that the Town Council is minded to advise the District Council that it expresses an interest.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 16 July 2012 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Berry, (in the Chair)  
Councillors Davison, Freeman, Hulström-Allen, F.J. Smith and R. Smith.  
County & District Councillors Hill & Hunter, District Councillors Davidson & Green,  
Town Councillors Burt & Davidson, Town Clerk, Committee Administrator, 2  
Members of the Public and 2 Members of the Press.

### **PUBLIC PARTICIPATION:**

- (a) The Chairman invited Mr. Chris Cowsley to give a presentation on the planning application 12/01307/1, Royston Health Centre, Melbourn Street. He circulated his comments and outlined his concerns on this proposed development. He said that it was proposed as a permanent project instead of a temporary measure as previously thought; he felt that this development is not the plan discussed at the Conservation Café earlier in the year. It was not adequate for the purpose it is proposed for in a growing town and space in the present health centre would be reduced. His concerns were that new extension would not be large enough. He also had concerns over parking as people who previously parked at the hospital parked for free and they would now have to pay.  
The Chairman thanked Mr. Cowsley for his presentation. (Report with minutes).

- (b) The Chairman then invited Councillor Burt to give a presentation about the planning application in respect of Item 6, application 12/01246/1 – land south of Wicker Hall. He said that the purpose of this application was to establish in planning terms whether permission should be given to the town for a cemetery. He asked that the Planning Committee give its support to this application.  
The Chairman thanked Councillor Burt for his presentation.

### **98/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beaver, Grimes, Palmer & Phillips.

### **99/13 DECLARATION OF INTEREST:**

Councillor R. Smith declared an interest in item 5 (h) 68 Redwing Rise.

### **100/13 MINUTES:**

The minutes of the meeting held on Monday, 11 June 2012 (72/13 to 76/13) were approved and signed as a correct record.

### **101/13 PLANNING APPLICATIONS:**

- (a) 12/01307/1 Royston Health Centre, Melbourn Street.

There followed a full discussion during which Councillor F. J. Smith said that the Committee had to decide whether this addition to the Health Centre was acceptable and that the Committee could not enter into discussion on how the NHS spent its money etc.

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There were concerns about building onto an already inadequate building in a small space and within the conservation area. It was then proposed by Councillor F. J. Smith, seconded by Councillor Davison and agreed that there be no objection to this application. Members expressed their concerns over how the development would be controlled especially regarding access during the building of the extension and that any alterations that are made to provide access for building construction are reverted back to the current state.

Councillor R. Smith asked for his vote against to be recorded.

Members of the public left the meeting at 7.40 p.m.

(b) The Committee had no objections to the following applications:

12/01454/1AD	20-21 York Way	
12/01615/1	13 High Street	Vote 4 for & 2 against.
12/01267/1LB	13 High Street	Vote 4 for & 2 against. Councillor Berry asked for her vote against to be recorded.
12/01136/1TD	Outside 2 High Street.	
12/01304/1HH	Lansdown, 1c Melbourn Road	
12/01348/1HH	9 Lower Gower Road	
12/01214/1HH	68 Redwing Rise	
12/00981/1HH	8 Betjeman Road	
12/01154/1LB	5 London Road	
12/01359/1HH	65 Green Drift	
12/01409/1HH	36 Field Crescent	
12/01208/1HH	16 The Shires	
12/01497/1HH	43 Layston Park	

12/01315/1HH 2 Barkway Road. No objection

12/00886/1 2 Barkway Road

Members were then asked to consider the revised plans for this application regarding signage as they had previously objected to the application.

After discussion about the revised signage boards members still strongly objected to them. Their comments were, the revisions do not improve matters, the signs are inappropriate in this location on a residential property.

### **102/13 12/01246/1 LAND SOUTH OF WICKER HALL:**

The Committee supported this application for change of use of land for cemetery with associated car parking, resurfacing of access way and ancillary works. It was noted that the Working Party of the Town Council's Planning Committee had dealt with the issues that had appeared in the letters column in the local press.

### **103/13 DECISION MADE BY CHAIRMAN & TOWN CLERK:**

12/01164/1AD Tesco Stores Ltd. Old North Road.

Advertisement consent for signage to proposed Click and Collect (Home Shopping) Canopy and Pod.

Members noted that the Chairman and Town Clerk had made the decision to support this application.

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### **104/13 APPEAL:**

Members noted that an appeal had been made in respect of the following application:-  
12/00166/1 – 47 Baldock Road (Appeal ref: APP/X1925/A12/2175220/NWF) and the appeal had been dismissed.

### **105/13 SOUTH CAMBRIDGESHIRE PLANNING APPLICATION:**

Members noted that the Planning Committee had supported this application S/1310/12/FL Horse & Groom, Baldock Road back in 2009. Councillor F.J. Smith commented that the access to this site would be from the Baldock Road in Hertfordshire and would affect people in Hertfordshire more than South Cambridgeshire and members welcomed the application.

### **106/13 FORMER CINEMA SITE:**

The Town Clerk reported that the developers of this site had said that the buff brick previously selected for the houses was not suitable and now wanted to use a red/brown coloured brick. Following discussion it was proposed by Councillor F. J. Smith, seconded by Councillor Davison and agreed by 4 votes for and 2 abstentions that the Committee would prefer to see a paler coloured brick.  
Councillors Berry and Freeman abstained.

The date of the next meeting was scheduled for 13 August 2012.

There being no further business the Chairman closed the meeting at 8.05 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 8.08 p.m. on Monday, 16 July 2012.

**PRESENT:** Councillor Harrison (in the Chair)  
Councillors Burt, Davidson, Freeman, Hulström-Allen & Mayne.  
County & District Councillors Hill & Hunter, District Councillor Green, Town Councillors F.J. Smith & R. Smith, 2 Members of the Press, Town Clerk and Committee Administrator in attendance.

### **107/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Grimes, Inwood, Palmer & Phillips.

### **108/13 MINUTES:**

The minutes of the meetings of the Committee held on 14<sup>th</sup> May 2012 (minutes 30/13 to 35/13) were approved and signed by the Chairman.

### **109/13 ROYSTON HOSPITAL: (Report with Minutes)**

#### Assets of Community Value & the Community Right to Bid;

Members received details of the Assets of Community Value register which will be held by the District Council once regulations have been put in place under the Localism Act. If the town council were to put the hospital building forward for inclusion on the register and it was agreed by NHDC for it to be included, it would be entered on the register for 5 years. Then, if the asset comes up for disposal within those five years, the town council would be informed and under the Community Right to Bid be given six months to put together a bid for the building and that bid would be submitted to the owner for consideration, there is no obligation for the owner to accept the bid.

After discussion members agreed not to pursue requesting that the hospital building is added to the Assets of Community Value Register.

Councillor Mayne asked for his vote against the motion to be recorded.

#### Statutory Listing of Buildings.

Members received a report which explained the requirements for getting a building of historic and architectural interest listed by English Heritage. The hospital building does not meet these requirements.

#### The Local Register of Buildings of Local Interest.

This List was adopted by NHDC in 2007. The hospital was not then identified or promoted as meriting inclusion and there have been no changes since then in terms of considering buildings as meriting 'Local Listing'. In addition, NHDC has not made any mechanism for adding individual buildings to the Register.

Councillors Hill, Hunter & Green left the meeting at 8.15 p.m.

### **110/13 REPORTS OF WORKING PARTIES:**

Members received notes of the Royston in Bloom Working Party meetings into the working of the Council as follows:-

- 24<sup>th</sup> April 2012
- 29<sup>th</sup> May 2012
- 19<sup>th</sup> June 2012



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### **111/13 PIGEON PROBLEM IN ROYSTON:**

The committee had previously asked the clerk to investigate the cost of building a dovecot where flock numbers can be restricted by removing eggs and replacing them with ceramic fakes but as the size of the Royston flock was about 400/600 it was now considered not to be sustainable as needed continual attention and had involved large capital costs.

The result of asking the press to ask members of the public their views about ways of getting rid of pigeons resulted in 6 emails requesting the removal of the pigeons.

Discussion then took place about a new substance which is call 'fire gel' this gives the impression that buildings are on fire so stops the pigeons landing them, a free trail is being offered but this would only be on RTC buildings and not privately owned buildings. Members agreed this should be investigated.

Further discussion was about the need to start a campaign to request that members of the public and shop owners do not feed the pigeons and to make people aware that waste bins need to be kept covered, especially in the High St area. It was suggested that perhaps the Royston in Bloom committee could look at this.

Members then discussed the updated report received from the Town Manager about details of what procedures had already taken place in the town such as pigeon proofing and spiking of many buildings.

It was then agreed to ask Royston First to continue and improve on methods such as using spikes and netting and possibly 'fire gel' to deter them from the town centre, and to look into implementing ways of "dramatically reducing the size of the flock" as previous attempts to control the town's ongoing pest problem appear to be failing.

### **112/13 ROYSTON YOUTH NETWORK:**

Councillor Davidson's report on the Youth Network Committee had been circulated and she updated Members. It was hoped to get people involved in the decoration of the walls of the underpass. The Youth Network Committee may not continue as members numbers are falling and the Community Hub is closing down.

The Royston 2012 committee are looking at setting up a Community Forum for next year.

### **113/13 DRAFT LOCAL FLOOD RISK MANAGEMENT STRATEGY FOR HERTFORDSHIRE – Consultation:**

Members considered the Strategy for Hertfordshire and noted the closing date for comments as 7 September 2012.

Councillor R. Smith was invited to speak and he said that most of the drainage problems in Royston had been rectified and no flooding problems had been noted in the recent heavy rainfalls. It was also noted that thanks were due to County Councillor Hill for her hard work in achieving the remedial works to drainage in Royston.

Councillor F.J. Smith was invited to speak and he said that he felt the report was a bit out of date as flooding was not happening now although the town ditch in Stamford Avenue should be investigated as there was danger to nearby householders.

It was then decided that individual councillors should make their comments known to the Chairman and Town Clerk so that the consultation form could be completed.

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**114/13 CONSULTATION PROCESS ON THE NORTH HERTS DISTRICT COUNCIL GAMBLING POLICY:**

Members noted that comments could be made on this policy by 2 September 2012.

**115/13 STREET NAMING – ALLOCATION OF OFFICIAL ADDRESS PROPOSAL:**

Members noted that the street name for land adjacent 51 Melbourn Road – 4 no' new building dwellings had been suggested as "The Orchards". Councillor F.J. Smith was invited to speak and he said that he considered "The Orchards" to be unsuitable and following his advice the Committee agreed to object to this name and suggested in its place "One Acre" or "Adam's Acre".

**116/13 NEW DEVELOPMENT ON THE FORMER SAINSBURY'S DISTRIBUTION CENTRE, BUNTINGFORD:**

The Chairman said that for the Committee's information only he had been informed that there was a proposed development on this site and that it would make a difference to the amount of traffic on the roads in and out of Royston. Members noted the information.

**117/13 OUTSIDE ORGANISATIONS:**

The Chairman reported on his attendance at a Community Awards event at County Hall on 22 May 2012 and said that an award had been made to Brian Hoy and Ian Turner for Speed Watch, and to Jason Thorn for work on Neighbourhood Watch.

There being no further business the Chairman said the next meeting would be held on 22<sup>nd</sup> October 2012 and he closed the meeting at 9.10 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, 23 July 2012.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Beaver, Berry, Burt, Davidson, Davison, Harrison, Inwood, Mayne & F. J. Smith.  
1 Member of the Public, 1 Member of the Press, Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

### **118/13 MINUTES:**

The minutes of the meetings of the Finance Committee held on 25th June 2012 (minutes 87/13 to 97/13) were approved for signature by the Chairman.

### **119/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for July 2012 in the sum of £48,022.08 for payment.

### **120/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

- (i) Members noted the Bank Reconciliation for June 2012.
- (ii) Members noted Income & Expenditure for June 2012. NHDC had informed the Town Council that a grant of £960 for Sunday Wardens at the Museum had been agreed on the basis of a one-off payment. Members agreed that a letter of thanks be sent to NHDC. Also noted with thanks was that a Section 106 monies totalling £21,768 had been granted from North Hertfordshire District Council to help towards the installation of the air conditioning for the community cinema in the Town Hall.
- (iii) Members noted Income & Expenditure for Markets for June 2012.

Members received the Annual Report 2011-2012 and it was proposed by Councillor Berry, seconded by Councillor R. Smith and unanimously agreed that the Town Clerk be congratulated for her work in preparing this report and it was received into the workings of the Town Council.

### **121/13 TOWN CRIER NEWSLETTER:**

Members approved the September 2013 issue of the Town Crier Newsletter for insertion into the next issue of The Listing. Councillors Davidson and Phillips were thanked for their work in preparing the newsletter.

### **122/13 ROYSTON MUSEUM & ART GALLERY:**

It was proposed by Councillor R. Smith, seconded by Councillor Berry and Members approved and adopted the following policies and plans for forwarding with the museum's application for Re-Accreditation as follows:

- i) Collections Care & Conservation Plan 2012
- ii) Collections Care & Conservation Policy 2012
- iii) Collections Development Policy 2012
- iv) Retrospective Documentation Plan 2012
- v) Access Policy Statement

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- vi) Emergency Policy & Procedures
- vii) Museum Environmental Statement.

Councillor F. J. Smith said that the Curator was to be thanked for her hard work on this application for Re-Accreditation and especially considering the short notice she had received to do this preparation.

### **123/13 REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor F. J. Smith reported his attendance at the 22<sup>nd</sup> AGM of the Royston Day Centre held in the previous week. Everything was going along steadily and he enquired about the subsidy given by the Town Council every year and the Town Clerk said that this was paid during the month of February.

Councillor Davison reported his attendance at the meeting of the Royston Arts Festival and plans were going ahead for the Festival weekend end of September. He had also attended the meeting of the Conservators of Therfield Heath and minutes of both these meetings would be circulated in due course.

Members noted that for the Art Festival weekend parking would be restricted in Fish Hill Square car-park.

### **124/13 EXCLUSION OF PRESS AND PUBLIC:**

In view of the confidential nature of the business about to be transacted, it was proposed by Councillor R. Smith, seconded by Councillor Berry 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.

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### **125/13 TOWN HALL – CINEMA:**

It was proposed by Councillor R. Smith, seconded by Councillor Berry and agreed to suspend Standing Orders for the duration of considering this item on the agenda.

*Members noted that only one contractor (ARC ELECTRICAL) had been approached to price this work. This contractor has a long standing working history with Royston Town Council and has carried out a large number of installations in the Town Hall over the years, they are extremely aware of all the electrical requirements needed for such an old building and update the electrical requirements when required. They are also the approved contractors for North Herts District Council. They carry out all the necessary testing required for public halls and have been asked to quote for the following work as attached information.*

The Town Clerk circulated details about the further electrical installations required in the Town Hall. Councillor Davison enlarged upon the various works required and although the costs are higher than originally thought the amount is still within the budget. Members considered all aspects and asked questions and it was then proposed by Councillor Davidson, seconded by Councillor Berry and agreed to approve the sum of £13,199.14 plus VAT.

The Town Clerk then reported that she had received two quotations for new carpet in the foyer, stairs and circle area. Following some discussion it was proposed by Councillor Berry, seconded by Councillor Davidson that the Town Clerk should have discretion in the choice of carpet supplier.

It was then proposed by Councillor R. Smith, seconded by Councillor Berry and Resolved to re-instate Standing Orders.

There being no further business the Chairman declared the meeting closed at 7.50 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 23 July 2012 at 7.55 p.m.

**PRESENT:** Councillor Davison (in the Chair).  
Councillors Berry, Harrison, Hulström-Allen & R. Smith  
Town Councillors Davidson, Freeman, Inwood & F.J. Smith, Town Clerk, Deputy Town Clerk, & Committee Administrator in attendance.

### **126/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Palmer.

### **127/13 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 28th May 2012 (minutes 58/13 to 63/13) were approved as a correct record.

### **128/13 THE CROSS PUBLIC CONVENIENCES:**

The Town Clerk circulated details of the proposed refurbishment of The Cross public conveniences. Members considered these and thought that some of the things on the list were of lower priority. It was considered that the outside walls should be re-rendered and painted. There was discussion on the 6 month trial period and it was confirmed that this was until September. The Members noted that the District Council are arranging for a counter to be placed on the doors so that the number of people using these conveniences could be obtained. Finally it was agreed to recommend to the Finance Committee that the re-rendering be carried out at the price of £725 plus VAT and to leave the remaining work until the Town Council has assessed the usage of the building and whether or not to continue with the responsibility of the building when the results of that is known.

Councillor Harrison asked for his vote against to be registered.

Councillor Davison suggested that the Town Council ask NHDC for the figures of usage at Fish Hill and also Hitchin.

### **129/13 MUSEUM BUILDING:**

Members noted that tender requests had been sent out for the external decoration of the Museum building.

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 **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 20 August 2012.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Beaver, Berry, Burt, Davidson, Davison, Harrison, Mayne & F.J. Smith.  
County & District Councillors Hill & Hunter, District Councillor B. Davidson, 2  
Members of the Press and Committee Administrator in attendance.

The Chairman welcomed everybody to the meeting and he explained the absence of the Town Clerk and Deputy Town Clerk.

### **130/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Inwood, Town Clerk, Deputy Town Clerk and District Councillor Green.

### **131/13 MINUTES:**

The minutes of the meetings of the Finance Committee held on 23rd July 2012 (minutes 118/13 to 125/13) were approved for signature by the Chairman at the next meeting of the Committee.

### **132/13 MINUTES OF SUB-COMMITTEE:**

Members received the minutes of the Town Premises/Human Resources Sub-Committee meeting held 23<sup>rd</sup> July 2012 into the workings of the Council (minutes 126/13 to 129/13). The Chairman drew attention to minute 128/13 in respect of Royston Cross Public Conveniences and noted that this would be discussed further under agenda item 7.

