

ROYSTON TOWN COUNCIL

MINUTES of the **ANNUAL GENERAL MEETING** of Royston Town Council held in the Heritage Hall, Town Hall, Royston on Monday, 9th May 2016 at 7.30pm.

PRESENT: Councillor Lewis (Town Mayor) in the Chair
Councillors Burt, Davidson, Davison, Dingley, Harrison, Hughes, Hulström-Allen, Inwood, Kennedy, Leggett, Smith, Swallow & Turner
Town Clerk
Assistant Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillors Davidson & Green
6 Members of the Public

The Reverend John Fidler led the meeting in Prayer.

Members then observed a minute's silence in memory of Town Councillor Les Baker who had recently passed away.

The Town Mayor welcomed everybody to the meeting, and thanked them for their support over his Mayoral year which he said had been an enormous privilege and also extremely enjoyable. The Town Mayor added that this occasion however was tinged with great sadness regarding the recent death of Councillor Les Baker. He added that Councillor Baker was much liked and respected and had over many years given such a lot to the Town. It would be a fitting tribute to him if Royston continues to go from strength to strength in the future.

01/17 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Dingley be appointed Town Mayor for the year 2016/2017.

The current Mayor, Councillor Lewis, presented Councillor Dingley with the Chain of Office.

02/17 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 stated that she was proud to be the next Town Mayor and promised she would do her best for Royston. Her charity would be the Mayor's Community Trust Fund and she would devote all her energies to this, publicising it as much as possible. Her husband, Guy Dingley, would be her consort for the year. It was **RESOLVED**

- a) That the Council places on record their sincere appreciation of the service rendered to the Town by Councillor Ben Lewis as Mayor of Royston from 2015-2016.
- b) That the Council is very mindful that Councillor Ben Lewis has during the period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the Town.

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- c) That the Common Seal of the Council be affixed to the above Resolution and that it be signed by the new Town Mayor and the Town Clerk, and then presented to Councillor Ben Lewis.

It was then **RESOLVED** that the Council places on record their sincere appreciation of the service rendered to the Town by Mrs Lauren Lewis, his Mayoress, in support of the Town Mayor from 2015 to 2016.

03/17 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Swallow be appointed Deputy Mayor.

04/17 NOTICE OF CASUAL VACANCY/CO-OPTION ELECTION

The Chairman invited nominations for the casual vacancy. Councillor Hughes proposed Mr Clive Porter, and was seconded by Councillor Kennedy. Councillor Hughes stated that in his view Mr Porter would make a fine Town Councillor. Councillor Hughes added that he was aware, despite assurances to the contrary, which he was previously given by Councillor Smith that an additional application from Mr Iain Leggett, was going to be made. Councillor Hughes stated that in his view this is a breach of good faith and protocol, and that in the circumstances Mr Leggett should withdraw his application. Councillor Kennedy added that he believed the co-opted member should be from the same political party as the Member who had left the Town Council causing the casual vacancy, otherwise the appointment would not be legitimate.

Councillor Smith then proposed Mr Iain Leggett and was seconded by Councillor Davidson.

Members then voted and it was **RESOLVED** that Mr Iain Leggett be co-opted as a Member of the Town Council by 10 votes to 2. 1 Member abstained. Councillor Leggett as the newly co-opted Member then made a Declaration of Acceptance of office.

The Town Clerk stated that the Town Council had followed the correct protocols in regards to Councillor Leggett's appointment to fill the casual vacancy and pointed out that the same procedure would be adopted to fulfil the latest casual vacancy that has arisen.

05/17 APOLOGIES FOR ABSENCE:

There were no apologies for absence.

06/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

07/17 MINUTES OF LAST COUNCIL MEETING:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 7th March 2016 (minutes 321/16 to 331/16).

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08/17 STANDING ORDERS:

It was **RESOLVED** that the Standing Orders be approved and adopted into the workings of the Council.

09/17 APPOINTMENT OF INTERNAL AUDITOR:

It was **RESOLVED** that Haines Watts are re-appointed as the Internal Auditors.

10/17 DELEGATION OF POWERS AND DUTIES:

It was **RESOLVED**

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

Properties, insurance, civic functions, finance, accounts, markets, staffing entertainment, subscriptions and co-operation with voluntary bodies and charities (with the exception of the power to levy a precept or to improve 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. That the Chairman and Vice Chairman and the Town Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.

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

- (i) footpaths, street lighting and open spaces be delegated to the General Purposes & Highways Committee together with;
- (ii) the considerations in regard to Highways and Transport matters; and that the General Purposes & Highway 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.

11/17 TO APPOINT COMMITTEES FOR THE ENSUING YEAR:

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

Councillor Smith (Chairman)
Councillor Davison (Vice-Chairman)
Councillor Burt
Councillor Davidson
Councillor Dingley
Councillor Harrison
Councillor Hughes

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Councillor Kennedy
Councillor Lewis

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

Councillor Davidson (Chairman)
Councillor Swallow (Vice-Chairman)
Councillor Davison
Councillor Dingley
Councillor Hulström-Allen
Councillor Inwood
Councillor Kennedy
Councillor Leggett
Councillor Smith
Councillor Turner

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

Councillor Harrison (Chairman)
Councillor Burt (Vice-Chairman)
Councillor Hughes
Councillor Hulström-Allen
Councillor Inwood
Councillor Leggett
Councillor Lewis
Councillor Swallow
Councillor Turner

12/17 FINANCIAL REGULATIONS:

It was **RESOLVED** that the Financial Regulations be adopted into the workings of the Town Council.

13/17 CONTRACTS & AGREEMENTS:

It was **RESOLVED** that the Council continues with its current contracts of maintenance, utilities, and all other business areas as listed until such time the Council or Town Clerk wishes to change them.

- NHDC Agency Agreement - Compliance contract for Museum, Market Hill Rooms, Town Hall with SSE controlled by NHDC.
- Liberty Corporation - Contract re: operation and management of the Cross Public Conveniences, Refuse Collection Market, and filter cleaning Cave.
- Veolia environmental (Cambridge) – Refuse Collection Town Hall, Market Hill Rooms/Museum/Annex.
- Npower via Laser – Electricity
- Total Gas & Power via Laser – Gas
- Redcare 5G – Telephone/Broadband
- BT – Telephone/Broadband (Museum)
- BNP Paribas – Telephone Equipment
- SAGE UK - Accounts & Payroll Systems

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- Air 2 Air Solutions – Air Conditioning Services
- Barclays Bank/CCLA – Banking Services
- NHDC – Car Parks/Car Parking enforcement
- PSK Industrial Cleaning Services – Cleaning services
- BDO Stoy Hayward – External Audit
- Avalon Software UK Ltd – Hall Booking Software
- Seasonal Transformations - Installation of Christmas Lights
- Zurich Municipal - Insurance Services
- Haines Watts Chartered Accountants - Internal Audit
- Waitrose Ltd – Internet Services
- County Security services – Intruder Alarm
- Jackson Lift Services Ltd – Lift Servicing
- Konica Minolta – Photocopying Town Hall
- Altodigital – Photocopying Museum
- Ricoh UK Ltd – Photocopying Royston First
- Herts and Cambs Ground Maintenance – Plantations
- PHS Group PLC – Provision of sanitary services
- The Listing – Town crier Newsletter

14/17 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 Smith
Royston Citizens Advice Bureau	-	Councillor Leggett
Royston Community Transport	-	Councillor Leggett
Royston Coombes Community Association-		Councillor Dingley
Royston Day Centre	-	Councillor Smith
Royston & District Chamber of Commerce -		Councillor Harrison
Royston & District Local History Society	-	Councillor Swallow
Royston & District Scouts Council	-	Councillor Lewis
Royston & District Sports Council	-	Councillor Hulström-Allen
Royston & District Twinning Association	-	Councillor Dingley (President)
		Councillor Smith
		Councillor Leggett
Royston Volunteer Centre Management Com. -		Councillor Davidson
Therfield Heath and Greens Conversation		
Joint Advisory Committee	-	Councillor Davison
Creative Royston & Arts Festival Com	-	Councillor Dingley
Royston & South Cambs Homestart	-	Councillor Turner
Royston First Cinema Working Party	-	Councillor Davison
Royston Youth Network	-	Councillor Davidson

15/17 ASSET REGISTER:

Members noted the Town Council's asset register,

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16/17 SCHEDULE OF DEEDS & TRUST INSTRUMENTS:

Members noted the Schedule of Deeds and Trust Instruments held by Royston Town Council which are as follows:

- (i) Town Hall
- (ii) 30 Kneesworth Street
- (iii) Market Hill Rooms
- (iv) Green Street Allotments
- (v) Green Walk Plantation
- (vi) Stile Plantation
- (vii) Land at Wicker Hall for cemetery development
- (viii) War Memorial, Melbourn Street
- (ix) Royston Cave (Freehold)
- (x) Royston & District Museum Lower King Street (Leasehold)
- (xi) Market Place (Freehold)

Counterpart Lease

- (i) 30 Kneesworth Street

17/17 EQUAL OPPORTUNITIES POLICY:

It was **RESOLVED** that the reviewed Equal Opportunities and Procedures Policy be adopted into the workings of the Council.