### **133/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for August 2012 in the sum of £37,457.64 for payment following explanations from the Chairman in respect of item under Civic for work on Mayoral Chain and that £60 towards this would be taken from the Mayor's Allowance. Members also noted that the grant from NHDC for Museum Sunday Wardens was a one off grant. A payment of £350, for expenses involving research on the land proposed for a cemetery now that planning approval had been received, would be discussed under agenda item 9.

### **134/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

- (i) Members noted the Bank Reconciliation for July 2012.
- (ii) Members noted Income & Expenditure for July 2012
- (iii) Members noted Income & Expenditure for Markets for July 2012.

### **135/13 THE CROSS PUBLIC CONVENIENCES:**

The Chairman said that the Town Premises/Human Resources Sub-Committee had recommended that the Town Council approve the sum of £725 plus VAT to re-render the outside of the building. This work was considered to be necessary but other items of repair would be considered after the result of the counters showed the use of these conveniences.

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It was proposed by Councillor R. Smith, seconded by Councillor Davison and agreed that this recommendation be approved.

Councillor Harrison asked for his vote against to be recorded.

### 136/13 BUDGET 2013-2014:

Members agreed a Working Party to discuss and prepare a budget for 2013-2014 as follows:-

Councillors Berry, Davison, Harrison, F.J. Smith & R .Smith. Date for the meeting to be decided in due course.

### 137/13 PROPOSED ROYSTON CEMETERY:

The Chairman reported on his concerns at the incorrect information in certain letters in the local press the previous week and he had written to the local paper accordingly.

The planning approval for the cemetery site had been received with 25 conditions applied to it and most of these conditions had been addressed. The Working Party had met that afternoon and will be working within the budget as previously discussed at £180,000.

The Chairman said that he and the Town Clerk will now go ahead with the purchasing of the land and required approval to pay the sum of £350 to Curwen Solicitors to enable the research and purchase to go ahead.

Funding of this project requires discussion and there were several ways forward such as Section 106, charitable organisations and loans and there will be some increase in precept requirements. Over 80% of consultees had supported the need for a cemetery in Royston.

Councillor Burt then updated the meeting on the background to this decision and explained that 11 sites had been investigated but had come down to the one site at Wicker Hall as being the most suitable for the purpose of a cemetery. Investigations into the possible contamination of the land and the wildlife had been made and the Environment Agency had recommended two conditions, and given advice.

Members asked questions and there followed a full discussion and a suggestion that more details should be put in the next issue of the Town Crier.

- (i) The Chairman then proposed, seconded by Councillor Burt and **Resolved** that the sum of £350 be approved for the solicitor to start the conveyance process for the purchase of the land at Wicker Hall.
- (ii) The Chairman proposed, seconded by Councillor Berry and **Resolved** that the Town Clerk be given authority, if she needs it, to research other sources of funding. It was also agreed to discuss the next stage of the project at a future meeting.

### 138/13 EXCLUSION OF PRESS AND PUBLIC:

In view of the confidential nature of the business about to be transacted, it was proposed by Councillor R. Smith, seconded by Councillor Berry 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.



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### **139/13 OUTSTANDING PAYMENT OF ACCOUNT:**

The Chairman reported that there was an outstanding payment of £45 since April 2012. There had been attempts by the Town Hall staff to make contact with the hirer to no avail and, therefore, he was seeking approval to write off this sum. Members agreed that this be done. A query was made as to whether a debt collection agency had been considered and also if a deposit had been paid and the Chairman said he would investigate these suggestions.

There being no further business the Chairman declared the meeting closed at 8 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 10 September 2012 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Berry, (in the Chair)  
Councillors Freeman, Grimes, Palmer, Phillips, F. J. Smith and R. Smith,  
County & District Councillors Hill & Hunter, District Councillors Davidson & Green,  
Town Councillors Burt & Inwood, Town Clerk, Committee Administrator, 4 Members  
of the Public,  
Mr .David Bainbridge representing Ivy Farm development,  
Mr. John Baines, representing the Fairview development and 2 Members of the Press.

The Chairman welcomed everybody to the meeting and said that it would be the last meeting that Ewan Foskett would attend as a member of the press and he was thanked for his reporting of Council business and wished well in his new post.

The Chairman then explained that the Presentation from Fairview Homes would not now take place but Mr. Baines would be pleased to answer any questions. Mr. Bainbridge would also answer any questions in respect of Ivy Farm and would also answer any questions by e-mail.

Councillor Phillips spoke of her concerns at the parking by the building contractors on the Fairview development and that verges and nearby roads were being disturbed and that there were some very dangerous areas. Mr.Baines said he would bring it to the attention of the site manager as he had before but it was difficult for contractors to find places to park.

### **PUBLIC PRESENTATION:**

Mr. Rod Kennedy spoke on the Ivy Farm development and said that there were three areas of concern:- impact on the Heath, existing dwellings and the District Plan.

He considered that there was a great impact on the Heath which was of scientific interest and detrimental to views of the Heath. He said that there was no need for the existing dwellings to be demolished and would set a dangerous precedent. The District Plan 2 had stated no development west of the track and should be blocked pending the new District Plan. He asked the Town Council not to support this planning application.

Jayne Bratton representing the North Royston Action Group then spoke to the meeting about the Fairview development and the dangerous road system. There were concerns on the fauna that would be affected, houses overlooked, car parks near to present houses and gardens, a sub station at the bottom of one garden etc. The site was also too near to the sewage works and would affect all Burns Road. She said that Fairview did not care for Royston and there were too many flaws and asked that the Council did not support this application. Members agreed to take into account her comments when discussing the application.

### **140/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beaver, Davison and Hulström-Allen

### **141/13 MINUTES:**

The minutes of the meeting held on Monday, 16 July 2012 (98/13 to 106/13) were approved and signed as a correct record.

### **142/13 PLANNING APPLICATIONS:**

(a) 12/01560/1 Land at Ivy Farm, Baldock Road

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Members noted that the District Council had said that this was a premature application as the site was not identified for residential development in the District Council's Land Allocation document. Members had concerns on the access to the site and about the usage of the foot railway crossing at the edge of the site.

Following a full discussion and putting to the vote it was agreed that the Town Council object to this application.

- (b) 12/01036/1 Site A, Land south of A505 and adjacent to Yeats Close.

Members noted that the District Council had already identified this land for residential development and that the Highways did not have any issues with the new access road subject to a safety audit report.

Members had a full discussion and were very concerned regarding the proposed road system.

It was then agreed to object to this application on the grounds that the access road had not been settled to the satisfaction of the committee.

- (c) 12/01903/1 Site D, Land to north of Housman Avenue & Lindsay Close.

It was reported to Members that the Highways did not have any issues with the new access road subject to a safety audit report. Members had a full discussion and it was agreed that they object to this application on the grounds that the access road was also dangerous and had not been settled to the satisfaction of the committee.

- (d) 12/01571/1 17A Mill Road.

Members agreed not to support this application as it was in an inappropriate location for industrial activity in a residential area.

- (e) 12/01559/1 Land between 12 and 14 The Close.

Members endorsed the no objection decision given by Chairman of Planning Committee due to time constraints.

The Committee had no objections to the following applications:

12/01716/1HH	36 The Close
12/01626/1HH	1 Hunters Way
12/01180/1	7 Angel Pavement
12/01717/1CAC	The Old Bakehouse, Upper King Street
12/01665/1	The Old Bakehouse, Upper King Street
12/01632/1HH	Three Greens, Barkway Road
12/01806/1	Land off Titchmarsh Close
12/01773/1LB	7 London Road
12/01811/1LB	35 London Road
12/01808/1HH	123 Redwing Rise
12/01853/1	Land West of Little Chef, Baldock Road (Therfield Parish)
12/01774/1	Tannery Drift School, Tannery Drift.
12/01713/1HH	1 Weston Avenue

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(r) & (s) Upper King Street – Withdrawn

**143/13 DECISION MADE BY COUNCILLOR R SMITH & TOWN CLERK:**

Members noted the No Objection decision made by Councillor R. Smith and the Town Clerk in respect of 12/01541/1HH, 46 Sun Hill.

**144/13 APPEAL:**

Members noted that an appeal had been made in respect of the following applications:-

11/03143/1 and 11/03118/1LB – Site at Banyers Hotel, 16 Melbourn Street. Temporary permission for a marquee to the rear of the building to facilitate current wedding, charitable and other pre-booked events.

**145/13 SOUTH CAMBRIDGESHIRE PLANNING APPLICATION – DECISION NOTICE:**

Members noted receipt of the decision notice for S/1310/12 – Horse & Groom Baldock Road – a renewal of application three years ago.

**146/13 SOUTH CAMBRIDGESHIRE LOCAL PLAN ISSUES & OPTIONS CONSULTATION:**

It was agreed that the Town Clerk circulate information to Members so that comments on the Issues raised and views on options can be made. Closing date for comments 12 noon, 28<sup>th</sup> September 2012.

There being no further business the Chairman said that the date of the next meeting was scheduled for 8 October 2012 and closed the meeting at 8.19 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 17 September 2012 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor L. Davidson (Town Mayor in the Chair)  
Councillors Burt, Davison, Harrison, Inwood, Mayne, Palmer, Phillips, F. J. Smith & R. Smith.  
County & District Councillor Hunter, District Councillor Davidson, 1 Member of the Press, Town Clerk & Committee Administrator in attendance.

### **147/13 APOLOGIES:**

Apologies for absence were received from Councillors Beaver, Berry, Freeman and County & District Councillor Hill.

### **148/13 DECLARATION OF INTEREST:**

The Town Mayor read the new revised Declaration of Interest and Councillor R. Smith said that this appeared to be at variance with the Code of Conduct which was to be considered under Agenda Item 7. The Town Clerk said she would seek clarification at the training session due to be held the next evening and said that the Town Council is required to adopt a Code of Conduct.

### **149/13 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor had attended 23 events and had been particularly pleased to attend the Service of Remembrance of the Falklands War and the parade through the town by the Royal Anglian Regiment. Her fund stood at £3,084.63 and had raised £400 from the Sports Fair in July. Maurice Hill had organised a run and raised £284. It was unfortunate that the Golf Day was cancelled due to lack of participants but it was hoped that the Quiz Evening in November would prove successful and the raffle prizes not used for the Golf Day would be used at her Civic Reception in October. She then showed Members the wooden case her Consort had made to hold the Mayor's Chain and she had also had a fitting made to hold the chain in place when worn. She then thanked Reverend Tim Weeks on behalf of the Town Council for his attendance over the last few years and in particular whilst awaiting the new Vicar to commence duties at the Royston Parish Church, and wished him well in his new posting. Councillor R. Smith thanked the Town Mayor and her Consort for their generosity in respect of the Chain of Office and said that she had been very active in the town and representing the Town Council very well.

### **150/13 MINUTES:**

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 25<sup>th</sup> June 2012 (minutes 77/13 to 86/13).

### **151/13 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held
- 16 July 2012 (minutes 98/12 to 106/12) be adopted as a correct record into the workings of the Council.

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- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on:-
- 25<sup>th</sup> June 2012 (minutes 87/13 to 97/13) be adopted as a correct record into the workings of this Council.
  - 23<sup>rd</sup> July 2012 (minutes 118/13 to 125/13) be adopted as a correct record into the workings of this Council.

### **152/13 MINUTES OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was proposed **RESOLVED** that the minutes of the meeting of the Finance Committee held on 20th August 2012 (minutes 130/13 to 139/13) be approved and adopted as a true record into the workings of the Council, subject to the amendment that under minute 137/13, Proposed Royston Cemetery, the figure of £180,000 be amended to read £190,000. It was also noted that the minutes for that meeting would be signed at the next meeting of the Finance Committee.
- Councillor Burt also proposed that the Town Clerk express the Town Council's gratitude to the anonymous donor who had enabled the council to purchase the land. This was unanimously agreed.
- Councillor Burt also proposed that a vote of thanks to the Town Clerk be recorded for her hard work in connection with the proposed new cemetery. This was unanimously agreed. The Town Clerk thanked Members.
- (b) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highways & Transport Committee held on 16<sup>th</sup> July 2012 (minutes 107/13 to 117/13) be approved and adopted as a true record into the workings of the Council. The Chairman reported that under item 113/13 Draft Local Flood Risk Management Strategy for Hertfordshire he and the Town Clerk had completed the consultation form.

### **153/13 REVISED CODE OF CONDUCT:**

The Town Mayor explained that the Town Council is required to adopt the new Code of Conduct. Any queries about the Code should be raised at the training session the next evening. Those Members who could not attend the training but had queries should pass these on to the Town Clerk. Councillor R. Smith said that this was the third Code of Conduct since May 2012 and it is an unsettling state of affairs. He was worried about the revised Declaration of Interest and certain things needed clarification.

The Town Clerk said that the Town Council had to sign up and that councils all around the country had to do the same. The training session at NHDC is to learn how to comply with the Code of Conduct, not to change it. If the council does not adopt the Code of Conduct members still have to comply with the Code but the council would be at risk of losing Quality Council Status. She confirmed that the wording of the Code proposed for adoption was produced by NALC.

The Town Mayor proposed that the new Code of Conduct is adopted into the workings of the Town Council, Councillor F. J. Smith seconded the proposal and the motion was carried with Councillor R. Smith abstaining.

### **154/13 VOLUNTEERS POLICY:**

Members approved and adopted the Volunteers Policy and Members agreed that the work done by volunteers in the town was excellent.

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### **155/13 CLERK'S REPORT:**

- The Town Clerk reported receipt of a letter from Buckingham Palace thanking the Town Council for the letter of congratulation to HM The Queen on the occasion of her Diamond Jubilee.
- The Royal Anglian Regiment had sent a letter of thanks to the council for hosting the walkers and members involved in the sponsored walk on the day they arrived in Royston. It was noted that the total raised was over £10,000 for the Army Benevolent Fund.
- The Annual Conference of the North Hertfordshire Association of Parish, Town & Community Councils is on the 24th October and Councillors who wish to submit questions should pass these on to Councillor R. Smith. All members were invited to attend.
- The Annual Town Meeting date in 2013 had been changed to Thursday, 25<sup>th</sup> April 2013.

There being no other business the Town Mayor closed the meeting at 8.00 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, 24 September 2012.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Beaver, Berry, Davidson, Davison, Harrison, Inwood, Mayne & F. J. Smith.  
Town Clerk, Deputy Town Clerk, Committee Administrator and 1 Member of the Press in attendance

### **156/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Burt, County & District Councillor Hill and District Councillor Green.

### **157/13 MINUTES:**

Members noted that the minutes (ref. minute 131/13) of the meeting held in July, that could not be signed at the August meeting due to the minute book being unavailable, had now been signed.

The minutes of the meeting of the Finance Committee held on 20th August 2012 (minutes 130/13 to 139/13) were approved for signature by the Chairman.

Members noted that a meeting of the Working Party in connection with the budget would be held soon.

### **158/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for September 2012 in the sum of £42,402.59 for payment.

### **159/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

- (i) Members noted the Bank Reconciliation for August 2012.
- (ii) Members noted Income & Expenditure for August 2012
- (iii) Members noted Income & Expenditure for Markets for August 2012.

### **160/13 EXTERNAL AUDIT 2011-2012:**

Members noted the amendment under Annual Return Section 1, Column 9 Total Fixed Assets. The Town Clerk reported that the council had received an unqualified report on its financial affairs and corporate governance from the external auditors.

Attention had been drawn to the following two items, the level of Fidelity Guarantee and the Financial Regulations. The Town Clerk explained the background to the Fidelity Guarantee and that this went up and down according to the amount of money held in bank accounts at one time. The auditor suggested that the Fidelity Guarantee figure should reflect the council's bank balance and the precept due in April 2012 and that it should be increased from the level set at the moment of £430,000. The Town Clerk reported that a lot of bills were due to be paid soon for the refurbishment works and therefore the balance would be lower. It was proposed by the Chairman, seconded by Councillor Davidson and agreed to accept the recommendation by the Town Clerk to leave the Fidelity Insurance at its current level and review it in January when the Review of the Internal Audit was to be undertaken. Councillor F.J. Smith abstained from voting.



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The Financial Regulations needed the year updated in them, this item is covered under the next agenda item.

It was then proposed by the Chairman, seconded by Councillor F.J. Smith and unanimously agreed to accept the report of the External Auditor into the workings of the council.

### **161/13 FINANCIAL REGULATIONS:**

The Town Council Financial Regulations had been updated some months ago but were still referenced to the Audit Regulations 2003 and this had now been amended to The Accounts and Audit (England) Regulations 2011.

It was then proposed by Councillor F.J. Smith, seconded by Councillor Davidson and agreed to approve and adopt the Financial Regulations with the amendment into the workings of the council.

### **162/13 TOWN HALL PREMISES' LICENCE:**

Members noted that an application had been made for a variation to the Town Hall current Premises Licence to include the showing of films. A notice had been posted on the Town Hall notice board and there would be a notice in the local newspaper. The application had gone to nine different statutory consultees.

### **163/13 TOWN HALL REFURBISHMENT:**

Councillor Davison reported that everything was in order and said that since he last reported to the Committee a projector pod had been installed, specialist wiring is in place and a new lighting system. Emergency lighting had been installed and that day the redecoration had been completed. Next week the floor would be refurbished and following that carpets and curtains installed. The seating was not of the boutique style as originally envisaged but now of the tiered roll-away type, this would allow for the hall to be used for other events when not used for the cinema. The work that remains to be done is the refurbishment of the toilets downstairs.

In respect of the finances – the work has been done well within budget.

Councillor Davison was thanked for the pleasing report, Councillor Mayne said that he was pleased that the hall will be used to its full capacity, and the Chairman noted that the work done was for a general refurbishment of the Town Hall as well as for the cinema. Councillor Davison thanked the Town Clerk, Leader of the Council and the Town Manager for their work over the last few weeks. Some members of the public will see the newly refurbished hall for the first time at the Town Mayor's Reception.

### **164/13 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Davison had circulated his report on attending the Conservators of Therfield Heath annual meeting and he said that he was impressed at how the many agencies worked together to look after the Heath.

He then spoke of the hard work done by Mr. Graham Palmer and his team towards the Arts Festival weekend and that this next weekend was going to be a very full and exciting event.

Councillor Davidson then reported on the last meeting of the Royston 2012 Committee last week. The whole year of events had been reviewed and the committee had felt that it had

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been a very full year and worthwhile with 5 major school projects and 20 Royston events. A lot had been achieved for Royston and the Volunteers Group now has 51 new members. The Closing event on 23rd November 2012 will be the final event with displays including the scrapbooks by children, and a DVD on 2012 will be given to every school child in Royston. She thanked the members of the Royston 2012 for their work over the year and all the sponsors. It was hoped that the murals on show near the roundabout would be removed and kept by the schools. Banners and flags would be removed in due course. The committee had shown interest in there being a community forum held once a year to enable groups and associations to come together with ideas to carry on this community spirit. Any money left over from the funding will be put towards this community forum. The Chairman thanked Councillor Davidson and said that everything had been a success due to her perseverance and enthusiasm.

### **165/13 EXCLUSION OF PRESS AND PUBLIC:**

In view of the confidential nature of the business about to be transacted, it was proposed by Councillor R. Smith, seconded by Councillor Berry 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.

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**166/13 MARKETS – UPDATE:**

Members received an update on the renewal of the contract for 2013. The District Council held the lease for the Market Hill and Angel Pavement car parks and the contract is due for renewal at the same time as the town council's markets contract. It had been proposed by the District Council that the Town Council may wish to consider taking over the lease for the market and parking rights. Following a full discussion by Members and input by the Town Clerk it was proposed by Councillor F. J. Smith, seconded by Councillor Inwood and **Resolved** that the Town Clerk be given authority to continue negotiations regarding a lease with the owner of the car parks and to report back in due course. Councillor Davison voted against the motion.

There being no further business the Chairman declared the meeting closed at 8.28 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 24 September 2012 at 8.30 p.m.

**PRESENT:** Councillor Davison (in the Chair).  
Councillors Berry, Harrison & R. Smith  
Town Councillor F.J. Smith, Town Clerk, Deputy Town Clerk, & Committee Administrator in attendance

### **167/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Palmer.

### **168/13 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 23rd July 2012 (minutes 126/13 to 129/13) were approved as a correct record.

### **169/13 THE CROSS PUBLIC CONVENIENCES:**

The Town Clerk reported that the outside rendering had been completed and the people counters had been installed but were not working correctly so these had to be adjusted.

### **170/13 30 KNEESWORTH STREET:**

The Town Clerk reported that she and Councillor Davison had inspected the damp problem at 30 Kneesworth Street on two walls near to the chimney and a contractor had suggested installing an air vent on each side of the chimney breast. This would be done to see if this would help.

### **171/13 GREEN STREET ALLOTMENTS:**

The Town Clerk reported that there had been a request about keeping chickens on the allotments. According to the Allotment Law (1950, Act S12) tenants have a statutory right to keep chickens and rabbits on allotments but this does not include cockerels. The Town Clerk was concerned that the council did not have a policy on other livestock being kept. It was then proposed by Councillor Davison, seconded by Councillor Berry and agreed that the Town Clerk investigate making a policy to cover this.

The Town Clerk had received a letter from a firm dealing with compensation, enquiring if the Town Council wished to ask for compensation in respect of the loss of allotments during the building of the underpass. The Town Clerk said that the plots had been returned and were being used once again.

It was agreed that there should be a meeting with the Allotment Association and a date was made for 10<sup>th</sup> October 2012 at 6.30 p.m.

The Town Clerk had also received a letter from an allotment holder in respect of the increase in rent. This was noted.

### **172/13 EXCLUSION OF THE PRESS & PUBLIC:**

It was proposed by Councillor Davison, seconded by Councillor Berry 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.

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**173/13 ROYSTON MUSEUM BUILDING:**

Members received and considered quotes for external decoration of the museum building and following discussion it was proposed by Councillor R. Smith, seconded by Councillor Davison and **Resolved** that the tender No.3 be accepted in the sum of £2,170.80.

There being no further business the Chairman declared the meeting closed at 8.53 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 8 October 2012 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Berry, (in the Chair)  
Councillors Davison, Palmer, Phillips, F.J. Smith and R. Smith.  
County & District Councillor Hill, Town Clerk, Committee Administrator, 1 Member of the Public, Mr. Stephen Geach representing NHDC Parks and 2 Members of the Press.

### **PUBLIC PRESENTATION:**

Mr. Stephen Geach explained the District Council's strategy on Parks and Open Spaces and the need to promote space for multi purpose sports, and the background to the planning application for the installation of floodlight columns at the tennis courts in the Priory Memorial Gardens. The District Council had taken note of the comments and objections in respect of the earlier application and had reduced the height of the columns. This would not be as noticeable as the trees are higher and the lighting will not affect the lighting on the A10. The Council had worked with the police and it was agreed that youngsters should be encouraged to play sport. The lighting would be randomly used and turned off at 10 p.m.

The Chairman thanked him for his attendance and he left the meeting.

### **174/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beaver, Freeman and Hulström-Allen.

### **175/13 MINUTES:**

The minutes of the meeting held on Monday, 10 September 2012 (140/13 to 146/13) were approved and signed as a correct record.

### **176/13 PLANNING APPLICATIONS:**

The Chairman reported that Items 5(c) and (d), 39-41 Upper King Street had been withdrawn.

(a) 12/01942/1 The Priory Memorial Gardens, Fish Hill.

Members had a full discussion on this application and it was proposed by Councillor F.J. Smith, seconded by Councillor Davison and Resolved to have no objections to this application. Councillor R. Smith voted against.

(b) 12/02158/1 17A Mill Road

Members were concerned that this application was much like the earlier application that had not been supported, and that it was an industrial development within a residential area. It was then resolved not to support this application on the grounds that it was an encroachment of industry into a residential area. Councillor F.J. Smith asked for his vote against to be registered.

(c) The Committee had no objections to the following applications:

12/01792/1LB 21 Baldock Street

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12/02106/1HH 7 Goodwood Road  
12/01976/1HH 14 Chaucer Road  
12/02116/1LB 14 London Road

**177/13 APPEAL – 68 REDWING RISE:**

Members noted that an appeal had been made in respect of 12/01214/1HH – 68 Redwing Rise (Appeal ref: APP/X1925/D/12/2181840) – Raising height of roof and addition of side dormer window to facilitate loft conversion. Town Council Members gave no objection to this application but the District Council had refused it.

**178/13 CORRESPONDENCE:**

Members received correspondence from John Baines, Planning Manager, Fairview New Homes Ltd. in respect of the contractor parking on the current development off Coombelands. The contractor had assured him that as a matter of priority, attention would be paid to the parking, and that the damage to the verges would be rectified. Following discussion it was agreed to reply asking for a projection of the finishing date on building and on the re-laying of the turf on verges. It was also agreed that copies of the letter should be sent to County Councillor Hill and the Highways Agency.

**179/13 NORTH HERTFORDSHIRE LOCAL PLAN – DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT – CONSULTATION:**

Members agreed to support the draft statement.

There being no further business the Chairman said that the date of the next meeting was scheduled for 12 November 2012 and closed the meeting at 7.50 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held Thursday 18<sup>th</sup> October 2012 in Royston Museum at 7.p.m.

**PRESENT:** Councillors: Berry (Chair), John Davison, Philip Mayne and F John Smith  
Museum Trustees: Peter Ketteringham, Phil Smith, Peter Franks, Mike Lawrence and Jenny Smith  
Friends: Shirley Thrussell  
History Society: Neville Chuck  
Mr. L. Baker NHDC Representative  
Town Council Officers: Susan Thornton-Björk Town Clerk, Carole Kaszak Royston Museum Curator  
NHDC Curator Advisor Mentor Ros Allwood

### **179a/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Peter Burt and Robert Inwood.

### **179b/13 MINUTES:**

The minutes of the meeting held Thursday 31<sup>st</sup> May 2012 were approved for signing by the chairman.

### **179c/13 CURATORS REPORT:** (copy attached to the minute book):

The curator updated members on the report.

- Shop sales were up due to the sales of the Friend's Jubilee mugs;
- The Licence for the British Pathe News Film Archives expires in October;
- The curator gave her thanks to Mike Lawrence for showing the 'Slides of Old Royston' during the Arts Festival weekend and to Liz Beardwell for the printing press demos;
- The Time Trackers annual outing to Duxford was funded by the Round Table;
- 18,000 items have now been completed for the Archive collection. Thanks go to Phil Smith, Reg Housell and Stephanie for their work on this.

The Chairman thanked Carole for her report and gave congratulations to volunteers and staff for all their hard work involved with the Arts Festival weekend.

### **179d/13 FINANCE:**

Members noted the income and expenditure figures: Cllr Davison asked where the money, which came from the Friends for equipment or projects, was recorded. It was explained that it gets recorded under 'Other Income' and then in 'Other Expenditure'. It was noted that this also applied to money received from the History Society.

### **179e/13 MUSEUM ACCREDITATION:**

The curator had nothing to report as no information had been received about the application.

### **179f/13 MUSEUM GOVERNANCE:**

Cllr Davison reported that some members of the working party were due to visit Braintree museum on Friday. Jane Munns, Hertfordshire's Development Officer, has recommended Braintree Museum as it is run by a Charitable Trust Limited, which is a company limited by guarantee, it is also a Hybrid (where some responsibilities/assets are devolved to the museum trust – some are retained by the Local Authority. The visit is a fact finding visit to see if by becoming a Charity Trust costs of running the museum could be reduced and other funding obtained.



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### **179g/13 ANY OTHER BUSINESS:**

Cllr F J Smith asked the committee to record their thanks to the temporary museum assistant employed while the museum assistant was on maternity leave and wished her well in her new job. It was hoped that the training she had received at Royston Museum was beneficial to her finding a new position. All members agreed she had done terrific work while employed at the museum.

Ros Allwood said that the team from the North Herts Museums' were very impressed with Royston Museum and enjoyed their visit.

## 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, 22nd October 2012.

**PRESENT:** Councillor Harrison (in the Chair).  
Councillors Davidson, Freeman, Inwood, Mayne & Phillips.  
County & District Councillors Hill & Hunter, District Councillor B. Davidson, Town Councillors Berry, Davison, F.J. Smith & R. Smith, 2 Members of the Press, Town Clerk and Committee Administrator in attendance.

### **180/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Burt, Hulström-Allen & Palmer.

### **181/13 MINUTES:**

The minutes of the meetings of the Committee held on 16<sup>th</sup> July 2012 (minutes 107/13 to 117/13) were approved and signed by the Chairman.

### **182/13 REPORTS OF WORKING PARTIES:**

Members received notes of the Royston in Bloom Working Party meetings into the workings of the Council.

- 17<sup>th</sup> July 2012
- 11<sup>th</sup> September 2012

### **183/13 BEECH TREE SCULPTURE – RECOMMENDATION FROM THE ROYSTON IN BLOOM WORKING PARTY:**

Members discussed the recommendation from the Royston in Bloom Working Party in respect of the sculpture on the damaged beech tree in the Priory Memorial Gardens. It was agreed to approve the following recommendations only if the District Council's tree officer agrees that the tree is dying. (Advice from Karl Wilkins, NHDC is that although the Beech Tree looks well at the moment it will start to deteriorate over the coming winter).

- Plan for the sculpture project to be completed winter 2013.
- Royston in Bloom Working Party to open discussions with the preferred sculptor, Dennis Heath from Knebworth House.
- Write to local schools to inform them of the project, invite ideas for inclusion in the sculpture and enquire if they would like to visit when the carving is being done (encourages ownership). Advice from wood carvers is that they can include ideas in the wood carving but the whole sculpture evolves as it is being carved. A specific request has been made to have the Royston Crow included as part of the sculpture.

### **184/13 ROYSTON YOUTH NETWORK:**

Councillor Davidson enlarged upon her report previously circulated and about the mural for the new railway underpass. County Councillor Hill was invited to speak and she confirmed that the mural would go ahead and that the community will be involved and art teachers at the local schools.

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### **185/13 ROYSTON 2012 LEGACY:**

Councillor Davidson explained the ideas behind the initiative to have an annual Community Forum for Voluntary Groups in Royston as the Royston 2012 Legacy. Any monies over from the Royston 2012 would be used toward this event. Members were in favour of this initiative and it was agreed to approve that Councillor Davidson will take the lead in organising the event. The first one will be in Autumn 2013.

### **186/13 PUBLICATION OF REVISED PROPOSALS FOR NEW PARLIAMENTARY CONSTITUENCY BOUNDARIES:**

Members received a summary of the revised proposals for the new constituency boundaries in England and noted the closing date for comments was Monday, 10<sup>th</sup> December 2012. It was agreed to set up a Working Party to put together a response and Councillors Harrison, Davidson, Phillips and Inwood agreed to be part of this Working Party.

### **187/13 ROYSTON TOWN COUNCIL CREST:**

Members supported the use of the Town Crest on signs produced by Royston First BID Co for the industrial area.

### **188/13 NO 26 BUS ROUTE:**

Members discussed the request of asking for a change of route for the No.26 bus so that it diverted into the Trumpington Park & Ride so that it links with the guided bus-way bus to Addenbrookes hospital. Councillor Mayne reported that a No.7 bus already did this route from another bus stop that the no 26 stopped at. County Councillor Hill suggested that the facts be researched.

It was agreed that the Town Clerk contact Alan Fleck to see what progress had been made on this and to further investigate the bus routes and bring it back to the next meeting.

### **189/13 OUTSIDE ORGANISATIONS:**

Councillor Freeman reported her attendance at a meeting of the CAB and she would send copies of their reports to Councillors on request. Administration at Letchworth office could be transferred to the Royston office if Letchworth loses its accommodation.

Councillor Davidson reported that she had agreed to become the Chairman of the Volunteer Centre in November and new committee members were required. The Centre would be moving from the hospital to new premises at the back of the Town Hall.

There being no further business the Chairman said the next meeting would be held on 21st January 2013 and he closed the meeting at 7.57 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 22 October 2012 at 8.05 p.m.

**PRESENT:** Councillor Davison (in the Chair).  
Councillors Berry, Harrison, & R. Smith  
Town Clerk, in attendance

**190/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Palmer & Hulström-Allen.

**191/13 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 24<sup>th</sup> September 2012 (minutes 167/13 to 173/13) were approved as a correct record.

**192/13 EXCLUSION OF PRESS AND PUBLIC:**

In view of the confidential nature of the business about to be transacted, it was proposed by Councillor R. Smith, seconded by Councillor Berry 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.

**193/13 STAFF MATTERS**

The Town Clerk updated members on the following:

**i) Part-time Museum assistant (end of maternity cover)**

The museum assistant has now returned from her maternity leave. The temporary assistant leaves on the 10<sup>th</sup> November and has secured a full time position at the Royal Fusiliers Museum in London. Members gave their thanks and wished her well.

**ii) Part-time Market Manager (resignation/ applications received/interviews)**

Five applications have been received for the post. The Town Clerk will be arranging interviews for Monday. Councillor Berry will be on the interview team along with the Town Clerk and either the Town Manager or Cllr R Smith.

**iii) Caretaker/cleaner ( retirement/ split of duties)**

The weekday cleaner/caretaker has informed the Town Clerk that he proposes to retire in December.

The Town Clerk said she would like to split the job into two posts, with a cleaner coming in for 2 hours a day Monday to Friday to clean offices, toilets and the kitchen in the complex with the caretaker being responsible for the town hall cleaning, security and the hirers.

After discussion it was agreed that a contract cleaner should be sought for the time being until the cleaning needs of the cinema were decided. The caretaker's hours would be flexible.

There being no further business the meeting closed at 8.25pm

## 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, 29 October 2012.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Beaver, Berry, Davidson, Davison, Harrison, Mayne & F.J. Smith.  
County & District Councillors Hill & Hunter  
District Councillors Davidson & Green,  
Town Clerk, Deputy Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

### **194/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Burt & Inwood.

### **195/13 MINUTES:**

The minutes of the meeting of the Finance Committee held on 24th September 2012 (minutes 156/13 to 166/13) were approved for signature by the Chairman.

### **196/13 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:**

- a) The Committee received minutes of the Museum Advisory Sub-Committee meeting held 31<sup>st</sup> May 2012 (minutes 64/13 to 71/13) into the workings of the Council.
- b) The Committee received minutes of the Town Premises/Human Resources Sub-Committee meeting held 24<sup>th</sup> September 2012 (minutes 167/13 to 173/13) into the workings of the Council.

### **197/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for October 2012 (including the supplementary agenda) in the sum of £65,562.75 for payment following clarification of some items.

### **198/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

- (i) Members noted the Bank Reconciliation for September 2012.
- (ii) Members noted Income & Expenditure for September 2012
- (iii) Members noted Income & Expenditure for Markets for September 2012.

### **199/13 REMEMBRANCE DAY:**

- a) Members approved a donation of £85 towards refreshments provided by Royston Branch British Legion on behalf of the Council and that this item be reviewed in the next budget.
- b) Members approved a donation to the Poppy Appeal in the sum of £50.

### **200/13 TOWN CRIER NEWSLETTER:**

Members approved the December newsletter for publication and the Chairman was pleased to note the full report on the cemetery that should answer the questions asked in recent months. The editorial team was thanked for their work on this newsletter.