18/17 TRAINING AND DEVELOPMENT POLICY:

It was **RESOLVED** that the reviewed Training and Development Policy for staff and Councillors be adopted into the workings of the Council.

19/17 HEALTH AND SAFETY POLICY:

It was **RESOLVED** that the reviewed Health & Safety Policy be adopted into the workings of the Council

20/17 COMPLAINTS POLICY:

It was **RESOLVED** that the Complaints Policy be adopted into the workings of the Town Council.

21/17 FREEDOM OF INFORMATION ACT & DATA PROTECTION ACT POLICY AND PROCEDURES:

It was **RESOLVED** that the Freedom of Information and Data Protection Policy procedures and policy are adopted into the workings of the Town Council.

22/17 COUNCIL'S POLICY FOR PRESS/MEDIA:

It was **RESOLVED** that the Council's policy for press/media be adopted into the workings of the Town Council.

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23/17 NOMINATION FOR HAPTC EXECUTIVE COMMITTEE:

There were no nominations.

24/17 SCHEDULE OF MEETINGS FOR 2016-2017:

It was **RESOLVED** the Schedule of Meetings for 2016-2017 be adopted into the workings of the Town Council.

25/17 DATE OF NEXT MEETING:

The Town Mayor then announced that the next meeting of the Town Council would be held on Monday 27th June 2016 and closed the meeting at 8.03 pm.

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MINUTES of the meeting of the **FINANCE COMMITTEE** held in The Heritage Hall, Town Hall, Royston at 8.03 pm on Monday, 9th May 2016.

PRESENT: Councillor Dingley (Town Mayor in the Chair)
Councillors Burt, Davidson, Davison, Harrison, Hughes, Kennedy, Lewis & Smith
Town Clerk
Assistant Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillors Davidson & Green
Councillors Hulström-Allen, Inwood, Leggett, Swallow & Turner
6 Members of the Public

26/17 APPOINTMENT OF CHAIRMAN:

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

Councillor Smith took the Chair.

27/17 APPOINTMENT OF VICE CHAIRMAN:

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

28/17 APOLOGIES FOR ABSENCE:

There were no apologies for absence.

29/17 DELEGATION OF POWERS AND DUTIES:

The Committee noted the powers and duties of the Council in regard to:-
Properties, insurance, civic functions, finance, accounts, markets, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities (with the exception of the power to levy a precept or to improve 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.

30/17 SIGNATORIES FOR CHEQUES:

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

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31/17 MUSEUM ADVISORY SUB-COMMITTEE:

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

Councillors Smith as Chairman, temporary vacancy for Vice-Chairman, and Councillors Burt, Inwood, Leggett & Swallow and that the Terms of Reference be noted as:
To consider all matters regarding the Royston & District Museum and Art Gallery and to make recommendations to the Finance Committee regarding general management of the Museum with the exception of salaries.

32/17 TOWN COUNCIL PROPERTIES ADVISORY SUB-COMMITTEE:

It was **RESOLVED** that the following Members be appointed on the Town Council Properties Advisory Sub-Committee:-

Councillors Davison as Chairman, Smith as Vice Chair, and Councillors Burt, Davidson, Dingley & Harrison and that the Terms of Reference be noted as:
To investigate and provide reports on any matters relating to the Council's properties.

Councillor Kennedy then stated that in his view this sub-committee needed a better balance of Members. The Chairman noted Councillor Kennedy's comments.

33/17 LEETE CHARITY TRUST FUND COMMITTEE

It was **RESOLVED** that the following Members be appointed to serve on the Leete Charity Committee:-

Councillor Dingley as Chairman and Councillors Davidson, Harrison & Smith.

34/17 CAVE TRUST FUND COMMITTEE

It was **RESOLVED** that the following Members be appointed to serve as representatives as Cave Trustees:-

Councillor Dingley (as Mayor and ex-officio), Town Clerk (as ex-officio), Councillors Davidson & Davison.

35/17 MAY FAYRE WORKING PARTY

It was **RESOLVED** that the following Members be appointed to serve on the May Fayre Working party:-

Councillors Davidson, Inwood, Kennedy, Leggett, Swallow & Turner

Councillor Kennedy then stated that he wished to withdraw his membership of this Working Party. The Chairman acknowledged Councillor Kennedy's comments and indicated that a replacement member would be found.

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36/17 MARKETS ADVISORY SUB COMMITTEE:

It was **RESOLVED** that the following Members be appointed to serve on the Markets-Advisory Sub-Committee, the terms of reference being “To consider all matters relating to the operation of the market and to make any recommendations to the Finance Committee”.

Councillors Davidson, Swallow & Turner.

37/17 HUMAN RESOURCES WORKING PARTY:

It was **RESOLVED** that the following Members be appointed to serve on the Human Resources Working party:-

Councillors Burt, Davidson & Smith

38/17 CEMETERY WORKING PARTY:

It was **RESOLVED** that the following Members serve on the Cemetery Working Party:-

Councillors Burt, Davison & Smith

39/17 TOWN MAYOR’S COMMUNITY TRUST FUND COMMITTEE:

It was **RESOLVED** that the following Members serve on the Town Mayor’s Community Trust Fund Committee:-

Councillor Dingley as Town Mayor
Councillor Swallow as Deputy Town Mayor
Councillor Smith as Leader
Councillor Davison as Deputy Leader
Councillor Lewis as Former Mayor
Susan Thornton-Bjork as Town Clerk

40/17 ANNUAL SUBSCRIPTIONS:

It was **RESOLVED** that the following Annual Subscriptions for 2016-2017 be approved as follows:-

SAGE - Accounting and Payroll
HAPTC – Hertfordshire Association of Parish & Town Councils (includes NALC membership)
SLCC – Society of Local Council Clerks
LCAS – Local Council Advisory Service
Herts Association of Museums
NABMA – National Association British Markets Authorities
MODES User Association
Data Protection
SHARE
The National Allotment Society
Avalon Software (Booking system)

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Vision ICT (Website)

Association of Independent Museums

41/17 DIRECT DEBIT AND STANDING ORDER PAYMENTS:

It was **RESOLVED** that the following Direct Debit and Standing Order payments for 2016-2017 be approved as follows:-

Affinity Water	Supply		Half Yearly
Barclays Bank	Salaries	BACS	Monthly
Barclays Bank	Payroll charges	d/d	monthly
BNP Paribas	Telephone Equipment Rental	d/d	Quarterly
BT	Telephone – Museum	d/d	Quarterly
NHDC	Rates	d/d	10 Payments-yearly
NPK Holdings	Museum Rent	s/o	Quarterly
Public Works Loan Board	Market Place Loan	d/d	Half yearly
Redcare 5G	Telephone & Broadband	d/d	Monthly
SAGE UK	Sage payroll & accounts	d/d	Monthly
Royal Mail	Stamps	d/c	As required
Veolia	Refuse	d/d	Monthly
Plusnet Ltd	Internet-Services – Museum	d/d	Monthly

The date of the next meeting will be Monday 23rd May 2016.

There being no further business the Chairman closed the meeting at 8.11 pm.