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**201/13 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

The Chairman reported on his attendance together with the Town Clerk and Deputy Town Clerk at the Annual Conference of Town and Parish Councils. It had been well attended by councils and there had been a full programme with presentations regarding the Localism Act, Neighbourhood Planning, S106 and Unilateral Undertakings/Community Infrastructure Levy, Rural Funding and a progress report on the new association NHAPTCC.

**202/13 EXCLUSION OF PRESS AND PUBLIC:**

In view of the confidential nature of the business about to be transacted, it was proposed by Councillor R. Smith, seconded by Councillor Berry 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.

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### **203/13 MARKETS – UPDATE:**

Councillor Berry reported that five interviews had taken place for a new Market Manager and it was now short listed down to two and a final interview would be taking place the next day. The candidates were able to start work immediately. The present market manager would be leaving employment on the 8<sup>th</sup> November 2012 and it was hoped that the person chosen would be able to work alongside her for a couple of sessions.

Councillor Davidson asked if the new employee could be introduced to the Members and following discussion this was noted.

Councillor Davison referred to minute 166/13 when he had voted against the motion. He asked that the minutes be amended to include his objection 'as the Town Clerk had not been given any parameters with which to negotiate a lease'.

There being no further business the Chairman declared the meeting closed at 7.56 p.m.



## ROYSTON TOWN COUNCIL

**MINUTES** of the Extra-ordinary Meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 12 November 2012.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Beaver, Berry, Burt, Davidson, Davison & F.J. Smith.  
County & District Councillors Hill & Hunter, District Councillors Davidson & Green.  
Town Councillors Freeman & Phillips, Town Clerk & Committee Administrator in attendance.

### **204/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Harrison, Inwood & Mayne.

### **205/13 MINUTES:**

The minutes of the meeting of the Finance Committee held on 29th October 2012 (minutes 194/13 to 203/13) were approved for signature by the Chairman.

### **206/13 EXCLUSION OF PRESS AND PUBLIC:**

In view of the confidential nature of the business about to be transacted, it was proposed by Councillor R. Smith, seconded by Councillor Berry 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.

## ROYSTON TOWN COUNCIL

### **207/13 TOWN HALL REFURBISHMENT (TOILETS):**

Members considered the quotations circulated by the Town Clerk and Councillor Davison explained these and stated that Quote 1 was more complete and detailed. The Town Clerk said that this contractor had done work for the Town Council before and it had been satisfactory.

Following a full discussion it was proposed by the Chairman, seconded by Councillor Davidson and **Resolved** that Quote 1, be accepted in the sum of £18,222.00 including cost for electric products but not wiring or lighting and Quote 4, be accepted in the sum of £2,800.00 for all the wiring which will include a rewire back to MCB board as defined in the quotation. The work would commence early January and take five weeks to complete.

There being no further business the Chairman declared the meeting closed at 7.25 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 12 November 2012 at 7.29 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Berry, (in the Chair)  
Councillors Beaver, Davison, Freeman, Hulström-Allen, Phillips, F.J. Smith and R. Smith.  
County & District Councillors Hill & Hunter, District Councillors Green & Davidson, Town Councillors Burt & Davidson, Town Clerk, Committee Administrator and 2 Members of the Press.

### **208/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Grimes & Palmer.

### **209/13 MINUTES:**

The minutes of the meeting held on Monday, 8 October 2012 (174/13 to 179/13) were approved and signed as a correct record.

### **210/13 PLANNING APPLICATIONS:**

- (a) 12/01036/1 Site A, Land South of A505 & adjacent to Yeats Close.
- (b) 12/01903/1 Site D, Land to north of Housman Avenue & Lindsay Close.

These two planning applications were taken together and Councillor F.J. Smith said that the Members should not have been asked to comment on these developments when the access road to the site had not been resolved. The current access proposals are unacceptable. There followed a full discussion and comments on the Highway report. It was proposed by Councillor Berry, seconded by Councillor Beaver and unanimously agreed to object to these two site developments on the grounds:

1. Access not sustainable. The development could not be properly considered until the access road problem had been resolved as this could determine the rest of the layout of the site. Consideration needs to be given to the current congestion at rush hour times of the A505 roundabout, the Tesco's roundabout and the Burns Road roundabout which will increase when the development takes place. This is an already very busy area and putting in an extra junction will make things worse. The prime means of access to these developments should not be made via Burns Road, as due to poor planning in the past, the road has become dangerous in several places. Members support local residents' objections because of their knowledge of the current local traffic issues.
2. Over development of the sites, density too high.
3. There are protected species on site.
4. Electricity Sub station immediate to a back garden.
5. Anglian Water unhappy with size of development close to its sewage site.
6. Traffic will have an unreasonable impact on current traffic flow.

Members recognise that the sites are earmarked for development but the right development is needed for the housing and access to future proof it and make it sustainable.

## ROYSTON TOWN COUNCIL

Other comments were:

- No contractor's vehicles should be allowed access to the sites from Burns Road as we requested in our previous consideration of the planning applications.
- Contractors' vehicles should not park on the already congested roads, in particular Burns Road or grass verges.
- Should the District Council be minded to approve these applications then the Town Council would ask for an S106 payment claim towards development of a cemetery be included.

(c) The Committee had no objections to the following applications:

12/02231/1AD	7-9 High Street
12/02255/1	16 King Street
12/02187/1HH	44 Green Drift
12/02319/1HH	30 Gage Close
12/02126/1HH	19 Cherry Drive
12/02059/1	Enterprise Park, Jarman Way
12/02392/1HH	Providence House, 4 Melbourn Road
12/02449/1HH	103 Redwing Rise.

Councillor Hulström-Allen left the meeting at 8 p.m.

### **211/13 APPEAL – 13 HIGH STREET:**

Members noted that an appeal had been made in respect of 12/01615/1/1HH – 13 High Street (Appeal ref: APP/X1925/A/12/2183945/NWF) – Conversion of existing 1 x 3 bed flat and 2 x two bed flats to 1 x two bed flat and 5 studio flats on the first and second floors. Two first floor infill extensions. Town Council Members gave no objection to this application.

### **212/13 RAILWAY UNDERPASS, GREEN STREET TO BURNS ROAD:**

Members discussed the suggested name of Coombes Lane and it was agreed that the name Coombes Hole, as the name known by everybody for many years, be kept for the railway underpass in order to avoid confusion between the Coombelands and Coombes Lane.

There being no further business the Chairman said that the date of the next meeting was scheduled for 10 December 2012 and closed the meeting at 8.05 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 19 November 2012 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor L. Davidson (Town Mayor in the Chair)  
Councillors Berry, Burt, Freeman, Harrison, Palmer, Phillips, F. J. Smith & R. Smith.  
County & District Councillors Hill & Hunter, District Councillors Davidson & Green,  
Mr. D. Drake, Town Clerk & Committee Administrator in attendance.

### 213/13 **APOLOGIES:**

Apologies for absence were received from Councillors Beaver & Davison.

### 214/13 **TOWN MAYOR'S ANNOUNCEMENTS:**

- (i) The Town Mayor had attended 17 events since the last meeting totalling 54 to date. These had been varied and included the very successful Arts Festival and her Civic Reception during which two school choirs had participated and £400 had been raised for the raffle. The total sum for her charities to date stood at £4,631.64 and £979.51 had been raised at her recent Quiz Evening. A tombola would be held at the Christmas Carnival to use up some of the remaining raffle prizes. The date for her Civic Service was Sunday, 24 February 2013 at 3 p.m. in the Parish Church.  
She had some events to attend before Christmas including the closing event of Royston 2012 on Friday next at the Leisure Centre. She thanked everybody who had supported her and her charities.
- (ii) The application forms were now available for the Town Mayor's Community Trust Fund Awards, closing date 18<sup>th</sup> February 2013. The Awards would be presented at the Annual Town Meeting on Tuesday, 5<sup>th</sup> March 2013.
- (iii) Nominations for Community Civic Awards should be sent to the Town Clerk. The Awards would be presented at the Annual Town Meeting on 5<sup>th</sup> March 2013.

Councillor R. Smith then responded and said that the Civic Reception had been an excellent event and congratulated her on her good work.

### 215/13 **MINUTES:**

It was proposed by Councillor Davidson, seconded by Councillor R. Smith and **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 17<sup>th</sup> September 2012 (minutes 147/13 to 155/13).

### 216/13 **TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- d) It was **RESOLVED** that the minutes of the meetings of the Planning Committees held
  - 10 September 2012 (minutes 140/13 to 146/13) be approved and adopted as a correct record into the workings of the Council.  
Councillor F. J. Smith said that he was disappointed that South Cambridgeshire District Council had not approved the application for The

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Horse & Groom site in Baldock Road. It was agreed to place this item on the agenda for the next meeting of the Planning Committee.

And

- 8<sup>th</sup> October 2012 (minutes 174/13 to 179/13) be adopted as a correct record into the workings of the Council.
- e) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on:-
- 24<sup>th</sup> September 2012 (minutes 156/13 to 166/13) be adopted as a correct record into the workings of this Council.
  - 29<sup>th</sup> October 2012 (minutes 194/13 to 203/13) be adopted as a correct record into the workings of this Council.

### **217/13 MINUTES 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 Purposes & Highways & Transport Committee held on 22<sup>nd</sup> October 2012 (minutes 180/13 to 189/13) be approved and adopted as a true record into the workings of the Council.
- The Town Clerk reported that John O'Connor's had donated a cheque in the sum of £1,500 for the sculpture work on the damaged beech tree in the Priory Memorial Gardens. Members were very appreciative of this gesture and asked that a letter of thanks be sent to John O' Connors.

### **218/13 CLERK'S REPORT:**

The Town Clerk reported that the new Town Guide was now available and being circulated.

The Christmas Carnival would be held on the first Sunday of December as usual but there would also be a Christmas Street Fayre in the High Street 1<sup>st</sup> December. The Christmas lights would be switched on at 4 .30p.m. by the Town Mayor.

### **219/13 DISPENSATIONS UNDER THE NEW CODE OF CONDUCT REGIME:**

The Town Clerk had circulated details on this item and said that it was necessary for the council to adopt a Dispensation Policy for Town Councillors and that it should state whether Dispensations were to be granted by Full Council or should be delegated to the Town Clerk as the Proper Officer of the Town Council.

Following discussion it was **Resolved** that

- The Council delegates the power to grant Dispensations to the Town Clerk or her Deputy if the Clerk is not present.
- To extend the Dispensations to include non-disclosable pecuniary interest and other interest as defined in the Code of Conduct.
- Dispensations to be granted for the initial period until the end of the current council period and then for a period not exceeding 4 years
- That Dispensation become a standard agenda item

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Councillor F. J. Smith proposed, seconded by Councillor Harrison and **Resolved** that the views of the Town Council on this unnecessary ruling and displeasure be expressed to Local Government (Eric Pickles MP) and a copy of the letter sent to the local MP, monitoring officer at NHDC and HCC. It was further agreed that the letter be signed by the Proper Officer of the Town Council.

There being no other business the Town Mayor closed the meeting at 7.53 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, 26 November 2012.

**PRESENT:** Councillor R.Smith (in the Chair)  
Councillors Berry, Burt, Davidson, Davison, Harrison, Inwood & F.J. Smith.  
County & District Councillors Hill & Hunter, District Councillor Davidson, Town Clerk, Deputy Town Clerk, Committee Administrator, 1 Member of the Public and 2 Members of the Press in attendance.

### **220/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beaver & Mayne.

### **221/13 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

The Chairman explained that a resolution had been made at the last meeting of Full Council in respect of Dispensations giving authority to the Town Clerk to grant them. Under Section 33 of the Localism Act 2011 the Town Clerk has granted a general dispensation to all Town Councillors to the end of the current council term to enable them to discuss and vote on the budget and the precept, without the dispensation all members would be prohibited for voting.

### **222/13 MINUTES:**

The minutes of the meeting of the Finance Committee held on 12th November 2012 (minutes 204/13 to 207/13) were approved for signature by the Chairman.

### **223/13 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:**

- a) The Committee received minutes of the Town Premises/Human Resources Sub-Committee meeting held 22nd October 2012 (minutes 190/13 to 193/13) into the workings of the Council.
- b) The Committee received minutes of the May Fayre Working Party meeting held 30<sup>th</sup> October 2012 into the workings of the Council.

### **224/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for November 2012 in the sum of £37,643.71 for payment following clarification of the works done at the Cross Conveniences. Members noted that a review on the use of these and the counters would be an item on a future meeting of the Town Premises Sub-Committee.

### **225/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

- (i) Members noted the Bank Reconciliation for October 2012.
- (ii) Members noted Income & Expenditure for October 2012
- (iii) Members noted Income & Expenditure for Markets for October 2012.

### **226/13 ROYSTON CINEMA:**

The Chairman explained that Members are asked to approve that the Town Clerk is the Council's official representative on the board of Royston Picture Palace when it is set up. He also suggested that a Councillor should be on this board. Following discussion it was



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**Resolved** that the Town Clerk be nominated as the Council's official representative and that the Deputy Town Clerk be the substitute if necessary. It was then agreed to seek approval for a Councillor to also be a member of the board. Councillor Berry abstained from the voting.

### **227/13 INTERNAL AUDIT 2012-2013:**

Members received a report from the Internal Auditor for the first part of the Internal Audit 2012-2013, members noted the report and thanked the Town Clerk and Deputy Town Clerk for their work involved in this.

### **228/13 HIRE CHARGES 2013-2014:**

Members received the proposed hire charges for 2013-2014 and there was some discussion on the fact that when the cinema begins operating there could not be any other hiring in the main halls on Friday and Saturday evenings. Councillor Burt enquired how this affected the income and he was assured that once the cinema commenced operations the hire charges for use of the halls for the cinema would be available. It was then agreed to approve the updated hire charges for 2013-2014 and for them to take effect from the 1<sup>st</sup> April, 2013.

### **229/13 DRAFT BUDGET 2013-2014:**

Members considered the budget figures and precept to be raised for 2013-2014 as recommended by the Working Party. The Chairman went through the figures and it was noted that there was an amount in the budget for the Museum Wardens at Easter & Bank Holidays, Sunday & Mondays and for the Arts Festival weekend. The budget for Market Hill Rooms included an amount for the external decoration of the building. Following discussion it was agreed to review the donation to the Cave Trust Fund in the next budget. The grant from NHDC towards the Cross Conveniences was now reduced to £4,000. Most of the budget remained the same and it was noted that the expenditure overall was up by 3%. The Chairman said that it is recommended that the Precept raised should be £258,600, a weekly increase of £0.04 based on a Band D property.

It was then proposed by the Chairman, seconded by Councillor Berry and **Resolved** that it be recommended to Full Council that the budget for 2013-2014 be approved and a Precept for 2013-2014 be raised with NHDC in the sum of £258,600. Thanks were given to the Working Party and staff for their work on the proposed budget.

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 **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 26 November 2012 at 8.12 p.m.

**PRESENT:** Councillor Davison (in the Chair).  
Councillors Berry, Harrison & R. Smith  
County & District Councillors Hill & Hunter, District Councillor Davidson, Town Councillors Burt & F.J. Smith, Town Clerk, Deputy Town Clerk, & Committee Administrator & 2 Members of the Press in attendance.

### **230/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Hulström-Allen & Palmer.

### **231/13 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 22nd October 2012 (minutes 190/13 to 193/13) were approved as a correct record.

### **232/13 GREEN STREET ALLOTMENTS:**

Councillor R. Smith reported that the meeting held with RAGA on 10 October 2012 had been amicable and that RAGA would not be taking any further action against the council for the large rent increase imposed this year. The Town Clerk was still awaiting information in respect of the water tanks and RAGA was investigating a way of using a dip tank with recycled water. Work had begun on the revised Allotment Strategy.

### **233/13 TOWN HALL:**

The Chairman reported that the downstairs toilets would be refurbished in January and would take five weeks. The screen and second fix of cinema equipment was installed last Friday and there had been an initial trial run. There would be another trial after the third fix, followed by training. The cinema seating would be installed shortly. In answer to a query the Chairman said that he understood that 3D equipment could be fitted at a later stage if funding was available.

### **234/13 EXCLUSION OF THE PRESS & PUBLIC:**

It was proposed by Councillor Davison, seconded by Councillor Berry 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

**235/13 STAFF MATTERS – UPDATE:**

The Town Clerk reported that interviews had taken place for a new caretaker and a caretaker/handyman had been employed to commence work on 2<sup>nd</sup> January 2013. The Town Clerk was asked to send a letter to the retiring caretaker.

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 **PLANNING COMMITTEE** held on Monday, 10 December 2012 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Berry, (in the Chair)  
Councillors Davison, Freeman, Hulström-Allen, Palmer, Phillips, F.J. Smith and R. Smith.  
Town Councillor Inwood, Deputy Town Clerk, Committee Administrator, 1 Member of the Public and 2 Members of the Press.

### **236/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beaver & Hill & Town Clerk.

### **237/13 MINUTES:**

The minutes of the meeting held on Monday, 12 November 2012 (minutes 208/13 to 212/13) were approved and signed as a correct record.

Councillor R. Smith asked that the meeting between HCC Highways, NHDC Planning Officers, the Developers and Councillors Davison, Berry & F.J. Smith regarding the proposed access to the Fairview development (minute 210/13a/b) be reported and the Chairman said that this had been a constructive meeting.

Councillor Davison updated Members on the meeting and said that the access road, from the proposed development, joining on to the road between the A505 roundabout and Tesco roundabout was of great concern.

Councillor F.J. Smith said that the Town Council Members were not traffic experts and not qualified in traffic management but they are local experts and know the difficulties in the plan in its current form.

The Developers agreed to go away and reconsider the design. Highways suggested having a deceleration lane and better signage may ease traffic flow.

Councillor R. Smith reported on the counting mechanism wires that had been installed on the highway at this junction but it was not known who had authorised these. It had been suggested that the Town Council employ its own traffic expert. Highways were looking at minor changes but not addressing the real problem and notice was not being taken of the Town Council's sentiments. Members were still in negotiations and would keep pursuing for a safer solution.

The Planning Officers will notify the Town Council when a revised design has been received and forward it for consultation.

### **238/13 PLANNING APPLICATIONS:**

- (a) 12/02368/1LB Royston Manor House, 14 Melbourn Street.
- (b) 12/02367/1 Royston Manor House, 14 Melbourn Street.

These two planning applications were taken together and Members welcomed the application and agreed to have no objection. However, there was some concern in respect of the area for storage of bins and asked for the District Council to look at the waste disposal arrangements.

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

12/02556/1 Providence House, 4 Melbourn Road.

ROYSTON TOWN COUNCIL

- 12/02593/1 Land at 62 Barkway Road. There were some reservations about the access.  
12/02495/1HH 36 The Close.

**239/13 SOUTH CAMBRIDGESHIRE PLANNING APPLICATION – S/0702/12/FL – HORSE & GROOM SITE, BALDOCK ROAD:**

Members discussed the South Cambridgeshire District Council's refusal on the Horse & Groom site at Baldock Road and stated that the site impinged more on North Hertfordshire than South Cambridgeshire so felt the refusal was unwarranted. It was noted that the landscaping had been planned to make the development blend in with the area and the development would provide a much needed amenity in the area.

After a full discussion it was agreed to write to the South Cambridgeshire District Council expressing the Town Council's extreme dissatisfaction at the decision to refuse the application.

**240/13 APPEAL – 12/01116/1 – SITE AT CAR PARK ON CORNER OF MARKET HILL AND FISH HILL:**

Members noted this Appeal, ref APP/X1925/A/as/2186054/NWF and following discussion agreed to reaffirm the objections to this application:-

Members objected to this application on the grounds that the scale of the development was too large for this site, there are traffic and highways safety issues especially as access was from the very busy A10 onto a narrow road. Large vehicles already have to turn out across the A10 for access. It would cause difficulties with unloading of deliveries and no provision apart from commercial waste bins being left on the pavement had been made. Also provision in the application states that a Traffic Order Regulation will be required to allow deliveries to park in the road side parking bays at the top of fish Hill. Members objected to this as these bays are constantly used by members of the public for short term parking especially on Market days.

*Additional points which have happened since the consultation stage:*

Essential car parking spaces which had been designated to offset the loss of some of the parking due to the redevelopment of Fish Hill Square will be lost if this development goes ahead.

Members would also like to have representation at the Hearing if possible.

It was noted that the Appeal was due to be heard in early January.

There being no further business the Chairman said that the date of the next meeting was scheduled for 7<sup>th</sup> January 2013, wished everybody a Happy Christmas and closed the meeting at 7.48 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, 17 December 2012.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Berry, Burt, Davidson, Davison, Harrison, Mayne & F.J. Smith.  
Deputy Town Clerk and Committee Administrator in attendance.

### **241/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Town Clerk, Councillors Beaver & Inwood.

### **242/13 MINUTES:**

The minutes of the meeting of the Finance Committee held on 26th November 2012 (minutes 220/13 to 229/13) were approved for signature by the Chairman.

In answer to a query by Councillor F.J. Smith in respect of minute 226/13 – Royston Cinema – Councillor Representative on the board of Royston Picture Palace – there was no update.

In respect of minute 229/13 – Draft Budget - Councillor R. Smith reported that despite confirmation from NHDC last September that the Government had said there would be no changes in respect of Council Tax Support monies granted this had now changed and would effect the Council Tax Base Calculations. There would be a meeting on the 3<sup>rd</sup> January 2013 to try and resolve this problem. The Committee then approved the request that the Chairman and the Town Clerk should attend the meeting on behalf of the Town Council and they were authorised to agree to any procedural changes to the Tax Base calculations but not any monetary changes; these would be referred back to Members at the next Finance Meeting.

### **243/13 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:**

- a) The Committee received minutes of the Town Premises/Human Resources Sub-Committee meeting held 26th November 2012 (minutes 230/13 to 235/13) into the workings of the Council.

### **244/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for December 2012 in the sum of £51,215.76 for payment.

### **245/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

- (i) Members noted the Bank Reconciliation for November 2012.
- (ii) Members noted Income & Expenditure for November 2012.
- (iii) Members noted Income & Expenditure for Markets for November 2012. Councillor Burt suggested that the new Markets Manager attend the Full Council meeting in order that all Councillors could meet him as some Members had been missing at the previous Council meeting. Councillor Davidson was preparing an article for the next Town Crier newsletter.

## ROYSTON TOWN COUNCIL

### 246/13 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davison reported that she had attended a meeting of the Town Twinning in November and a series of visits had been planned. A visit to La Loupe between 9<sup>th</sup> – 12<sup>th</sup> May 2013 and there would be a reception during that weekend. A visit to Spain was also arranged, 12<sup>th</sup> to 16<sup>th</sup> May 2013 and a visit to Germany around the 24<sup>th</sup> May 2013. She had been trying to arrange for their committee meetings to be held in the one of the Priory Rooms, as the Costa shop in Tesco was not really suitable, but there was no availability for the present time. Councillor Hill was investigating the possibility of new signs for the Spanish town to be placed over the Royston in Bloom signs in five locations. The Town Twinning would be making a presentation to the Town Council in January.

Councillor Burt reported his attendance at a meeting in Letchworth on highway matters. There was to be a change in the management of the highways and a company called Ringway had been appointed and they would be organising highways matters differently. One team would be based at County Hall and two liaison meetings held a year. There were five categories of priority:-

1. Those that are safety issues would be dealt with as soon as possible, eg. Potholes would be filled in for safety and then repaired at a later date.
2. Non urgent repairs.
3. Delegation to Council Members who can say the best repairs to be done quickly. When a fault is found it should be reported by either a councillor or a member of the public electronically and the aim was to improve the system.
- 4 & 5 Are more of a wish list and not likely to happen soon.

The new contractors wish to meet the Town and Parish Councils to discuss highway matters on the 4<sup>th</sup> February 2013 and it was agreed to nominate somebody to attend this meeting. Councillor Harrison thanked Councillor Burt for attending the recent meeting on his behalf and it was agreed to nominate a Member, to attend the meeting on the 4<sup>th</sup> February, at the next meeting of the G.P. & Highways Committee scheduled to be held on the 21<sup>st</sup> January 2013.

Councillor R. Smith declared an interest in this item. He spoke of his attendance as an individual at the Save Royston Hospital Group and it was noted that the NHS Hertfordshire had put the Royston hospital and land out to tender, giving a developer the opportunity to tender for residential housing as well as a Care Home. There followed some discussion.

Councillor Burt said he has attended a recent meeting at the District Council in respect of the local area plan and it appeared that the NHDC has to find extra housing within the next 20 years. Proposals will be put forward to Royston in due course and a number of sites will be investigated but the hospital site had not been included. A meeting will be held on 4<sup>th</sup> February 2013. Councillor Harrison said that this would be a good time to push again for the north/south bypass and Councillor Burt said that there would be consultations.

### 247/13 EXCLUSION OF PRESS AND PUBLIC:

It was proposed by the Chairman, seconded by Councillor Berry 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

### **248/13 TOWN HALL REFURBISHMENT: ROOF REPAIRS:**

The Town Clerk had received two quotations for the roof repairs and Councillor Davison suggested that the higher quotation for the two stairways be approved in the sum of £1,850 x 2, totalling £3,700.00. The work was urgently required to prevent further damage. It was proposed by Councillor R. Smith, seconded by Councillor F.J. Smith and **Resolved** that authority be given to the Town Clerk, or in her absence the Deputy Town Clerk, in consultation with Councillor Davison, to approve works and appoint a contractor at her discretion up to the sum of £3,700.00.

### **249/13 STAFF MATTERS – MUSEUM:**

The Deputy Town Clerk reported receipt of a retirement notice from the Curator of the Museum to take effect at the end of March 2013.

Following discussion it was agreed to arrange for a meeting of Town Councillors to discuss the way forward. This would be required before the next meeting of the Museum Advisory Sub-Committee, and the Deputy Town Clerk was asked to arrange a meeting for early January.

### **250/13 CINEMA CHARGES:**

The Chairman reported that it had been decided that the charges for hire of the Town Hall for the Cinema should be £100 per session for the first six months. These would be lower charges than for organisations but at this stage it is experimental and will be looked at again after six months. The arrangements were under the guidance of the Town Manager and Royston First who would be obtaining the merchandise. It was confirmed that the hall would not be available for hire on Friday, Saturday and Sunday evenings.

Councillor Burt having declared an interest in the next item on the agenda left the meeting.

### **251/13 MARKETS – UPDATE:**

The Chairman reported that the owner of the two car parks at Market Hill had come back with a rent of £15,000 a year for a 10 year lease with a rent review in 5 years (min 2.5% max 5%). A question was asked about a break clause but this was not included. Members had a full discussion and it was considered that the Town Council must take on the management of the market and car parks. It was then proposed by Councillor R. Smith, seconded by Councillor F.J. Smith and **Resolved** that:

- a) the 10 year lease be agreed at a cost of £15,000 a year subject to having a 5 year break clause on both sides.
- b) The Town Clerk to continue in securing the contract (engage solicitor) subject to the break clause and Councillors Davison and R. Smith vetting the lease.
- c) The Town Clerk to inform NHDC that they are going to agree lease terms subject to the above.

There being no further business the Chairman wished everybody a Happy Christmas and declared the meeting closed at 8.43 p.m.



ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 7 January 2013 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Berry, (in the Chair)  
Councillors Beaver, Davison, Freeman, Hulström-Allen, Palmer, Phillips, F.J. Smith and R. Smith.  
County & District Councillors Hill & Hunter, District Councillor B. Davidson, Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

**252/13 MINUTES:**

The minutes of the meeting held on Monday, 10 December 2012 (236/13 to 240/13) were approved and signed as a correct record.

In respect of minute 239/13, Horse & Groom Site, Baldock Road, Councillor R. Smith asked if there had been a response from South Cambridgeshire District Council and the Town Clerk reported that no response had been received to date.

In respect of minute 240/13, Site at car park on corner of Market Hill and Fish Hill, Councillor R. Smith asked if there was a date for the Appeal but it was noted that the Appeal date was still awaited.

**253/13 PLANNING APPLICATIONS:**

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

12/01724/1LB	39-41 Upper King Street
12/01723/1	39-41 Upper King Street
12/01665/1	The Old Bakehouse, Upper King Street (provided no conditions are applied)
12/02810/1HH	11 Ivy Lane
12/02679/1HH	7 Heathfield
12/02756/1HH	32 Priory Close
12/02723/1TD	Adj. 7 High Street, the Committee asked that after the cables are laid the pavement is made good as soon as possible, preferably before the 6 month period as this area is in constant use by pedestrians.
12/02812/1HH	12 Primrose View.

There being no further business the Chairman said that the date of the next meeting was scheduled for 11<sup>th</sup> February 2013 and closed the meeting at 7.25 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 14 January 2013 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor L. Davidson (Town Mayor in the Chair)  
Councillors Berry, Burt, Davison, Freeman, Harrison, Inwood, Mayne, Palmer, Phillips, F.J. Smith & R. Smith.  
County & District Councillors Hill & Hunter, District Councillors Davidson & Green, Mr. D. Gray and Mr. Paul Rydon representing Town Twinning, Town Clerk, Deputy Town Clerk & Committee Administrator in attendance.

### **PUBLIC PRESENTATION:**

The Town Mayor opened the meeting and welcomed Mr. D. Gray and Mr. P. Rydon to the meeting. Mr. Rydon thanked the Town Council for the opportunity to talk to them and Mr. D. Gray then gave a presentation that covered the beginnings of the Association and how each linked town came into being, Grossalmerode being the first in 1972 then La Loupe and recently the Spanish town of Villanueva de la Cañada. He thanked the Town Council and the North Hertfordshire District Council for their support over the years and with grants to help when entertaining the linked towns. He explained how the various groups such as the football club, band and churches took part as well as the schools. Three visits were planned for May, either to the linked towns or their visits to Royston. Fund raising took place in the form of quizzes etc. to help pay for these visits. Subscriptions at £10 per family unit covered the administration of the Association. Mr. Gray and Mr. Rydon then answered questions. The Town Mayor thanked them for their presentation and for everything that they did to make the Town Twinning Association so successful.

### **254/13 APOLOGIES:**

Apologies for absence were received from Councillors Beaver & Hulström-Allen with apologies for late arrival from Councillor Davison.

### **255/13 TOWN MAYOR'S ANNOUNCEMENTS:**

- (i) The Town Mayor reported that she had attended 17 events since the last meeting of full Council which totalled 71 altogether. There had been a busy time in the run up to Christmas and there had been some very enjoyable events such as the switching on of Christmas lights. She reported that she had visited St. George's Nursing Home, Richard Cox House and Mary Barfield House at Christmas, all of which had been most rewarding. She thanked Councillor Phillips for her work on the official Christmas card which was most appreciated. Her charity fund now stood at £5,174.09. Her Civic Service would be held on the 24 February 2013.
- (ii) The application forms were now available for the Town Mayor's Community Trust Fund Awards, closing date 18<sup>th</sup> February 2013. The Awards would be presented at the Annual Town Meeting on Tuesday, 5<sup>th</sup> March 2013 and it was hoped to change the format of this meeting and make this event more special for the recipients of Awards.

Councillor Davison attended the meeting at 7.35 p.m.

### **256/13 MINUTES:**

It was proposed by Councillor Davidson, seconded by Councillor R. Smith and **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 19<sup>th</sup> November 2012 (minutes 213/13 to 219/13).

## ROYSTON TOWN COUNCIL

### **257/13 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- a) It was **RESOLVED** that the minutes of the meetings of the Planning Committees held
- 12 November 2012 (minutes 208/13 to 212/13) be adopted as a correct record into the workings of the Council.  
Councillor F.J. Smith said that he wished to register his views on the fact that South Cambridgeshire District Council had not answered the letter in respect of the SCDC's objection to the application for The Horse & Groom site in Baldock Road. Councillor R. Smith seconded this and it was agreed to register the Town Council's disappointment at the lack of reply.
  - 10<sup>th</sup> December 2012 (minutes 236/13 to 240/13) be adopted as a correct record into the workings of the Council.
- b) It was **RESOLVED** that the minutes of the meetings of the Finance Committee held
- 12<sup>th</sup> November 2012 (minutes 204/13 to 207/13) be adopted as a correct record into the workings of the Council.
  - 26<sup>th</sup> November 2012 (minutes 220/13 to 229/13) be adopted as a correct record into the workings of the Council.

### **258/13 PROPOSED BUDGET & PRECEPT 2013-14:**

Councillor R. Smith updated Members on the proposed budget and explained about the changes made by the Government that had caused new calculations to be made by the NHDC in respect of Band D households.

It was **RESOLVED** that the budget for 2013-2014 as attached be set.

It was **RESOLVED** that a Precept for 2013-2014 be raised on the NHDC for £258,600.

### **259/13 GENERAL POWER OF COMPETENCE:**

Members discussed this item and it was felt important to sign up to this as it gave the council powers to do things that previously could not be done by a Town Council. It was unanimously **RESOLVED** to adopt the General Power of Competence as the council currently meets all of the criteria to use it.

It was then **RESOLVED** to include prayers at the beginning of Full Council meetings. It was noted that anyone not wishing to take part could always leave for the duration of these prayers.

### **260/13 TOWN TWINNING:**

Members voted on appointing two Members to represent the Council on the Twinning Association Committee. Councillors Freeman and Inwood volunteered to be Members on this Committee. It was then **RESOLVED** that Councillors Freeman and Inwood represent the Town Council on this Committee.

### **261/13 VOLUNTEERING – 6 POINT PROMISE:**

Members discussed the Award presented to the Town Council in respect of volunteering and the 6 Point Promise. It was proposed by the Town Mayor, seconded by Councillor Phillips

ROYSTON TOWN COUNCIL

and unanimously agreed that the Logo be added to the Town Council's headed notepaper, and that the Town Council logo be in the central position of the notepaper if possible.

There being no other business the Town Mayor closed the meeting at 8.09 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 7.15 p.m. on Monday, 21st January 2013.

**PRESENT:** Councillor Harrison (in the Chair).  
Councillors Burt, Davidson, Freeman, Hulström-Allen, Inwood & Mayne.  
County & District Councillors Hill & Hunter, District Councillors B. Davidson & Green, Town Councillors F.J. Smith & R. Smith, 2 Members of the Press, 12 Members of the Public, Town Clerk and Committee Administrator in attendance.

The Chairman welcomed everybody to the meeting and invited County & District Councillor Hill to update the meeting on various local matters.

Councillor Hill reported that the railway underpass will be adopted by the Council and would then be scheduled for regular maintenance and cleaning shortly. An interim cleaning is to be arranged.

Burns Road had been now been put back on the priority status list for salting as it is a bus route.

Information had been received that the current patient services would be kept in Royston with the PCT investing an extra £750,000 for improvements for the Melbourn St Health Centre site. There is a meeting arranged to discuss future services with CATCH on the 1st February. There are proposals to form a patient group.

She then referred to the issue in respect of the cobbles in George Lane and various ideas had been put forward for discussion.

### **PUBLIC PARTICIPATION:**

Mr. Terry Hutt spoke of the difficulty that the elderly and disabled people were finding in walking in George Lane because of the cobbles and asked that the Council support their request that improvements be made.

Mrs. Lancaster, the person who had made the initial request, then explained more fully the difficulties people like herself faced when coming from Kings House to enter into the High St. Scooters and trolleys got caught in the cobbles of George Lane and it could cause accidents to happen.