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MINUTES of the meeting of the **PLANNING COMMITTEE** held in The Heritage Hall, Town Hall, Royston at 8.12 pm on Monday, 9th May 2016

PRESENT: Councillor Dingley (Town Mayor in the Chair)
Councillors Davidson, Davison, Hulström-Allen, Inwood, Kennedy, Leggett, Smith, Swallow & Turner
Town Clerk
Assistant Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillors Davidson & Green
Councillors Burt, Harrison, Hughes & Lewis
6 Members of the public

42/17 APPOINTMENT OF CHAIRMAN:

It was **RESOLVED** that Councillor Davidson be appointed as Chairman for the ensuing year.
Councillor Davidson took the Chair.

43/17 APPOINTMENT OF VICE CHAIRMAN:

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

44/17 APOLOGIES FOR ABSENCE:

There were no apologies for absence.

45/17 DELEGATION OF POWERS AND 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. That the Chairman & Vice Chairman and the Town Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.

46/17 DATE OF NEXT MEETING:

The date of the next meeting will be 16th May 2016.

There being no further business the Chairman closed the meeting at 8.15pm.

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MINUTES of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in The Heritage Hall, Town Hall, Royston at 8.16 pm on Monday, 9th May 2016.

PRESENT: Councillor Dingley (Town Mayor) in the Chair.
Councillors Burt, Harrison, Hughes, Hulström-Allen, Inwood, Leggett, Lewis, Swallow & Turner
Town Clerk
Assistant Town Clerk
Administration Assistant
6 Members of the Public
County & District Councillors Hill & Hunter
District Councillors Davidson & Green
Councillors Davidson, Davison, Kennedy & Smith

47/17 APPOINTMENT OF CHAIRMAN:

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

Councillor Harrison took the Chair.

48/17 APPOINTMENT OF VICE CHAIRMAN:

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

49/17 APOLOGIES FOR ABSENCE:

There were no apologies for absence.

50/17 DELEGATION OF POWERS AND DUTIES:

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

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

51/17 ROYSTON IN BLOOM WORKING PARTY:

It was **RESOLVED** that Councillors Burt, Davidson & Turner be appointed to the Royston in Bloom Working Party and that Members note the following.

Terms of Reference:

The Working Party investigate and provide reports and recommendations to the General Purpose and Highways Committee regarding the improvement of the town through

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flower displays and co-operation with other bodies in encouraging horticultural and flower shows and competitions.

Date of next meeting: 4th July 2016.

There being no further business the Chairman closed the meeting at 8.18 pm.

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MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 16th May 2016 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Dingley, Hulström-Allen, Inwood, Leggett, Smith, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillor Green

52/17 PUBLIC PARTICIPATION:

There was none.

53/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davison & Kennedy.

54/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

Members were advised to declare any interests at the appropriate agenda item.

55/17 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 11th April 2016 (minutes 361/16 to 366/16) were approved and signed as a correct record.

56/17 PLANNING APPLICATIONS:

- a) 16/00896/1HH - 36 Gage Close, Royston
Members raised no objection to this application.
- b) 16/00876/1HH - 46 Heathfield, Royston
Members raised no objection to this application.
- c) 16/01044/1HH - 27 Stamford Avenue, Royston
Councillor Smith declared an interest in this application and took no part in the discussions or subsequent vote.
Members raised no objection to this application.
- d) 16/00947/1HH - 94 Redwing Rise, Royston
Members raised no objection to this application.
- e) 16/00944/1 - Johnson Matthey Plc, Orchard Road, Royston
Councillors Leggett & Smith declared an interest in this application and took no part in the discussions or subsequent vote.
Members raised no objection to this application.
- f) 16/00859/1 - Mantles Group Ltd, York Way, Royston
Members raised no objection to this application.

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57/17 PLANNING DECISIONS:

Members noted the decisions made by NHDC.

Date of next meeting: Monday 20th June 2016.

There being no further business the chairman closed the meeting at 7.39pm.

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MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 23rd May 2016 at 7.30 p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Davidson, Dingley, Harrison, Hughes & Kennedy
Town Clerk
Administration Assistant

58/17 PUBLIC PARTICIPATION:

There was none.

59/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt, Davison & Lewis.

60/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

61/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 25th April 2016 (minutes 377/16 to 389/16) were approved for signature by the Chairman.

62/17 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 25th April 2016 (minutes 390/16 to 392/16) were received into the workings of the Council.

The Town Clerk reported that regrettably, there had been another break-in at the Town Hall on Sunday 22nd May 2016. Intruders had stolen money from the coffee machine and the cinema storeroom. In addition to the cash stolen, there had also been considerable damage to doors caused by the intruders. This had been reported to the Police when it was noticed on Monday morning. Police had been on site checking for fingerprints and are checking CCTV.

Members were grateful for the Town Clerk's update, and were of the view that extra security measures should urgently be considered to prevent a repeat of this – such as CCTV. It was also recommended that the Town Council review the situation of not having an evening caretaker on duty on a Sunday evening whilst hirers are in the building. The Town Clerk was asked to take these matters forward.

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63/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the accounts for May 2016 in the sum of £30,312.60 for payment.

64/17 BANK RECONCILIATION AND INCOME & EXPENDITURE:

i) Members noted the Bank Reconciliation for the Year Ended 31st March 2016.

Councillor Kennedy raised a query on what the actual end year balance is? The Town Clerk pointed out the Year End accounts were still being finalised and will be reported at the next Finance Committee meeting, however, very roughly expenditure was down by approx. £36,000 and income is up by £4,000.

ii) Members noted the Bank Reconciliation for April 2016.

iii) Members noted the Income & Expenditure report for the Year Ended 31st March 2016.

Councillor Kennedy queried what future expenditure was required for the Plantations? The Town Clerk gave an update and added that there will be some additional costs over and above the monthly maintenance costs.

iv) Members noted the Income & Expenditure report for April 2016.

65/17 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Smith stated that he had attended the Royston Day Centre Annual General Meeting and Councillor Bill Davidson was re-appointed as Chairman of the Committee.

66/17 MARKETS SUB ADVISORY WORKING PARTY

The minutes of the meeting of the Markets Sub Advisory Working Party held on 18th May 2016 were received into the workings of the Council.

Members discussed the recommendations of the Working Party in relation to the music event to be held in the Town Centre on Saturday 9th July 2016 and the resultant road closures that would entail. Last year, market traders reported that their trade was reduced due to the lack of parking available, therefore members were asked to consider a rent deduction for them for this date. Secondly, the organisers of the music event be asked for reimbursement of income lost to Royston Town Council to cover this.

Members discussed the merits of this and **RESOLVED** that it would be inappropriate to offer market traders a rent deduction as most of the business the traders do will occur long before the roads begin closing at 12pm. Likewise, it was **RESOLVED** not to ask the event organisers for re-imburement of income lost to Royston Town Council.

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Members did however agree that there was some concern locally that access to the Town Centre would be severely restricted to motor vehicles from 12pm onwards and that local businesses, residents, etc, had not been fully consulted or advised appropriately by anyone. It was therefore **RESOLVED** that the organisers should be contacted and advised that to avoid any confusion that they should notify all businesses and residents of the event on 9th July 2016 and how this will affect them.

67/17 EXCLUSION OF THE PUBLIC & PRESS:

It was proposed by the Chairman, seconded by Councillor Harrison 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 the 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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MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 20th June 2016 at 7.30 p.m.

PRESENT: Councillor Swallow (in the Chair)
Councillors Davison, Dingley, Inwood, Kennedy, Leggett & Turner
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillor Green
1 Member of the public

69/17 PUBLIC PARTICIPATION:

Time was set aside for members of the public to address the Council regarding business on the agenda.

Mr Alan Cecil addressed the Committee with regards to application 16/01255/1 – 36 Barkway Road, Royston. Mr Cecil explained that he was one of the owners of the property in question. He stated that he had addressed members previously regarding this application and in light of comments received, substantial revisions had been made to the proposed plans which he hoped members would now look more favourably upon. The design of the development had been amended to be more sympathetic to adjoining properties and the previous issues regarding lack of privacy to neighbours and parking had been addressed. Mr Cecil also suggested that the developer meets with neighbours to discuss what trees are to be retained. Mr Cecil was adamant that the existing dwelling on the site cannot be retained.