Mr. Chris Cowsley, representing RHAG, circulated an update on the situation regarding Royston Hospital, and said that they believed it was the wrong way forward to offer the freehold of the site for sale and would like to see it registered as an asset of community value. This would be as a safeguard to prevent it from being sold as a commercial site or housing development. He stressed that there needed to be a hospital in this area to receive patients leaving hospital in Cambridge area before being able to go home.

Councillor Davidson ask Mr. Cowsley if RHAG wanted to keep the present building or to replace it and he replied that Royston had been given the hospital and sooner or later it needed to be replaced but it should be used in the meanwhile.

The Chairman thanked the speakers for their input into the meeting.

### **262/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Phillips and Palmer.

### **263/13 MINUTES:**

## ROYSTON TOWN COUNCIL

The minutes of the meeting of the Committee held on 22nd October 2012 (minutes 180/13 to 189/13) were approved and signed by the Chairman.

### **264/13 REPORTS OF WORKING PARTIES:**

Members received notes of the Royston in Bloom Working Party meetings into the workings of the Council.

- 23<sup>rd</sup> October 2012
- 20<sup>th</sup> November 2012

### **265/13 ROYSTON HOSPITAL SITE:**

The Chairman said that the Friends of Royston Hospital had asked if the Town Council would nominate the Royston Hospital Site to be included on NHDC's Community Asset Register. Members had a full discussion and the Town Clerk pointed out that this time the Council was being asked to nominate the land to be included on the register and that they had already agreed not to nominate the hospital building for inclusion on the register. The hospital site is now up for sale.

Councillor R. Smith was invited to speak, he declared a non-pecuniary interest in the matter although not a member of the Committee, he said that the tender request document has a provision in it that part of the land could be used for residential development and the capital generated by the enabling development will be invested in health facilities and this could mean a change of use of the land. Members felt there was not enough time to discuss the various issues and it was proposed by Councillor Burt, seconded by Councillor Davidson and agreed that a Working Party should be formed quickly in order that a decision could be made by the end of the month. Councillors Davidson, Harrison and R. Inwood volunteered to be part of the Working Party and to meet at 4 p.m. on Wednesday, 23<sup>rd</sup> January 2013 to report back to a meeting on Monday 28<sup>th</sup> January 2013.

Members of the public left the meeting at 7.55 p.m.

### **266/13 ROYSTON YOUTH NETWORK:**

No report had been received.

### **267/13 GEORGE LANE, ROYSTON:**

The Chairman said that several members of the Committee had viewed the area during the last year and had inspected the cobbles. Several suggestions had been made and generally it was felt that the cobbles were part of Royston's heritage. They considered the options put forward by Councillor Hill.

Councillor Hulström-Allen left the meeting at 8 p.m.

Councillor F.J. Smith said that these cobbles were about 200 years old and he had noticed that when various utilities dig them up they are never replaced particularly well leaving uneven cobbles.

After further discussion it was then proposed by Councillor Inwood, seconded by Councillor Burt that the cobbles are left as they are and to review the situation in a year's time to see how many complaints were received or if there had been any accidents.

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Councillor Mayne then proposed that the middle area of the path be widened and some of the cobbles removed the motion was not seconded and therefore lost.

Members then voted on the proposal by Councillor Inwood and it was agreed with Councillor Mayne abstaining.

### **268/13 MELBOURN STREET, ROYSTON – CROSSING LOCATION:**

Members received the Feasibility Study and Executive Summary on pedestrian improvements in Melbourn Street and agreed to support them.

### **269/13 OLD NORTH ROAD JUNCTION MODIFICATIONS:**

Members had a full discussion on the Feasibility Study and Executive Summary on improvements along Old North Road and it was noted that these improvements were for the pavement and not the road and for the benefit of pedestrians.

Councillor Freeman said they were to be welcomed as the area was very dangerous. It was agreed unanimously to support these improvements.

### **270/13/ HERTFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP – CONSULTATION - HOW TOURISM IS MANAGED IN HERTFORDSHIRE:**

Members discussed the response to the consultation questions and it was agreed that Members should fill it in with their views and give to the Town Clerk to collate the response.

### **271/13 OUTSIDE ORGANISATIONS:**

Councillor Burt informed Members that due to the bad weather conditions there would not be a bin collection this week until Saturday provided that the weather improved. Details could be found on the website and would be reported in the local newspapers.

Councillor Davidson reported that the schools visits were under way and County/District Councillors were on the team together with myself, F John Smith, Graham Palmer from the town council with Robert Inwood as town and district.

There being no further business the Chairman said the next meeting would be held on 22nd April 2013 and he closed the meeting at 8.30 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 28 January 2013 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor L. Davidson (Town Mayor in the Chair)  
Councillors Berry, Burt, Davison, Freeman, Harrison, Inwood, Palmer, Phillips, F.J. Smith & R. Smith.  
County & District Councillors Hill & Hunter, 12 Members of the Public, 2 Members of the Press, Town Clerk, Deputy Town Clerk & Committee Administrator in attendance.

### **PUBLIC PARTICIPATION:**

The Town Mayor opened the meeting and invited members of the public to address the Members in respect of Royston Hospital.

Dr. John Hedges asked that the Town Council, when considering nominating the London Road site as a community asset, that they are aware that the contract with NHS for the residential care beds and the intermediate care beds was only for 15 years and that the nomination would need to be reviewed every 5 years. He asked the Town Council to be aware of that when making their decision.

The Town Mayor asked Dr. Hedges if the Friends of the Royston & District Hospital are planning to nominate the land as a community asset, as the regulations now say any group of 21 persons or more could do this. Dr. Hedges said that it could be considered by the Friends if the Town Council did not.

Mrs. Ackroyd spoke on behalf of RHAG and said that if the Council did nominate the land as a community asset it would send a clear signal that it considered the land important and would help to achieve a more favourable outcome for the site. She said there was a need for more medical care in the town. NHS ownership would allow the GPs and community to have more say and it was important to keep the hospital and land for the town.

Mr. Chris Cowsley then spoke of the Localism Act and said it requires the District Council to make a list of community assets. This then prevents owners from making a quick sale without involving the community and it gives time for a third party to put in a bid. One of the things that people value more than anything is hospital care and it should be used for that purpose. CATCH (Cambridgeshire Association to Commission Health Ltd), the new GP Clinical Commissioning Group who replace the PCT (Primary Care Trusts), are not in a position to change anything at this time. This land should be used for what it was intended originally and he asked that the Council take this chance to nominate the land as a community asset.

The Town Mayor thanked the speakers for their input to the meeting.

### **272/13 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

Councillor R. Smith declared a non-pecuniary interest as he was a member of RHAG and left the meeting.

Councillor F.J. Smith declared a non-pecuniary interest as he was Chairman of Community Transport based at the hospital and a member of Friends of Royston Hospital.

### **273/13 APOLOGIES:**

Apologies for absence were received from Councillors Mayne & Hulström-Allen.



## ROYSTON TOWN COUNCIL

### **274/13 COUNCIL INTO COMMITTEE:**

It was proposed by the Town Mayor, seconded by Councillor F. J. Smith and **Resolved** that Standing Orders 1j be suspended for the next item on the agenda.

### **275/13 LAND – ROYSTON HOSPITAL SITE:**

Councillor F.J. Smith congratulated the Working Party for their hard work in preparing the report. He then explained the difficulties that the Community Transport Committee faced as they had not been told to quit the building and will not leave until the other clinics leave which will be when the extension at the Health Centre is built. It is very unclear and he felt it unwise to consider the nomination of the land as a community asset.

He then left the meeting.

The Chairman said this has proved to be a highly emotive, complicated and complex issue with many imponderables for the future which no one can possibly know will happen. Any decision made will be a gamble of some kind on the eventual outcome, the working party has had little time to carry out extensive research but we have made our very best efforts to provide as much information as possible in very difficult circumstances and every councillor has been sent many relevant documents over the past and there were reasons for both nominating it and not nominating it, also there was the emotion surrounding the history of the hospital.

Concerns were raised that in the tender document there is mention that there could be some residential development on the site and although the site was outside the Town's limits there could always be exceptions, in the future the whole site could be developed for housing especially if the site goes into private ownership.

Equally concerns were also raised that if the tender process was delayed by it being added to the asset register list the site could be sold off by Propco, a new national property company being set up by Department of Health, to take ownership of NHS properties and the money could go into the national pot and not towards any health care or provision for Royston.

Members noted that there had been an increase in the funding for improvements to the Melbourn St health centre and the ground floor would now be refurbished as well as adding the upstairs extension.

After further discussion and comments from Councillors, Councillor Berry proposed, Councillor Harrison seconded and it was unanimously agreed that the Town Council not nominate the land as a community asset.

The Chairman thanked the public for attending and hoped that they understood the difficulties involved in coming to that decision.

### **276/13 COMMITTEE INTO COUNCIL:**

It was then proposed by the Chairman, seconded by Councillor Berry and **Resolved** that the Committee revert into Council and that these minutes be adopted as part of the true workings of the Council.

There being no other business the Town Mayor closed the meeting at 7.55 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8 p.m. on Monday, 28<sup>th</sup> January 2013.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Berry, Burt, Davidson, Davison, Harrison, Inwood & F.J. Smith.  
County & District Councillors Hill & Hunter, 1 Member of the Public, 2 Members of the Press, Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

### **277/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Beaver & Mayne.

### **278/13 MINUTES:**

The minutes of the meeting of the Finance Committee held on 17th December 2012 (minutes 241/13 to 251/13) were approved for signature by the Chairman.

### **279/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for January 2013 in the sum of £33,208.24 for payment.

### **280/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

- (i) Members noted the Bank Reconciliation for December 2012.
- (ii) Members noted Income & Expenditure for December 2012
- (iii) Members noted Income & Expenditure for Markets for December 2012.

### **281/13 ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:**

Members agreed to appoint a Working Party to review the effectiveness of the Council's system of internal audit control. Members Davison, F.J. Smith and R. Smith volunteered to be on this Working Party.

### **282/13 TOWN HALL REFURBISHMENT & CINEMA:**

Councillor Davison reported that the downstairs toilets were being refurbished completely and should be finished shortly. Everything upstairs has been refurbished and the seating was now awaited. The equipment for the cinema was due for the final tuning etc.

### **283/13 TOWN CRIER NEWSLETTER:**

Councillor Davidson circulated a copy of the next issue and reported that funding for the 2013-2014 issues of the newsletter had been granted by Johnson Matthey and it was agreed to send a letter of thanks to them.

The draft of the next issue of the newsletter was approved and Councillors Davidson and Phillips were thanked for their hard work in producing this newsletter.

ROYSTON TOWN COUNCIL

**284/13 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Burt said that at the GP meeting he had reported that the bin collection would be delayed during the recent bad weather but fortunately the collections had been resumed more quickly than had been anticipated.

**285/13 EXCLUSION OF PRESS AND PUBLIC:**

It was proposed by the Chairman, seconded by Councillor Berry 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

### **286/13 ROYSTON MARKET CONTRACT:**

The Town Clerk reported that the contract was currently being drawn up and would be forwarded to our solicitors. A draft service agreement had come through in respect of monies collection and maintenance of the meters from NHDC.

It was noted that the market parking area needed to be examined for resurfacing before the contract was signed.

The meters will be insured by NHDC but the monies in the meters are not insured. The Town Clerk was asked to investigate this. The Town Clerk confirmed that the meters would be emptied at the same time as all the car parks.

### **287/13 ROYSTON & DISTRICT MUSEUM AND ART GALLERY:**

The Chairman reported that the Museum Assistant would be leaving at the beginning of March and the Curator on 31<sup>st</sup>. March 2013. There had been an informal meeting to discuss this and it had been agreed that an advertisement for a Curator be placed on an appropriate website. It was also decided not to recruit an assistant until a new curator was in place.

Members then discussed the management and governance of the Museum and Councillor F.J. Smith said the Council should aim to put the Museum into a Charitable Trust and then have 5/7 Trustees that would include two Councillors, a representative from the Friends, Trustees of the Collection and possibly a business man such as the owner of the building and the Town Clerk. There would be some advantages if the Museum became a Charitable Trust with less rates being paid and more grants being available. The Town Council would continue its current funding and employment of the staff.

Following a full discussion it was unanimously **Resolved** that plans should be made for the Museum to become a charitable trust with the suggested number of Trustees being appointed. Further details will be sought as to the correct model of Trust that is required before presenting the motion to the Friends and Trustees of the Collection.

### **288/13 OFFICE STAFF:**

The Town Clerk reported that the part-time member of office staff would be retiring in March and she asked for permission to place an advertisement for a replacement. Following discussion it was agreed to employ somebody for more hours than at present as the work had doubled and the Town Clerk was asked to advertise for a person to work 25 hours over 5 days, suggested times 9am to 2pm to enable the lunch period to be covered.

There being no further business the Chairman said the next meeting of the Committee would be held on the 25<sup>th</sup> February 2013 and declared the meeting closed at 8.44 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 11 February 2013 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Berry, (in the Chair)  
Councillors Davison, Freeman, Palmer, Phillips, F.J. Smith and R. Smith.  
County Councillor Hill, District Councillors B. Davidson & Green, Town Councillors Burt & Davidson, Councillor Tom Brindley, (NHDC Portfolio Holder for Planning, Transport & Enterprise), Town Clerk and Committee Administrator.

### **PRESENTATION:**

The Chairman welcomed Councillor Tom Brindley (NHDC Portfolio Holder for Planning, Transport & Enterprise) to talk about the Housing Options and Community Infrastructure Levy Preliminary Draft Charging Schedule Consultations.

Councillor Brindley explained that the Local Plan was for 20 years from the year 2011 and there were two questions, - how many houses are needed to be built in the district and where should they go. The consultation is divided into three parts:

1. How the potential figure of 10,700 dwellings had been derived at
2. Strategic sites – large areas with over 1000 dwellings and
3. Non-strategic sites' developments with fewer than 1000 dwellings

There were not any Strategic sites in Royston. A public exhibition is being held on the 14 February 2013, 6.30 to 8.30 p.m. in Royston Town Hall.

Members put questions to Councillor Brindley and Councillor R. Smith was concerned that Cambridge appeared to be part of the NHDC sites. Councillor F.J. Smith explained the background to the areas near to Royston and said it was part of the economic area and migration effect in the area.

Councillor Brindley then explained the Community Infrastructure Levy (CIL) consultation and the benefits it would bring the council if they produced a Neighbourhood Plan.

Councillor F.J. Smith and the Chairman thanked Councillor Brindley for attending the meeting.

### **289/13 APOLOGIES:**

Apologies for absence were received from County & District Cllr Hunter, Town Councillors Beaver and Hulström-Allen.

### **290/13 MINUTES:**

The minutes of the meeting held on Monday, 7 January 2013 (252/13 to 253/13) were approved and signed as a correct record.

### **291/13 NHDC LOCAL PLAN CONSULTATIONS:**

Members noted that the Housing Options and Community Infrastructure Levy Preliminary Draft Changing Schedule Consultations would commence 11<sup>th</sup> February and end 28<sup>th</sup> March 2013.

It was agreed that a Working Party be set up to respond to both consultations and this was available to view at [www.north-herts.gov.uk/housingoptions](http://www.north-herts.gov.uk/housingoptions) and [www.north-herts.gov.uk/cil](http://www.north-herts.gov.uk/cil), and an exhibition would be held in the Town Hall, Royston on Thursday, 14<sup>th</sup> February, 2013, 6.30 p.m. to 8.30 p.m.

Councillors Berry, Davison, Phillips, R. Smith and F.J. Smith volunteered to be part of the Working Party.

Councillor R. Smith asked that copies of the details of the consultations be made available.

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Councillor F.J. Smith proposed that the Council work towards a move to producing a Neighbourhood Plan and it was seconded and agreed that this item be placed on the agenda for the next Full Council meeting.

### **292/13 PLANNING APPLICATIONS:**

- (a) The Committee had no objections to the following applications and Councillor F.J. Smith declared an interest and took no part in the discussion or vote.

12/02764/1 Johnson Matthey Plc, Orchard Road  
12/02854/1 Johnson Matthey Plc, Orchard Road  
13/00125/1 Johnson Matthey Plc, Orchard Road

- (b) 12/02368/1LB Royston Manor House, 14 Melbourn Street  
12/02367/1 Royston Manor House, 14 Melbourn Street

Members discussed these two applications and Councillor R. Smith said that despite the Town Council's concerns regarding the Bin Store and Recycling Bin discussed on 10 December 2012, minute 238/13, the amended plans had not taken these into account. Therefore he proposed the following conditions are imposed on the application:-

1. The 2 Biffa commercial waste bins are always to be stored in the designated Bin Store as shown on RJD drawing number 11020/102, Revision E dated 14/01/2013.
2. The 6 recycling waste bins are always to be stored in the designated area shown on RJD drawing number 11020/102 Revision E dated 14/01/2013.

It was then agreed that the Committee had no objections but that these two conditions be placed on the approval.

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

12/02823/1HH The Coach House, 40A Kneesworth Street  
13/00042/1 The Coach House 40a Kneesworth St  
12/02881/1HH 12 Rock Road

### **293/13 APPEAL BY MANHATTAN CORPORATION LTD:**

Members noted that the Appeal in respect of the site at car park on the corner of Market Hill, Fish Hill, Royston – ref; APP/X1925/A/12/2186054/NWF would take place at Letchworth at 10 a.m. on 14 March 2013. Councillor Hill said that the NHDC would be represented and that support from the Town Council would be appreciated. It was agreed that the Town Council should be represented to listen to the debate and also because of the proximity of the Market Hill Rooms to the site. Councillors Freeman, Davison and R. Smith agreed to attend and asked for copies of the comments previously made by the Town Council.