The Chairman thanked Mr Cecil for his presentation.

70/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davidson & Smith.

71/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

72/17 MINUTES:

- The minutes of the meeting of the Planning Committee held on Monday 9th May 2016 (minutes 42/17 to 46/17) were approved and signed as a correct record.
- The minutes of the meeting of the Planning Committee held on Monday 16th May 2016 (minutes 52/17 to 57/17) were approved and signed as a correct record.

ROYSTON TOWN COUNCIL

73/17 PLANNING APPLICATIONS:

- a) 16/01255/1 - 36 Barkway Road, Royston
Members were advised that the application was now for 7 x 3 bed town houses and 1 x 3 bed 2 story house.
After lengthy discussion regarding over-development of the site Members voted to raise no objection to the application. 4 Members voted no objection, 2 Member voted against and 1 Member abstained.
- b) 16/01234/1 - Edgely, Grange Bottom, Royston
Members raised no objection in principle to this outline application, although they were concerned that the proposal for up to four x 3 bed houses would be an over-development of the site and will await the all matters reserved application.
- c) 16/01174/1 - Land off Titchmarsh Close, Royston
After lengthy discussion Members voted to object to this application on the grounds of over development of the site and parking concerns. It was also noted that NHDC is still awaiting reports from the environmental health agency regarding noise issues.
- d) 16/01151/1 - Land South East of Shepherd Close, Royston
Members raised no objection to this application - subject to any comments Highways may have.
- e) 16/01114/1 - 56 Melbourn Road, Royston
Members raised no objection to this application.
- f) 16/01387/1TD - Telecommunication Masts near Priory Lane, Royston
Members raised no objection to this application.
- g) 16/01113/1HH - 24 Foxglove Bank, Royston
Members raised no objection to this application. 1 Member abstained.
- h) 16/01119/1HH - 12 Tall Trees, Royston
Members raised no objection to this application.
- i) 16/01176/1HH - 9 Woodlands, Royston
Members raised no objection to this application.
- j) 16/01166/1HH - 5 Middle Drift, Royston
Members raised no objection to this application.
- k) 16/01100/1HH - 93 Field Crescent, Royston
Members raised no objection to this application.
- l) 16/01103/1HH - 6 Eastfield Road, Royston
Members raised no objection to this application.
- m) 16/01446/1HH - 5 Titchmarsh Close, Royston
Members raised no objection to this application.

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- n) 16/01421/1HH - 5 Maltings Close, Royston
Members raised no objection to this application.
- o) 16/01291/1HH - 96 Green Drift, Royston
Members raised no objection to this application.
- p) 16/01418/1HH - 47 Gower Road, Royston
Members raised no objection to this application.
- q) 16/01417/1HH - 49 Gower Road, Royston
Members raised no objection to this application.

74/17 PLANNING APPEAL:

- a) APP/X1925/D/16/3149883 - 53 Melbourn Road, Royston
Members noted that an appeal had been submitted.

75/17 STREET NAMING – LAND REAR OF 4 KNEESWORTH STREET, ROYSTON:

Members discussed the names ‘Haywood Court’, ‘Knights Terrace’ and ‘Banyers Court’ proposed for this development. Members did not support any of these proposals and after discussion subsequently **RESOLVED** to suggest the name “Dauphins Court” for this development.

76/17 PLANNING DECISIONS:

Members noted the decisions made by NHDC.

Date of next meeting: Monday 11th July 2016.

There being no further business the chairman closed the meeting at 8.16pm.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 27th June, 2016 in Room 11, Town Hall, Royston at 7.30 pm.

PRESENT: Councillor Dingley (Town Mayor) in the Chair
Councillors Burt, Davidson, Davison, Harrison, Hughes, Inwood, Kennedy,
Leggett, Swallow & Turner
Town Clerk
Assistant Town Clerk

The Reverend John Fidler led the meeting in Prayer.

77/17 PUBLIC PARTICIPATION:

There was none.

78/17 APOLOGIES FOR ABSENCE:

Councillors Lewis, Hulström-Allen & Smith

79/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

80/17 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that she had had a fun month and attended the following events:

- Open Secrets Event on the Heath
- Royston & District Scouts AGM
- Splash Park opening
- Meridian Art Exhibition
- Town Twinning AGM
- Royston In Blue

For her fund raising she is planning to organise a Royston's Got Talent competition and suggested that the Town Council may like to consider entering.

81/17 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 9th May 2016 (minutes 01/17 to 25/17).

82/17 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the following minutes be adopted into the workings of the council.

- (a) The meetings of the Planning Committee held on:
- 14th March 2016 (minutes 332/16 to 340/16).
 - 11th April 2016 (minutes 361/16 to 366/16).
 - 9th May 2016 (minutes 42/17 to 46/17).
 - 16th May 2016 (minutes 52/17 to 57/17).

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- (b) The meetings of the Finance Committee held on:
- 21st March 2016 (minutes 348/16 to 360/16).
 - 25th April 2016 (minutes 377/16 to 389/16).

83/17 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was RESOLVED to receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council.

- (a) The meetings of the General Purpose and Highways Committee held on:
- 18th April 2016 (minutes 367/16 to 376/16)
 - 9th May 2016 (minutes 47/17 to 51/17)
- (b) The meetings of the Finance Committee held on:
- 9th May 2016 (minutes 26/17 to 41/17)
 - 23rd May 2016 (minutes 58/17 to 68/17)

84/17 INTERNAL AUDIT MAY 2016:

The report from the Internal Auditor was received and it was noted by members that there were no issues to report.

85/17 ANNUAL RETURN 2015-2016:

- i. Members received and approved the Year End Accounts and Supporting Statement for signing by the Chairman
- ii. Members agreed and approved the Annual Governance Statement (Section 1) of the Annual Return for signing by the Chairman.
- iii. Members agreed and signed the Accounting Statements 2015/2016 (Section 2) of the Annual Return.

86/17 SILVER SUNDAY – 2ND OCTOBER 2016:

Members agreed to repeat last year's Silver Sunday event of showing a film for free for the over 65's and agreed funding up to £550 towards the events. Town Clerk gave her apologies as she would be away on the 2nd, it was therefore agreed to look for a date either before or after the 2nd October. It was also agreed that the cinema goers be asked to give a donation to the Mayor's Trust Fund.

87/17 WICKER HALL CEMETERY PROJECT (Notes and maps with minutes)

Cllr Burt explained the back ground to the recommendations made from the Working Party which were:

1. The project to create a Royston cemetery at Wicker Hall is stopped.
2. The Town Council Properties Advisory Sub-Committee is charged with recommending what to do with the land at Wicker Hall.
3. Royston Town Council resumes the search for a suitable site for a Royston Cemetery.

ROYSTON TOWN COUNCIL

The cemetery design had been completed, tender documents prepared and discharge of the pre-commencement Planning Conditions had been applied for.

One of the pre-commencement Planning Conditions was set by the Environment Agency (EA) which has responsibility for ensuring the safety of water supplies.

At the time of the Planning Approval in 2012, the Wicker Hall cemetery was outside of "SPZ1" and the EA granted planning permission.

However, the EA advised they have now remodelled the groundwater SPZs based on an improved understanding of the catchment, aquifer properties and abstraction regime. This has resulted in a significant increase in the size SPZ1 area in Royston and now means that the entire site at Wicker Hall now lies in SPZ1.

If this was a new application, the EA would refuse permission not allowing a cemetery in SPZ1 but recognising that they had previously granted permission, the EA offered to consider an evidence-based risk assessment to demonstrate that the cemetery would not contaminate water supplies together with ongoing monitoring of water quality.

The Cemetery Working Party concluded that to undertake such a risk assessment would be complex, costly, iterative and protracted with no guarantee that it would be approved by EA. Therefore sadly the Council is asked to approve the recommendations from the Working Party as above.

Councillor Kennedy asked for an apology from the working party as he felt his concerns over the contamination of the water supply was ignored and he proposed a motion that the current members of the Working Party should stand down. This was not seconded therefore the motion was not upheld.