### **294/13 NORTH HERTFORDSHIRE LOCAL PLAN:**

Members noted that the Revised Statement of Community Involvement – Adoption Copies of the adoption SCI together with the schedule of representations are available to view on NHDC's website, [www.north-herts.gov.uk/sci](http://www.north-herts.gov.uk/sci).

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**295/13 PLANNING YOUR FUTURE:**

Members noted the Planning Your Future event on 6th March 2013 and Councillor R. Smith agreed to attend along with the Town Clerk.

**296/13 FAIRVIEW SITE A – PLANNING APPLICATION:**

The Town Clerk reported that the planning application with proposed new access has been withdrawn and that a new application for Site A will be submitted in due course with access off Burns Road. It was suggested that our comments should be sent before the new plan is put forward.

There being no further business the Chairman said that the date of the next meeting was scheduled for 11<sup>th</sup> March 2013 and closed the meeting at 8.31 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held Thursday 21<sup>st</sup> February 2013 in Royston Museum at 7.00 p.m.

**PRESENT:** Councillors: Berry (Chair), Peter Burt, John Davison, Philip Mayne and F John Smith  
Museum Trustees: Peter Ketteringham, Phil Smith, Peter Franks, Mike Lawrence and Jenny Smith  
Friends: Shirley Thrussell  
Mr. L. Baker NHDC Representative  
Town Council Officers: Susan Thornton-Björk Town Clerk, Carole Kaszak Royston Museum Curator  
NHDC Curator Advisor Mentor Ros Allwood

### **297/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Neville Chuck & Councillor Robert Inwood.

### **298/13 MINUTES:**

The minutes of the meeting held Thursday 18<sup>th</sup> October 2012 were approved for signing by the chairman.

### **299/13 CURATORS REPORT:** (copy attached to the minute book):

The curator updated members on the report.

- The museum has now taken delivery of the Museum Souvenir bags and 3 have been sold already
- Letters of thanks have been received in support of the Reminiscence Sessions
- 60 people attended the Private View
- **Stone Age Day** on March 9<sup>th</sup> is being organised by Clive Dilley; there will be a hut made from willow and deer skins and hands on activity.

The Chairman thanked Carole for her report and thanked her for all her past reports and her dedication to the museum.

It was noted that Anstey's leaving date is Saturday 9<sup>th</sup> March 2013. All members asked that their thanks for her support in the museum be recorded and wished her well.

It was also noted that Carole's leaving date is the 31<sup>st</sup> March; all members wished her well and thanked her for all the work she had done over the years in support of the museum and asked that it be recorded. Councillor Davison said that the success of the museum is down to what the curator has done over the years.

### **300/13 FINANCE:**

Members noted the income and expenditure figures:

Philip Smith thanked the curator for always keeping the expenditure within the budget figures and this was supported by all members.

### **301/13 MUSEUM ACCREDITATION:**

The museum has now received notification that it has achieved Full Accreditation. It was noted that changes that are likely to impact on the museum's accreditation will need to be notified to the Arts Council.

The curator was congratulated on the work she had put in to achieve this. The museum will be invited in April 2014, with a submission deadline of September 2014, to submit its next return.



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### **302/13 MUSEUM GOVERNANCE:**

Peter Franks reported that 3 members of the working party and the Town Clerk visited Braintree museum. Report attached to minutes. He said that Braintree was a much bigger outfit and had various streams of income and was operating successfully. Not all was relevant to Royston museum.

- It is set up as a Charity/Trust Ltd by guarantee.
- The local authority provides and employs the staff.
- The Trust employs the shop staff.
- Vision, Strategy, the business plan and governance are the responsibility of the Trust
- It was noted that they find it difficult to get Trustee

The Trustees asked what support would be provided by the Town Council if it was to become a Trust. Cllr Davison said there would need to be two documents drawn up, one a Trust document and two a Service Level Agreement between the Trust and the Council re funding and to provide staff. The Town Council has shown its commitment to the museum by renewing the Lease on the building which runs for approximately another 18 years.

After further discussion the Trustees asked if the working party would visit a smaller museum that was Trust Status for comparison. Peter Franks was asked to source one.

It was then agreed that the working party meet with the Trustees and after that an informal meeting of the council with the Trustees be called, so discussions could continue.

### **303/13 ANY OTHER BUSINESS:**

The chairman gave an apology to the Trustees for not involving them in the interviewing process for a new curator but hoped they trusted the judgement of the interviewing panel which consisted of Cllr Berry Chair of Museum Advisory Sub Committee, Cllr F J Smith Deputy Leader of the Council, Ros Allwood NHDC Curator Advisor and the Town Clerk to make sound decision.

Philip Smith said the Trustees were disappointed not to be involved but yes they did trust the panel to make the right selection. The main aim was to push the museum forward to be the best museum in East Anglia. He then congratulated the council on the speed in which they had acted in advertising for a replacement curator as they did not want to see the museum closed.

The Chairman closed the meeting at 8.10pm.

## 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 February 2013.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Beaver, Berry, Burt, Davidson, Davison, Harrison, Inwood, Mayne & F.J. Smith.  
District Councillor Green, Mr. G. Burnell, Town Manager, Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

### **304/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from County & District Councillors Hill and Hunter and District Councillor Davidson.

### **305/13 MINUTES:**

The minutes of the meeting of the Finance Committee held on 28th January 2013 (minutes 277/13 to 288/13) were approved for signature by the Chairman.

### **306/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for February 2013 in the sum of £40,284.09 for payment.

### **307/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

- (i) Members noted the Bank Reconciliation for January 2013.
- (ii) Members noted Income & Expenditure for January 2013
- (iii) Members noted Income & Expenditure for Markets for January 2013

Councillor Harrison noted that the budget appeared to be in good order and asked if any large bills were expected for the last two months of the financial year. The Town Clerk said that the agency account would be in shortly but there should not be any problem.

The Chairman noted the welcome donation from John O'Connor's for the sculpture donation and also thanks were due to Councillor Hill for the Locality Grant for the salt bins.

### **308/13 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Davidson reported that the Volunteer Centre will be moving into Rooms 18 & 19 at the Complex. These rooms would be much better than the small and uncomfortable rooms in the Royston Hospital. There would be a Launch on the 28 March 2013 to which all Councillors were invited.

Councillor R. Smith reported on his attendance, together with the Town Clerk, at a meeting of the North Herts Association of Parish, Town & Community Councils on the 13<sup>th</sup> February 2013. The business covered included the date of the next meeting of the Association on 10<sup>th</sup> July 2013 and Member Councils could suggest topics for consideration at the Conference to be held on the 23 October 2013, subject to confirmation. The speaker for the 13<sup>th</sup> February 2013 was the Area Manager for the Post Office who gave a presentation on the Post Office modernisation plans – Queens Road, Royston post office is one of those to be modernised. It was not certain as to whether the £70,000 Rural Pot for Village Hall refurbishment is applicable to Town Councils but if so, Market Hill Rooms could be considered for a grant. It was noted that a copy of the proposed Parish Charter had been circulated for consideration.

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The Chairman asked for any comments to be passed to him for the meeting in July and he confirmed that he was willing to continue in this role.

Councillor Burt reported that Royston Town Council was the only Town Council in North Hertfordshire now as Letchworth Garden City Council had now been abolished.

### **309/13 EXCLUSION OF PRESS AND PUBLIC:**

It was proposed by the Chairman, seconded by Councillor Berry 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.

District Councillor Green left the meeting.

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### 310/13 STAFF ISSUES:

All members were reminded of the need for confidentiality for any matters discussed in Part II.

Geraint Burnell joined the meeting and explained that he wished to acquaint the Members with the discussions due to take place at a Royston First Advisory Board meeting on the following Wednesday. The future of Royston First Bid Co was to be discussed as only one more year remained of the present BID and the position of the Town Manager.

Discussions would involve:

- (i) Not to renew the BID
- (ii) Renew with a lower % bid
- (iii) Renew with current % bid

NHDC are phasing out their contribution to the Town Manager post over the next couple of years. The Town Council currently fund £10,000 towards the Town Manager post.

Councillor F.J. Smith said that the Royston First Bid Co had achieved good results and that it would be the wrong message to the town if it was not to continue.

Members suggested further projects that the Bid Co could deliver such as:

- 10 pin Bowling Alley
- a hockey pitch as Bassingbourn Barracks was closing down their sports activities.
- a tourist office
- extension of the free parking from 3 p.m.

The Chairman said that it was essential that the town has a Town Manager and hoped that Royston First would continue. The current flag ship project, the cinema was progressing well. The Chairman thanked Geraint Burnell for his attendance and for keeping the Town Council informed.

There being no further business the Chairman declared the meeting closed at 7.57 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<sup>th</sup> February 2013 at 8 p.m.

**PRESENT:** Councillor Davison (in the Chair).  
Councillors Berry, Harrison, Hulström-Allen & R. Smith  
Town Clerk, Deputy Town Clerk, & Committee Administrator in attendance

### **311/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Palmer.

### **312/13 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 26th November 2012 (minutes 230/13 to 235/13) were approved as a correct record.

### **313//13 CROSS PUBLIC CONVENIENCES:**

The Town Clerk reported on the numbers registered for the use of these public conveniences and that she had asked for the lights to be switched off when the toilets were closed. It was reminded that any maintenance work would be considered after the initial six months had been reached. Councillor Burt reported that NHDC had noticed a spate of vandalism occurring.

### **314/13 TOWN HALL:**

The Town Clerk asked the Members to consider disposing of some of the upper hall chairs and it was agreed to dispose of 70 chairs and Councillor Davidson suggested that some of those in good condition could be given to the Volunteer Centre for use in their new rooms, and this was agreed.

Members then discussed refurbishing the two dressing room toilets and it was agreed to give the Town Clerk authority to arrange for this up to the sum of £2,000.

Councillor F.J. Smith said that the Royston Arts Society stored their screens in these dressing rooms and asked that one room at a time be done in order that their screens could be moved to one room at a time.

The Town Clerk reported that scaffolding was to be erected on the 3<sup>rd</sup> March to repair the roof, the work to be completed on the 4<sup>th</sup> and 5<sup>th</sup> March and scaffolding taken down on the 10<sup>th</sup> March 2013.

The Town Clerk also reported that she had ordered roller blinds for the toilet for the disabled and also for the kitchen at a cost of £120.

### **315/13 MARKET HILL ROOMS:**

The Town Clerk will be requesting for three quotations for the work at the Market Hill Rooms in respect of the damp walls and decorating.

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**316/13 GREEN STREET ALLOTMENTS:**

The Town Clerk had requested possible dates from RAGA for meeting with the Council but none of these dates were suitable and she would go back to RAGA for other dates in April. Also reported were difficulties with seven plots, three having been terminated and one being cleared and no response from others. It was agreed that two Councillors would visit the allotments with the Town Clerk to look at one of the plots.

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 **PLANNING COMMITTEE** held on Monday, 11 March 2013 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Berry, (in the Chair)  
Councillors Beaver, Davison, Freeman, Hulström-Allen, Palmer, Phillips, F.J. Smith and R. Smith.  
County & District Cllr Hill, District Councillors Davidson & Green, 2 Members of the Press, Town Clerk and Committee Administrator.

### **317/13 APOLOGIES:**

Apologies for absence were received from County & District Hunter.

### **318/13 MINUTES:**

Councillor R. Smith referred to minute 291/13 and reported that he and the Town Clerk had attended a meeting recently in respect of Neighbourhood Plans, a result of which he had changed his view in respect of RTC producing a Neighbourhood Plan and that this item should not be placed on the agenda for the next Full council meeting but the council should provide more input to the NHDC Local Plan. A meeting to respond to the Local Plan consultation has now been arranged. There followed a discussion and it was then proposed, seconded and agreed that this matter should not be discussed at the present time and, therefore, not placed on the next full Council agenda

The minutes of the meeting held on Monday, 11 February 2013 (289/13 to 296/13) were then approved and signed as a correct record.

### **319/13 PLANNING APPLICATIONS:**

(a) 12/01037/1 Land adjacent to A505 and Old North Road.

The Council reiterated that access to new Fairview developments cannot and will not be permitted via Burns Road alone. Burns Road is already congested and dangerous without additional traffic.

The only alternative access under consideration is the proposed junction with the Old North Road. It is the lesser of two evils.

Following the council's meeting with the developers some improvements have been made to the access plans but more are required..

The Committee had a full discussion on this application with input from all Members; they still had concerns in respect of the safety of the access and congestion of traffic and the queues at the roundabouts. There should be two lanes of traffic both in to Royston from the A505 and out of Royston towards the A505.

It was then proposed and unanimously agreed that the Committee was unable to support this planning application as it was not right for Royston. Members live in the town and experience the difficulties at the roundabouts and they do not want to see it made worse and ask that the design is relooked at. They object for the following reasons:-

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- (i) An up to date survey has not been carried out and it should be carried out over a longer period of time
  - (ii) access and egress from the new road is onto a very busy area
  - (iii) there should be two lanes both in and out of Royston to avoid congestion and queues at the roundabouts
  - (iv) difficult to deal with the plans for housing development when the access is not satisfactory, it is essential that the future volume of housing expected is considered at the same time as the access road onto and in the development.
- (b) 13/00184/1LB 14 & 18-20 High Street  
13/00183/1 14 & 18-20 High Street

The Committee had no objections to these two applications but the Committee asked that they should be dealt with sympathetically as these properties were the oldest buildings in the town and of great historical interest. Because there were no car parking facilities it was noted in the Design and Access Statement that NHDC parking permits could be arranged and it was agreed to look into the accuracy of this. A bat survey must be carried out in the Spring.

- (c) 13/00260/1 7 Melbourn Road

Members discussed this application and opinion was divided and that only one building should be allowed but although there were some discrepancies Members agreed to have no objection. Councillor Beaver voted against.

- (d) 13/00268/1HH 13 Hawthorn Close

The Committee did not support this application on the grounds that it was an over development of the site.

- (e) 13/00210/1HH 47 Baldock Road

The Committee had no objections to this application subject to the conditions concerning preservation of the storm ditch are noted.

- (f) 13/00246/1HH 16 Keats Close (Cllr.Hulström-Allen declared interest)

Following discussion the Committee had no objection to this application subject to the height conditions being agreed. Vote was 6 for and 2 against, one abstention.

- (g) 12/01903/1 Site D, Land to north of Housman Avenue and Lindsay Close.

Following a full discussion the Committee was minded to object to this application on the grounds that the access is still undecided and that plans may change due to access issues.

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

13/00342/1 Johnson Matthey Plc, Orchard Road (Councillor F. J. Smith declared an interest and took no part in the discussion or vote).  
13/00257/1 69 Kneesworth Street.  
13/00132/1LB West House, Kneesworth Street)



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13/00074/1HH	West House, Kneesworth Street) Concern was registered at the poor quality of the drawings.
13/00224/1HH	24 Gower Road
13/00154/1HH	8 Limekiln Close
13/00216/1HH	11 Windsor Road
13/00424/1HH	29 Priory Close

**320/13 SOUTH CAMBRIDGESHIRE PLANNING APPLICATION – S/0439/12/EL  
LAND AT HIGHFIELD FARM, EAST OF ROYSTON ROAD, LITLINGTON:**

Following a full discussion, the council agreed to object to this application for the installation of five wind turbines. They are in the wrong area and there are plenty of other locations not within a mile of residential properties. The prevailing wind is westerly which will have an effect on Royston. These turbines will also have an effect on Therfield and Ashwell residents. Members therefore agreed to object on environmental grounds of noise and appearance and wrong location.

They also ask that NHDC ensure that the Planning Committee have the chance to consider the application; Councillor Hill reported that it had not been discussed at their committee.

**321/13 THERFIELD HEATH – COMMONS ACT 2006 SECTION 38:**

Members considered the construction work on Therfield Heath and agreed to have no objection.

**322/13 NHDC WEBSITE – PLANNING:**

The Town Clerk reported that as from April 2013 the NHDC would no longer be supplying plans for perusal, and that they would have to be viewed via the website. Members discussed this and were concerned as it was more efficient to see the plans in their entirety at planning meetings. The website was not reliable and slow to download. Viewing them on line was often difficult, it was hoped that this would improve in April.

Various solutions were put forward including asking for financial help towards the cost of producing the plans. It was agreed that the Town Clerk send out a list of the planning applications once a week to enable Members to carry out research on the NHDC website.

There being no further business the Chairman said that the date of the next meeting was scheduled for 8<sup>th</sup> April 2013 and closed the meeting at 8.55 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 18 March 2013 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor L. Davidson (Town Mayor in the Chair)  
Councillors Berry, Burt, Davison, Freeman, Harrison, Mayne, Palmer, Phillips, F.J. Smith & R. Smith.  
Town Clerk & Committee Administrator in attendance.

The Town Mayor led the meeting in prayer.

### **323/13 APOLOGIES:**

Apologies for absence were received from Councillors Beaver & Inwood.

### **324/13 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor said that this would be the last full Council meeting that she would be chairing before the changeover of Town Mayor. So far she had attended 79 events and there were more to follow. She had particularly enjoyed the Schools' Enterprise Day and had been most impressed with the standard of work. The universal concert had been outstanding. She had raised £5600 to date and she had endeavoured to make the civic events such as the reception, civic service and the Town Meeting a little different by involving the community, and she hoped that this could be continued by future Town Mayors.

Councillor R. Smith responded and thanked the Town Mayor for her work and said that her events had been interesting and lively and he hoped that he and other Town Mayors would be able to follow her lead.

### **325/13 MINUTES:**

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 14<sup>th</sup> January 2013 (minutes 254/13 to 261/13).

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 28<sup>th</sup> January 2013 (minutes 272/13 to 276/13). Re minute 272/13 Councillor R. Smith reported that he was no longer a member of RHAG and could now take part in any discussions.

### **326/13 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- a) It was **RESOLVED** that the minutes of the meetings of the Planning Committees held
- 7 January 2013 (minutes 252/13 to 253/13) be adopted as a correct record into the workings of the Council and
  - 11<sup>th</sup> February 2013 (minutes 289/13 to 296/13) be adopted as a correct record into the workings of the Council.
- b) It was **RESOLVED** that the minutes of the meetings of the Finance Committee held
- 17<sup>th</sup> December 2012 (minutes 241/13 to 251/13) be adopted as a correct record into the workings of the Council subject to the amendment that in minute 246/13 the name of Councillor Davison should read Councillor Davidson.

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- 28<sup>th</sup> January 2013 (minutes 277/13 to 288/13) be adopted as a correct record into the workings of the Council.

### **327/13 TO RECEIVE MINUTES OF COMMITTEE MEETINGS WHICH HAVE NOT ALREADY BEEN ADOPTED AS A CORRECT RECORD INTO THE WORKINGS OF THE COUNCIL**

- (a) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highways & Transport Committee held 21<sup>st</sup> January 2013 (minutes 262/13 to 271/13) be received into the workings of the Council. Councillor F. J. Smith noted that the word Council in the first paragraph of Public Participation should be taken to read as the County Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 25<sup>th</sup> February 2013 (minutes 304/13 to 310/13) be received into the workings of the Council, subject to the amendment in minute 308/13 that the date of the Launch of the Volunteer Centre into new rooms at the Complex should read Wednesday, 27<sup>th</sup> March 2013.

### **328/13 STANDING ORDERS:**

Members considered the updated Standing Orders – Amendments 7a, b, c, d & 8a, b, c and 24, it was **RESOLVED** that these be approved and adopted into the workings of the council.

### **329/13 MEMBERS' REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:**

It was **RESOLVED** that

- Members receive and approve, from the Working Party, the Effectiveness of the Internal Audit Review Report into the workings of the council
- Members approve the recommendation to accept the 3 year long term insurance premium
- Members approve and adopt the Town Council Risk Management document.

The Town Mayor thanked the Working Party and staff for their work.

### **330/13 TOWN CLERK'S REPORT:**

The Town Clerk reminded Members that the Retirement event for two members of staff would be held on Thursday, 21<sup>st</sup> March 2013 in the Heritage Hall at 7 p.m. and asked that Members attend to wish them well for their future.

### **331/13 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Phillips circulated a report on her attendance at the Sport Royston AGM and Council Meeting on the 13<sup>th</sup> March 2013 and informed the Members that this meeting had been very positive and had also been attended by County and District Councillors who had pointed out the grants available. The Town Mayor thanked her for her full report.

Councillor Freeman reported on her attendance at a meeting of the Citizens' Advice Bureau and she would be happy to e-mail the reports and financial details to Members on their request. Members were pleased to note that the office in Letchworth would remain and that

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there would not be any change at the Royston office. A new management scheme called PETRA would be in place at the end of June and would give a better service to the public.

There being no other business the Town Mayor closed the meeting at 7.45 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 March 2013.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Berry, Burt, Davidson, Davison, Mayne & F. J. Smith  
County & District Councillors Hill & Hunter, District Councillor Davidson, 1 Member of the Public, Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

### **332/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Town Councillors Beaver, Harrison & Inwood and District Councillor Green.

### **333/13 MINUTES:**

The minutes of the meeting of the Finance Committee held on 25th February 2013 (minutes 304/13 to 310/13) were approved for signature by the Chairman.

### **334/13 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:**

- a) The minutes of the Museum Advisory Sub-Committee meeting held 18<sup>th</sup> October 2012 (minutes 179a/13 to 179g/13) were received into the workings of the Council.

Councillor Burt arrived at the meeting at 7.18 p.m. and gave his apologies for late arrival.

- b) The minutes of the Premises/Human Resources Sub-Committee meeting held 25<sup>th</sup> February 2013 (minutes 311/13 to 316/13) were received into the workings of the Council.

### **335/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for March 2013 in the sum of £74,717.04 for payment, and also the supplementary account list in the sum of £2,435.80.

### **336/13 INCOME & EXPENDITURE AND BANK RECONCILIATION:**

- (i) Members noted the Bank Reconciliation for February 2013.  
(ii) Members noted Income & Expenditure for February 2013  
(iii) Members noted Income & Expenditure for Markets for February 2013

### **337/13 EXCLUSION OF PRESS AND PUBLIC:**

It was proposed by the Chairman, seconded by Councillor Davison 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.

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**338/13 STAFF MATTERS:**

The Town Clerk updated Members on the salaries for 2013-2014 and circulated copies of the details. Following a discussion it was **Resolved** to approve the salaries for 2013-2014.

The Chairman informed the Members that the next meeting of the Committee would be held on the 22<sup>nd</sup> April 2013 and declared the meeting closed at 7.29 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 25 March 2013 at 7.32 p.m.

**PRESENT:** Councillor Davison (in the Chair)  
Councillors Berry & R. Smith, County & District Councillors Hill & Hunter, District Councillor Davidson, Town Councillors Davidson, Mayne & F.J. Smith, Town Clerk, Deputy Town Clerk, & Committee Administrator in attendance.

### **339/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Harrison & Palmer and District Councillor Green.

### **340/13 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 25th February 2013 (minutes 311/13 to 316/13) were approved as a correct record.

### **341//13 TOWN HALL:**

The Chairman updated Members on the refurbishment of the Town Hall.

- a) The work on the two flat roofs had been completed.
- b) The work on the downstairs toilets was ongoing and the Chairman reported he would be chasing the work outstanding. The second half of the payment would not be paid until this work was complete.
- c) The quote in the sum of £1,365 had been accepted for the replacement of the two toilets and sinks in the dressing rooms and was scheduled for 2-8 April 2013.

### **342/13 MARKET HILL ROOMS:**

Quotations were coming in for the interior redecoration of the Market Hill Rooms and the Chairman reported that these were over budget, it may be that the toilets are removed from the work required, to come within the budget figures, as these were still in a good condition.

### **343/13 GREEN STREET ALLOTMENTS:**

Members agreed the date for the meeting with RAGA as Monday April 15<sup>th</sup> at 6.30 p.m. All councillors are welcome.

### **344/13 PARKING AT REAR OF TOWN HALL:**

The Town Clerk circulated a plan of the car park area behind the annex. The area backing on to the Town Hall is under the ownership of the Town Council and the area backing on to the annex offices belongs to the District Council.

RTC and the Volunteer Centre are allocated a space each at the back of the annex. Other Town Council staff park in the area by the Town Hall. The Town Centre Manager also needs to park at the back of the annex. There are also two museum volunteers who currently park in this area a couple of afternoons a week and the museum curator. Town and District Councillors park in this area when attending council meetings. **Councillors are requested not to park in this area unless they are on council business.**

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Royston Community Transport want to move into an office in the annex and have had discussions with NHDC about parking. They have suggested that the flower beds could be removed to make more space for car parking. This would enable the Community Transport personnel to park more easily; it is not sure how many spaces they will require.

As part of the flower bed land belongs to the town council, members are being asked if they object to their part of the flower bed being converted for parking, it is understood that the trees will remain and the surface will be of gravel to match existing car-parking surface. Members of the Community Transport would be willing to help in removing the garden if required.

There followed a discussion about how many people used the area and how best to deal with this matter. Councillor Burt was invited to speak and he showed a pass that Members of the District Council used and suggested that this could be the way forward for Councillor parking. A suggestion was also made that Councillors could claim back parking fees when on council business.

Following further discussion and input from the District Councillors it was agreed to inspect the area and that District Councillor Davidson and Councillor Davison would measure up the available space. Finally members agreed that the town council's part of the flower bed could be removed and converted to a parking area providing it was at no cost to the Town Council, if not then to leave the area as it is now.

There being no further business the Chairman declared the meeting closed at 8.03 p.m.



## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 8 April 2013 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Berry, (in the Chair)  
Councillors Beaver, Freeman, Palmer, Phillips, F.J. Smith and R. Smith.  
District Councillor Green, 1 Member of the Press, Town Clerk and Committee Administrator in attendance.

### **345/13 APOLOGIES:**

Apologies for absence were received from Town Councillor Davison, County & District Councillors Hill & Hunter.

### **346/13 MINUTES:**

The minutes of the meeting held on Monday, 11 March 2013 (317/13 to 322/13) were approved and signed as a correct record.

### **347/13 PLANNING APPLICATIONS:**

(a) 13/00409/1 Site A, Land South of A505 and adjacent to Yeats Close.

Following a full discussion Members agreed that they could not support the planning application on the following grounds:

- No permanent or temporary access to the site should be allowed along Burns Road, this is already a very busy road with two schools along it.
- The emergency access from the bypass A505 is unacceptable and unsafe even if only for temporary use during development by construction and emergency vehicles. The lay-by must not be used for parking of construction vehicles.
- No construction vehicles should be allowed along Burns Road, this would create added hazards to the busy road.
- Construction vehicles must not use Burns Road or verges around A505 for parking. Construction vehicles to be parked on the development site.

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

- |               |   |
|---------------|---|
| 13/00447/1LB) | Royston Manor House, 14 Melbourn Street.  |
| 13/00346/1AD) | Members requested that the developers are asked to keep the name of the building as the pub name to preserve the history behind the building. |
| 13/00230/1HH  | 32 Barkway Road.<br>Cllr. R. Smith asked that the NHDC ensure that the plans are legible on the website.                                      |
| 13/00301/1HH  | 39 Baldock Road.  |
| 13/00539/1HH  | 163 Green Drift   |
| 13/00538/1HH  | 5 Quail Walk<br>Cllr. R. Smith declared a personal interest as a neighbour.   |
| 13/00536/1HH  | 33 Quail Walk.<br>Cllr. R. Smith declared a personal interest as a neighbour.   |

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13/00469/1HH	15 Thomas Way.
13/00362/1LB	13 Lower King Street
13/00577/1HH	103 Redwing Rise.
13/00367/1HH	23 Mallow Walk
	Cllr. R. Smith noted the plans were not legible on the website.
13/00605/1	Shop at 13 Kneesworth Street.

There being no further business the Chairman said that the date of the next meeting was scheduled for 13<sup>th</sup> May 2013 and closed the meeting at 7.43 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 7.15 p.m. on Monday, 22<sup>nd</sup> April 2013.

**PRESENT:** Councillor Harrison (in the Chair).  
Councillors Burt, Davidson, Hulström-Allen, Palmer & Phillips.  
County & District Councillors Hill & Hunter, District Councillor B. Davidson, Town Councillor F. J. Smith, 4 Members of the Public, Town Clerk and Committee Administrator in attendance.

### **PUBLIC PARTICIPATION:**

Mr. MacAdam addressed the Members in respect of the levels of cleanliness in the Town Centre and voiced his concerns and suggestions on ways to deal with the problem. He suggested that a street cleaner be provided with brush and container of water to scrub away the mess left by pigeons which he had proved worked well. He also asked if the green machine that is on loan once a month could be on loan twice a month. It would also help if shopkeepers could be persuaded to clean outside their own premises. He also felt that a “Womble” day with school children, organisations, public etc. being involved in a clean-up day would be helpful.

The Chairman thanked Mr. MacAdam for his input into the meeting and said that the cleaning of the Town Centre was on the agenda for discussion later on in the meeting.

### **348/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Freeman, Inwood, Mayne & District Councillor Green.

### **349/13 DECLARATIONS OF INTEREST:**

Councillor Burt declared an interest in Agenda Item 5 in respect of Street Cleaning as he was a District Councillor.

### **350/13 MINUTES:**

The minutes of the meeting of the Committee held on 21st January 2013 (minutes 262/13 to 271/13) were approved and signed by the Chairman.

### **351/13 REPORTS OF WORKING PARTIES:**

Members received notes of the Royston in Bloom Working Party meetings into the workings of the Council.

- 22<sup>nd</sup> January 2013
- 19<sup>th</sup> February 2013
- 19<sup>th</sup> March 2013

### **352/13 CLEANING OF ROYSTON TOWN CENTRE AREA:**

Members had a full discussion on the cleaning of the Town Centre and Councillor Davidson said that she would be prepared to ask the Royston in Bloom committee if there could be a litter pick as was done previously.

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Councillor Hulström-Allen arrived at the meeting at 7.30 p.m.

Councillor Burt seconded Councillor Davidson's proposal and it was agreed.

Councillor Burt reported that the Town Centre was cleaned every day before the shops opened and that the District Council carried out various cleaning and litter picks on the main roads. In respect of the pigeons several shops had had spikes fitted on the buildings and maybe those buildings without could be persuaded to follow suit.

He suggested that consultation with the public through the newsletter be carried out.

If the green machine was used twice a month there would be additional costs

Councillor F.J. Smith was then invited to speak and he said that shopkeepers should be asked to help by cleaning their shop frontages before opening in the morning. Councillor Davidson felt that this approach to shopkeepers should be done personally by the Town Councillors and offered to do this.

It was then proposed by Councillor Davidson, seconded by Councillor Burt and **Resolved** that

- a) Councillor Davidson approaches the Royston in Bloom committee to see if a litter pick could be arranged
- b) To ask the NHDC if the green machine could be used in Royston twice a month
- c) To approach the shopkeepers with a view to asking them about cleaning their shop frontages
- d) Public consultation via the council's newsletter

Councillor F.J. Smith was invited to speak and he said that the Royse Stone was in a very dirty condition and surrounded by broken glass and litter and also one of the up lights was broken. He believed the Royse Stone should be cleansed on a regular basis. It was then proposed by the Chairman, seconded by Councillor Hulström-Allen and Resolved that the Town Council write to the District Council in respect of this matter.

### **353/13 NO. 26 BUS ROUTE:**

Members received an update from Alan Fleck, the Community Development Officer, NHDC in respect of the No. 26 bus diverting into the Park & Ride at Trumpington. The bus company did not wish to alter the time-table at this time. NHDC had written to the company again for clarification on their reasons.

### **354/13 ROYSTON YOUTH NETWORK:**

Councillor Davidson enlarged on the report of the meeting held in February 2013 and previously circulated. The art work on the underpass was expected to be ready in June. The Meridian Youth Club was up and running. The summer play programme was being prepared and the Easter programme had been well supported.

### **355/13 ANNUAL SCHOOL VISITS SPRING 2013:**

Members received Councillor Davidson's report on the Spring Annual School Visits 2013. These had proved very successful and ideas from the children were considered helpful, and these visits would continue throughout the year.

One of the points mentioned by the children was the dog fouling in the sports areas and following some discussion it was agreed to ask NHDC if the dog warden could patrol the area

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more often although Members realised it was difficult to actually identify the dog owners responsible.

### **356/13 ROYSTON HOSPITAL SITE:**

Members noted that the hospital site had been entered on the Community Assets register held by the North Hertfordshire District Council.

### **357/13 OUTSIDE ORGANISATIONS:**

Councillor Burt reported his attendance at the March committee meeting of the Royston & District Local History Society and had been impressed that Carole Kaszak had attended to make her last report and to give her thanks for the gifts received on her retirement and for the support given to her by the Society over many years. He had since met her successor Sarah Russell.

He had also attended the Society's Launch of the Cave DVD the previous week and this had been a very successful event, the DVD was excellent and the Society was to be congratulated

There being no further business the Chairman said the next meeting would be held on 13th May 2013 and he closed the meeting at 8.07 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, 29 April 2013.

**PRESENT:** Councillor R. Smith (in the Chair)  
Councillors Burt, Davidson, Harrison, Mayne & F.J. Smith.  
Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

### **358/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Town Councillors Beaver, Berry, Davison, Inwood and County & District Councillor Hill.

### **359/13 MINUTES:**

The minutes of the meeting of the Finance Committee held on 25th March 2013 (minutes 332/13 to 338/13) were approved for signature by the Chairman.

### **360/13 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:**

- a) The minutes of the Premises/Human Resources Sub-Committee meeting held 25<sup>th</sup> March 2013 (minutes 339/13 to 344/13) were received into the workings of the Council.

### **361/13 ACCOUNTS FOR PAYMENT:**

Members **Resolved** to approve the accounts for April 2013 in the sum of £48,952.40 for payment.

In answer to a question from Councillor F.J. Smith the Deputy Clerk confirmed that the insurance premium was £3,000 less this year due to a change in insurance company.

### **362/13 LAND AT WICKER HALL – CEMETERY DEVELOPMENTS:**

The Chairman reported on the recent Working Party meeting and explained that the contracts for the purchase of land had not yet been exchanged but it was expected to be soon. Following this there would need to be some work processed and the Members were asked to approve requested expenditure, up to £20,000 to pay for consultancy and survey fees.

Councillor Burt said that he thought the decision was premature as the land purchase was not finalised and also that as the Finance Committee meets every four weeks they should have control of the budget and approve expenditure.

Following discussion it was proposed by Councillor F.J. Smith, seconded by Councillor Harrison and **Resolved** that consideration be deferred until the contract is signed and that the working party should continue with the project plan, provide the Finance Committee with forthcoming expenditure and draw up a proposed schedule of works. It was also agreed that RTC would pay for the development of the site and then it would become self financing. It was also agreed that the neighbours to the site should be formally consulted.

### **363/13 TOWN CRIER NEWSLETTER:**

Members approved the June newsletter for publication subject to the following amendments.

- i) under the Royston Town Council – delete the word ‘Extended’ Opening Hours
- ii) the Mayor of Royston 2013 to 2014 article to be put in the following newsletter
- iii) May Fayre article be included before publication

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Councillor Davidson said that there was not enough time for the article on the new Town Mayor to be circulated before it was due to be published.

The Chairman then thanked everybody for their co-operation and support during his time as Chairman of the Finance Committee and declared the meeting closed at 7.42 p.m.