Councillor Kennedy said there was evidence of badgers on the site and the Working Party had failed to arrange a survey as specified in the Planning Conditions.

Councillor Davison said there had been no evidence of badgers and that the Town Council had fully complied with the requirements set out in the Planning Conditions.

Councillor Dingley suggested perhaps Councillor Kennedy would like to join the working party and help with finding an alternative site.

Councillor Kennedy said he would not and did not wish to work with people he could not trust.

Councillor Hughes asked for details of expenditure for the project so far, the Town Clerk presented these.

After various comments from members, the recommendations from the working party were approved and a Press Release will be issued to inform members of the public.

Councillor Burt said that a member of the public had approached him about joining the working party and he proposed this, this was seconded by Councillor Turner but was not voted on, it was suggested that in the Press Release about the Wicker Hall project being stopped to ask for any members of the public who were interest in joining the working party to contact the Town Clerk or come forward with suggestions for an alternative site, this was agreed.

Once again Councillor Kennedy was asked to join the working party and he declined.

ROYSTON TOWN COUNCIL

88/17 TOWN COUNCIL BY-ELECTION – PALACE WARD:

The Town Clerk notified members that NHDC have received a request from ten electors of the Palace Ward to hold an election to fill the casual vacancy. If the vacancy is contested, then a by-election will be held no later than 4th August 2016. Members were asked whether or not they would like polling cards issued to everyone in the ward. It was agreed that if an election did go ahead, then polling cards should be issued. Cllr Hughes stated that UKIP would not be contesting the election and Councillor Dingley reported that the Conservatives would not be contesting it either.

89/17 CLERK AND COUNCILLOR'S REPORTS:

The Town Clerk reported:

- Mayor's Civic Reception will be held on Friday 14th October 2016
- Mayor's Civic Service will be held on Sunday 5th March 2017
- Keir Homes had pulled out of the project to clear the ivy at Green Walk Plantations.
- Town Twinning are requesting that a road/street is named after La Loupe to celebrate 30 years of Twinning, as they had just named a square in La Loupe 'Royston Square'. Members said this is something they could look in to but it may be sometime before something suitable comes up.
- The Council office will be closing at 4pm each day due to staff shortages. Phones will still be answered until 5.15pm Monday to Thursday and 4.45pm on Fridays.
- A representative of the Town Council is required for Royston & South Cambs Homestart, please contact the Town Clerk if any councillor was interested.

90/17 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Swallow reported on the Royston & District History Society. There is a book launch at the Museum on Saturday 2nd July of their new publication, Royston's Call to Arms. They continue to produce quarterly newsletters and give talks to members of the public between October and May and are a hard working team.

Councillor Davidson reported on the Royston Youth Network (copy of report with minutes)

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 27th June 2016 at 8.55p.m.

PRESENT: Councillor Davison (in the Chair)
Councillors Burt, Davidson, Dingley, Harrison, & Kennedy
Town Clerk
Assistant Town Clerk

91/17 PUBLIC PARTICIPATION:

There was none.

92/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Hughes, Lewis & Smith

93/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

94/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 9th May 2016 (minutes 26/17 to 41/17) and Monday 23rd May 2016 (minutes 58/17 & 68/17) were approved for signature by the Chairman.

95/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve June 2016 accounts for payment in the sum of £35,983.22.

96/17 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members noted the Bank Reconciliation for May 2016.
- ii) Members noted the Income & Expenditure report for May 2016.

97/17 GENERAL & EARMARKED RESERVES:

Members noted the balances of the General Reserves and Earmarked Reserves. Cllr Kennedy asked where the earmarked reserves for the markets had come from and the Town Clerk reported that they were the balance of funds received from NHDC when the Town Council managed the markets on behalf of them. It was then agreed that an agenda item would be included later in the year to discuss Reserves nearer to the time when the next year's budget is looked at and each of the individual balances could be considered then.

ROYSTON TOWN COUNCIL

98/17 ROYSTON TOWN GUIDE:

The Town Clerk reported that the contract with Local Authority Publishing was due for renewal. The details of the new contract are to be the same as the last one. Members agreed to the renewal of the contract for a new publication for this year. There is no cost involved to the Council.

There being no further business the Chairman closed the meeting at 9.04pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.00pm on Thursday 30th June 2016.

PRESENT: Town Councillors: Peter Burt, Robert Inwood and Vera Swallow.
History Society Trustees: Martin Kaszak, Jenny Smith and Phil Smith
Friend of Museum Reg Hounsell
Town Council Officers: Susan Thornton-Bjork (Town Clerk)
Jenny Oxley (Museum Curator)

99/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Leggett & Smith and Trustee James Robinson

100/17 MINUTES:

The minutes of the meeting held on Thursday 17th March 2016 (minutes 341/16 to 347/16) were approved for signing by the Chairman.

101/17 CURATORS REPORT:

The Curator updated members on various points in the report. (Copy attached to the minutes).

- **Visitors** - numbers are still increasing, a large number, over 250, attended the Heroes and Villain's tile trail day and over 200 visited the exhibition of the Royston & District Railway Club last Saturday. The curator was congratulated and members record their thanks to her for her hard work.
- **Cataloguing** – About 13,800 items have been catalogued so far.
- **Costume Collection** - the cataloguing has now been completed there are over 800 items.
- **Photograph Collection** – About ¾ of the collection catalogued so far.
- **Transfer list of Collection items** - work ongoing to transfer/dispose of items in Collection not relevant to Royston and area.
- **New Whydale acquisition** - unveiling on Saturday 9th July.
- **Asbestos in collection** – Work on-going to get items in Collection tested.
- **Exhibitions** - Work under way to make permanent displays more hands on and fun.
- **Therfield Heath Walk** – First walk took place last week, 10 people booked for it and positive feedback has been received.
- **Heritage Boards** – the boards in the town are in need of a re-vamp. Martin Kaszak still has the original artwork. External funding will need to be sourced.
- **Penny Farthing Bicycle** - The curator reported that the museum had been offered two Penny Farthing cycles. After discussion it was decided to leave it up to the curator to make the decision whether to accept one of them or not on a long term loan.
- **Share enterprise funding programme - Crowdfunding campaign** – the curator will be attending training for this as it could be useful to help with fund raising for the display of the tapestry.

ROYSTON TOWN COUNCIL

- **Display of Tapestry** – It is time to start thinking of how to display the tapestry as it gets nearer to being finished. A lot of hard work has gone into the making of it and it should be displayed as soon as it is finished. It could start with a temporary exhibition at the Town Hall.

Peter Ketteringham had produce some drawings of how the tapestry could be framed and hung. It was suggested that it goes around the museum above the doors as originally thought. It does not need to be in a glass case.

It was agreed that proper technical drawings and quotes need to be obtained.

- **Museum Key-holder** - a new key holder was required for the museum, the curator will ask if any of the volunteers are willing to be one.
- **Sarah Eastel Locations** – Filming opportunities – The curator was asked to check the terms and conditions before signing up to them.
- **The Public Cataloguing Foundation are now Art UK**

The Chairman thanked the Curator for her detailed report

102/17 FORWARD PLAN MONITORING (copy report with minutes)

Accreditation: The curator reported that she is still waiting for feedback from the Arts Council re accreditation.

Volunteers: The museum is getting more project placement and work experience students in the museum and also Duke of Edinburgh Award placements.

103/17 FINANCE:

- Members noted the Income & Expenditure figures for the Museum.
- Members noted the Shop sales for the Museum.
- Members noted the grants and funding received

104/17 DAMP in MUSEUM:

The work to install a new damp course into two areas of the museum will take approx. 3 days. Everything will need to be moved out of the way including the toilet cistern before the work can be done and time afterwards to allow the walls to dry out before painting and moving everything back. It was agreed that this work be carried out in November/December and to close the museum for essential repairs. The curator was asked to contact JM's to see if they could help with the moving of cabinets etc before and afterwards. The museum would have to be closed during this time.

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105/17 ANY OTHER BUSINESS:

There is a book launch at the Museum on Saturday 2nd July of their new publication, Royston's Call to Arms.

The Local Family History Society is closing and have asked the museum if they want any of their records. It was agreed to take records relating to Royston only.

There being no further business the Chairman thanked everyone for attending and congratulated everyone on the work that is going on in the museum and closed the meeting at 8pm

The date of the next meeting 29th September 2016

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston at 7.30PM on Monday, 4th July 2016.

PRESENT: Councillor Harrison in the Chair.
Councillors Burt, Inwood, Leggett, Swallow & Turner

In attendance: Town Clerk & Assistant Town Clerk
Town Councillor F John Smith & County & District Councillor Fiona Hill

105a/17 PUBLIC PARTICIPATION:

There was none.

105b/17 APOLOGIES:

Councillors Hughes & Hulström-Allen

105c/17 DECLARATIONS OF INTERESTS AND DISPENSATIONS:

There was none

105d/17 MINUTES:

The minutes of the meetings of the General Purpose & Highways Committee held on:

- 18th April 2016 (minutes 367/16 to 376/16, copy already circulated)
- 9th May 2016 (minutes 47/17 to 51/17, copy already circulated)

were approved as a correct record.

105e/17 LOWER GOWER ROAD/KINGSWAY/SERBY AVENUE - TRAFFIC CALMING REQUEST:

Following another serious accident at this junction Members discussed the safety issues of this area and agreed that investigation is needed to see if some form of traffic calming needs to be put in place, whether it is more white lines or even a mini roundabout. It was noted that the current white lines have been repainted since the last accident. Concerns were also raised over the high fence on the corner and the new build in Serby Ave. County Councillor Fiona Hill said that she would investigate to see what measures could be put in place.

It was then **RESOLVED** that the council support Councillor Hill who will investigate and see what measures can be introduced to improve road safety in this area.

105f/17 LED PHASE 3 STREET LIGHTING:

Members noted the timetable for the conversion of streetlights to LEDs

105g/17 PROPOSED MEMORIAL IN PRIORY MEMORIAL GARDENS:

Members noted the response from NHDC which confirmed that the concept of installing a memorial in Priory Memorial Gardens was acceptable and to keep them informed of developments. Confirmation of any permission will need to be sought at that time.

ROYSTON TOWN COUNCIL

Councillor Burt reported that Andrew Mills was working on drawings for the memorial and these will be shown to NHDC once completed. An update on progress will be reported to the next meeting.

105h/17 COUNCILLOR HILL PROVIDED AN UPDATE TO MEMBERS ON THE FOLLOWING THREE AGENDA ITEMS:

BUS ROUTE 331 - update.

After further meetings with HCC and Arriva it has been agreed to experiment with a temporary narrowing of Kneesworth St to stop cars parking, but to leave enough room for the bus to pass through. If this is successful, then Arriva will re-route the bus so that it does not use the Tannery Drift route. Members were pleased to hear that the safety issue of the buses mounting the pavement in Tannery Drift was now being considered and that options are being looked into.

WEIGHT LIMIT MELBOURN STREET/BALDOCK STREET - update.

Highways have checked their records and there is no weight limit in place for Melbourn St and Baldock Street only Newmarket Road. It is on a list of schemes to be carried out and signs put up when funding has been agreed.

HIGH STREET REFURBISHMENT – update.

Highways are aware of the hazards and safety issues in Royston High St. Engineers have been out recently and inspected the High St & John St. and carried out repairs where possible.

Resurfacing with tarmac will take place during this financial year. All is going to plan at the moment.

Councillor Hill stressed again the importance of everyone using the Highways fault line to report further repairs required and these will continue to be done.

105i/17 ROYSTON IN BLOOM WORKING PARTY GROUP:

Councillor Davidson was invited to report on this item.

A survey was carried out at the May Fayre asking for comments on what the group can do. These comments were then discussed at the last working party meeting.

A number supported the idea of a photographic competition. It was then agreed to run a photographic competition for under 16s and the winners photos would be used to produce a calendar for 2018. Launch of the competition would be September 2016 with closing entries September 2017.

It was then agreed to continue with 2 categories only for what was the Royston in Bloom competition, they being Best Container Front Garden and Best use of Recycling container Front Garden. It was also agreed to continue the schools 'Grow A Menu' competition as although only three schools have entered this year different children are taking part in it each year.

An Eco fair was another idea discussed but unless more people join the group this would be difficult to achieve and organise.

The working party want to re-brand and instead of 'Royston in Bloom' want to be called 'Naturally Royston' and produce a new logo which will include the Pasque flower. The committee was also asked to consider a change to the Terms of Reference for the group.

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After discussion members **RESOLVED** to fully support the work of the working party including the name change to Naturally Royston and new logo.

It was agreed that the Terms of Reference should be changed and that new Terms of Reference should be brought back to the next meeting and agreed on. In the meantime, the working party should continue with their work as detailed and issue a Press Release in September about the new branding and the launch of the Photographic competition.

105j/17 REPORT FROM COUNCILLORS ON OUTSIDE ORGANISATIONS:

There was none.

The Chairman then closed the meeting at 8.08pm

Date of next meeting –19th September 2016

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 11th July 2016 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Dingley, Inwood, Kennedy, Leggett, Smith, Swallow & Turner
Town Clerk
Assistant Town Clerk
County & District Councillors Hill & Hunter
District Councillor Green
3 Members of the public

PRESENTATION FROM COUNTRYSIDE PROPERTIES REGARDING THE PARK FIELD DEVELOPMENT TO THE SOUTH OF NEWMARKET ROAD.

Alex Robinson and Peter Williams from Countryside Properties gave members a brief update on the proposals for development of land South of Newmarket Road and 300 homes. They were keen to consult with stakeholders to understand local priorities and issues before any plans were presented to the planning authority.

The site RY10 is listed in the proposed Local Plan, of which a report will be presented to NHDC on 20th July. If approved this will go to Cabinet in September and then out for consultation.

There is still a lot of work to be done regarding the proposals for the development such as archaeological survey, drainage survey and strategy and access opportunities. They would like to come back to the council as the concept develops. The development will be predominately of 1-3 bed properties with some 4 and possibly 5 bedroom houses.

Members' main concerns was about access to the site off Newmarket Road especially as the development, on Land North of Newmarket Road, has to create their access to the site off the A505 and not Newmarket Road for safety issues.

7.39pm Councillor Dingley arrived at the meeting.

PUBLIC PARTICIPATION:

Time is set aside for members of the public to address the Council regarding business on the agenda. There was none.

106/17 APOLOGIES:

Apologies were received from Councillor's Davison and Hulstrom-Allen

107/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There was none.

108/17 MINUTES:

The minutes of the meeting of the Committee held on Monday 20th June 2016 (minutes 69/17 to 76/17) were approved for signing.

109/17 TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS:

- a) **16/01477/1 - Weatherhead Mark Ltd, Garden Walk, Royston**
Members raised no objection in principle to this application.
One member abstained.

ROYSTON TOWN COUNCIL

- b) **16/01439/1 - 5 Heathfield, Royston**
Members raised no objection to this application
- c) **16/01435/1 - 6 Coltsfoot Drive, Royston**
After a full discussion regarding over-development and concerns on access to the site members raised no objection to this application.
One member abstained
- d) **16/01483/1HH - 9 Garden Close, Royston**
Councillor Smith declared a personal interest in this application and took no part in the discussion or vote.
Members raised no objection to this application
- e) **16/01498/1HH - 70 Green Drift, Royston**
Members raised no objection to this application
- f) **16/01538/1HH - 29 Shaftesbury Way**
Members raised no objection to this application
- g) **16/01598/1AD - 36 High Street, Royston**
Members raised no objection to this application

110/17 PLANNING DECISIONS:

Members noted the decisions made by NHDC

Date of next meeting: 8th August 2016

There being no further business the Chairman closed the meeting at 8.21pm

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 25th July 2016 at 7.30 pm.

PRESENT: Councillor Davison (in the Chair)
Councillors Burt, Davidson, Harrison & Smith

In attendance: Town Clerk and Assistant Town Clerk
County & District Councillors, Hill & Hunter
District Councillor Green
Councillors Swallow & Turner

111/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Dingley.

112/17 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 25th April 2016 (minutes 390/16 to 392/16) were approved as a correct record.

113/17 TOWN COUNCIL PROPERTIES:

Market Hill Rooms

The sheds alongside MHR where the market stalls are stored need refurbishing, quotes are being obtained.

Town Hall

New flooring now laid in bar area and side stairway.

Following a second break-in, quotes to install CCTV are being obtained. No cash is kept on site now.

Green Street Allotments

No issues were raised

Stile Plantation

Three trees are due to be felled, two next to a property in Hunters Way that have rotten trunks and one beech overhanging a pathway which is already dead. There will be extra cost for this work.

Green Walk Plantation

The volunteer group that had agreed to do the clearing of ivy from the lower part of the trees has now pulled out.

The Cross Public Conveniences

A report regarding the Town Council taking over the Cross Toilets is now with the Legal Department at NHDC.

Market Place - No issues were raised.

30 Kneesworth Street - No issues were raised.

ROYSTON TOWN COUNCIL

Royston Cave

Still problems with water leaking into the tunnel and further investigations will be made with the support of English Heritage.

Royston and District Museum and Art Gallery

New damp course required in two areas, the work is scheduled for November/December. The museum will be closed for a few a weeks to enable the work to be done.

114/17 LAND AT WICKER HALL:

Councillor Davison asked members to consider what the council should do with the land now that the cemetery project has been stopped. The site is approximately 1.7 acres, on a slope and at the top of a bridleway.

The site cost £25,000 and a small section of the site was sold off for £30,000. The donation the council received of £25,000 towards the purchase of the site can be used to purchase another site. The Wicker Hall site cannot be used for building as there is a 50 year covenant restricting any building.

After discussion it was agreed there were only two options for members to consider:

- a) Allotments use or
- b) Sell the land

To make the land suitable for allotments the council needs to consider the following:

- i) Planning permission will be required for change of use
- ii) Clearance of site (£19,000)
- iii) Archaeological investigation (£7,000 to £10,000)
- iv) Bat & Badger watch when site cleared
- v) Access road improvements (£100,000)

Legal costs for the sale of the small piece of land were about £600. The money from the sale could be used towards purchase of another site.

After further discussion Councillor Davidson proposed that the recommendation to the Finance Committee was that the council's first course of action should be to sell the site, this was seconded and unanimously **RESOLVED**.

It was then unanimously **RESOLVED**, if the site was sold, the proceeds from the sale be used towards purchase of another site.

It was also recommended that if the council was unable to sell the site that the Town Properties Sub-Committee review what to do next.

Date of next meeting 31st October 2016

There being no further business the Chairman declared the meeting closed at 7.41pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 25th July 2016 at 7.45p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Burt, Davidson, Davison, Harrison, & Lewis

In attendance: Town Clerk and Assistant Town Clerk
Councillors Swallow & Turner
County & District Councillors Hill & Hunter
District Councillor Green

115/17 PUBLIC PARTICIPATION: There was none.

116/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Dingley & Kennedy

117/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

118/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 27th June 2016 (minutes 91/17 to 98/17) were approved for signature by the Chairman.

119/17 MINUTES OF SUB-COMMITTEES AND WORKING PARTY:

- i) The minutes of the Cave Trust Fund meeting held 16th June 2016 were adopted into the working of the council.
- ii) The minutes of the Markets Advisory Sub-Committee meeting held 29th June 2016 were adopted into the workings of the council.
- iii) The minutes of the Museum Advisory Sub-Committee meeting held on 30th June 2016 were adopted into the workings of the council.

120/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve July 2016 accounts for payment in the sum of £39,636.59 & £1,015.44.

121/17 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members received and noted the Bank Reconciliation for June 2016.
- ii) Members received and noted the April to June Income & Expenditure report against the 2016-2017 budget.

Councillor Lewis asked if the council had sufficient funds to pay for the upcoming by-election. The Town Clerk explained that at the moment there was £8,484 in earmarked reserves for elections, no funds were allocated in the budget this year, the council would need to make sure that money was allocated in the

ROYSTON TOWN COUNCIL

2017-2018 and 2018-2019 budget to ensure there were funds available to cover the full elections in 2018.

122/17 RTC ANNUAL REPORT:

Members reviewed the draft report and agreed that it be published.

123/17 LAND AT WICKER HALL:

Councillor Davison reported that the Town Properties Sub-Committee had discussed and considered two options for the land at Wicker Hall. The Sub-Committee's recommendation is:

- i) Advertise the land for sale, if a good price is offered, sell and
- ii) Earmark the funds towards purchasing more land and developing a cemetery, or
- iii) If unable to sell refer back to Town Properties Sub-Committee.

After discussion it was unanimously **RESOLVED** that the land be advertised for sale, if any offers are received, then these will be reviewed by the Finance Committee before considering recommending to Full Council that the site be sold.

It was then unanimously **RESOLVED** that the money from the sale of the site be used towards purchasing further land and developing a cemetery site.

It was further unanimously **RESOLVED** that if no offers for the land are received it is referred back to the Town Properties Sub-Committee for further consideration.

124/17 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Royston & District Volunteer Centre - Councillor Davidson reported that the Volunteer Centre has had a lot of its funding cut this year including its Memorandum of Understanding with the District Council and funding from Cambridgeshire County Council. Also organisations and groups are now only able to apply for funding from the Royston & District Area Committee every two years. The lease costs for their offices in the Town Hall annex are also due to increase which may mean they will have to leave the annex if they cannot find further funding streams.

County Councillor Hunter said they were still able to apply for a grant from the HCC Locality Budget.

Councillor Davison suggested they applied to the Town Council for funding.

The chairman thanked her for her report.

125/17 EXCLUSION OF PRESS AND PUBLIC:

RESOLVED that in view of the confidential nature of the business about to be transacted, that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of the Public Bodies (Admission of Meetings) Act 1960.

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There being no further business the Chairman closed the meeting at 8.07pm.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 8th August 2016 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Dingley, Hulstrom-Allen, Inwood Leggett, Smith, Swallow & Turner

In attendance: Town Clerk
Assistant Town Clerk
Administration Assistant
County & District Councillor Hill

127/17 PUBLIC PARTICIPATION:

Time is set aside for members of the public to address the Council regarding business on the agenda. There was none.

128/17 APOLOGIES:

Apologies were received from Councillor Kennedy

7.32pm Councillor Dingley arrived at the meeting.

129/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There was none.

130/17 MINUTES:

The minutes of the meeting of the Committee held on Monday 11th July 2016 (minutes 106/17 to 110/17) were approved for signing.

7.35pm Councillor Hulstrom-Allen arrived at the meeting.

131/17 TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS:

- a) 16/01422/1 Land adjacent to 26 Morton Street, Royston
Members raised concerns regarding this development and wish to draw attention to the potential difficulties as the Town ditch runs in line with this land and the corner of Morton St often suffers from flooding. It was therefore **RESOLVED** that an objection be raised due to drainage issues and vehicle access on the corner.
- b) 16/01735/1LB Banyers Hotel, 16 Melbourn Street, Royston
Members considered the proposed alterations to this property to be reasonable improvements to enable the property to be used properly and **RESOLVED** no objection and asked for the Ward Councillors to call the application in.
- c) 16/01807/1PN 54 High Street, Royston
Members raised no objection to this application.
- d) 16/01750/1HH 46 Barkway Road, Royston
Members raised no objection to this application

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- e) 16/00325/1HH 62 Mill Road, Royston
Members raised no objection to this application

132/17 LOCAL PLAN:

Members noted the timetable for the new Local Plan. After discussion it was agreed to set up a working party to look at the plan and report back to the next meeting with their comments.

It was agreed that Councillors Davidson, Davison and Smith will be on the working party.

133/17 PLANNING DECISIONS:

Details to be emailed out to members.

Date of next meeting: 12th September 2016

There being no further business the Chairman closed the meeting at 7.48pm

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 22nd August 2016 at 7.30 p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Burt, Davidson, Davison, Harrison and Hughes

In attendance: Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter

134/17 PUBLIC PARTICIPATION: There was none.

135/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Dingley and Kennedy

136/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

137/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 25th July 2016 (minutes 115/17 to 126/17) were approved for signature by the Chairman.

138/17 MINUTES OF SUB-COMMITTEES AND WORKING PARTY:

The minutes of the Town Council Properties Sub-Committee meeting held on Monday 25th July (minutes 111/17 to 114/17) were adopted into the workings of the council.

139/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the August 2016 accounts for payment in the sum of £7815.25 & £24,555.97 and the transfers of money between Royston Town Council accounts on line as listed.

140/17 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

- i. Members received and noted the Bank Reconciliation for August 2016
- ii. Members received and noted the April to July Income and Expenditure report against the 2016-2017 budget figures.

141/17 ROYSTON TOWN COUNCIL FLAG:

Discussion was made over purchase of a new Town Council flag. Members **APPROVED** the decision to purchase a new flag with the proviso that the flag not be permanently flown to increase longevity.

ROYSTON TOWN COUNCIL

142/17 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Harrison reported that he was unsure of the regularity of meetings held by The Chamber of Commerce. The Town Clerk will attempt to ascertain meeting dates.

Date of next meeting: Monday 26th September 2016

There being no further business the Chairman closed the meeting at 7.42

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday 5th September 2016 in Room 11, Town Hall, Royston at 7.30pm.

PRESENT: Councillor Dingley (Town Mayor) in the Chair
Councillors Davidson, Davison, Harrison, Hughes, Leggett, Lewis, Smith, Swallow, Turner and Whitford

In attendance: Town Clerk, Assistant Town Clerk, Administration Assistant
County and District Councillors Hill and Hunter
District Councillor Green

The Reverend John Fidler led the meeting in Prayer.

143/17 PUBLIC PARTICIPATION:

There was none.

144/17 COUNCILLOR'S DECLARATION:

The Chairman welcomed the new Member elected on to the Town Council. Councillor Laura Whitford then read her Declaration of Acceptance of Office.

145/17 APOLOGIES FOR ABSENCE:

Councillors Burt, Hulström-Allen, Kennedy and Inwood.

146/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There was none.

147/17 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that she had attended the following events:

- Kite Festival
- Opening of a new wing at Margaret House, Barley
- Welcoming of the new minister at Royston Methodist Church

The Mayor has the following upcoming events:

- Rotary Sponsored swim on 16th October for which she thanked Councillors for their support and reported that the proceeds would be divided between the Rotary Club of Royston and the Mayor's Community Trust Fund.
- Opening of Royston Carnival on 24th September.

The Mayor also reported that she is holding The Pride of Royston Talent Show On Friday 25th November 2016.

Councillor Lewis arrived at the Meeting at 7.35pm.

148/17 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on 27th June 2016 (minutes 77/17 to 90/17)

ROYSTON TOWN COUNCIL

149/17 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the following minutes be adopted into the workings of the Council:

- (a) The meetings of the Planning Committee held on:
 - 20th June 2016 (minutes 69/17 to 76/17)
 - 11th July 2016 (minutes 106/17 to 110/17)
- (b) The meetings of the Finance Committee held on:
 - 27th June 2016 (minutes 91/17 to 98/17)
 - 25th July 2016 (minutes 115/17 to 126/17)

150/17 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the following minutes be adopted into the workings of the Council:

- (a) The meeting of the General Purpose and Highways Committee held on:
 - 4th July 2016 (minutes 105a/17 to 105j/17)
- (b) The meeting of the Planning Committee held on:
 - 8th August 2016 (minutes 127/17 to 133/17)
- (c) The meeting of the Finance Committee held on:
 - 22nd August 2016 (minutes 134/17 to 142/17)

151/17 ROYSTON TOWN COUNCIL STANDING ORDERS:

It was **RESOLVED** that the revised Standing Orders be approved and adopted into the workings of the Town Council.

152/17 FINANCIAL REGULATIONS:

It was **RESOLVED** that the revised Financial Regulations be approved and adopted into the workings of the Town Council.

153/17 ROYSTON TOWN COUNCIL COMPLAINTS PROCEDURE:

It was **RESOLVED** that the revised Complaints Procedure be adopted into the workings of the Town Council.

154/17 ROYSTON TOWN COUNCIL DISCIPLINARY AND GRIEVANCE PROCEDURE:

It was **RESOLVED** that the revised Disciplinary and Grievance Procedure be adopted into the workings of the Town Council.

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155/17 STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT:

It was **RESOLVED** to adopt the revised Statement of Intent as to Community Engagement into the workings of the Town Council.

156/17 BANK MANDATE AND SIGNATORIES:

It was **RESOLVED** that Councillors Davidson, Harrison, Smith and the Town Clerk be signatories for cheques for the ensuing year.

157/17 NOTICE OF CONCLUSION OF 2015-2016 AUDIT:

It was **RESOLVED** that the Annual Return and Auditors Certificate be accepted into the workings of the Town Council. There were no matters for action or to bring to the council's attention. Members of Royston Town Hall staff were thanked for their work during the last year.

158/17 ELECTORAL REVIEW OF HERTFORDSHIRE-ROYSTON TOWN COUNCIL:

The Town Clerk informed Members about an error made by the Local Government Boundaries Commission in relation to the recommendations for Parish Electoral arrangements for Royston Town Council in that only 6 Councillors should represent Royston instead of 15 from May 2018. The Town Clerk has been in contact with The Commission and will update Members when a response is received.

159/17 SILVER SUNDAY:

Members were informed that a special screening of To Kill a Mockingbird will take place on Sunday 23rd October 2016 with tea and cakes available. The British Film Industry will sponsor the cost of £130 for the hire of the film for the event. Councillor Davidson asked for Members help on the day.

160/17 CLERK AND COUNCILLOR'S REPORTS:

The Town Clerk informed members of the resignation of the Museum Curator with effect from 24th September 2016. Advertisements have been posted for a replacement.

Councillor Davidson reported that Naturally Royston has launched a Children's Photographic Competition to find 12 photographs for a Royston Town Calendar for 2018. Closing date for entries is 1st August 2017

161/17 DATE OF NEXT MEETING:

The Town Mayor announced the next meeting of the Town Council would be Monday 7th November 2016.

There being no further business the Town Mayor closed the meeting at 7.57 pm.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall Royston on Monday 12th September 2016 at 7.30p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Dingley, Inwood, Leggett, Smith, Swallow & Turner.

In attendance: Town Clerk, Assistant Town Clerk, Administration Assistant.

162/17 PUBLIC PARTICIPATION:

Time was set aside for members of the public to address the Council regarding business on the agenda.

Mr Simon Hildrop addressed the Committee with regards to application 16/01922/1-7 Melbourn Road, Royston. Mr Hildrop explained that his property borders the site and that several unsuccessful redevelopment applications have previously been submitted over the last 8 years. He maintains that the existing plan is incorrect and that the boundary line is 95cm further over and therefore the roof overhang of one property, should it be erected, would encroach on his land. He has contacted the developers several times and suggests that the gap between the two new properties be reduced in order that the distance from his boundary is greater.

The Chairman thanked Mr Hildrop for his presentation.

Councillor Dingley arrived at 7.33p.m.

163/17 APOLOGIES FOR ABSENCE:

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

164/17 DECLARATION OF INTEREST AND DISPENSATIONS:

No declarations were received.

165/17 MINUTES:

The minutes of the meeting of the Committee held on Monday 8th August 2016 (minutes 127/17 to 133/17) were **APPROVED** for signing.

166/17 PLANNING APPLICATIONS:

a) 16/01922/1-7 Melbourn Road, Royston.
Members raised concerns over the inaccuracy of the plans as Mr Hildrop stated and **RESOLVED** to defer any decision until the accuracy of plans could be established.

b) 16/01993/1-Land at 68 Orchard Road, Royston.
Members **RESOLVED** that an objection be raised due to overdevelopment, loss of trees and increased traffic in an already congested area.

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- c) 16/02049/1-Priory Suite, Upton House, Baldock Street, Royston.
Members raised no objection to this application.

- d) 16/02050/1LB-Priory Suite, Upton House, Baldock Street, Royston.
Listed Building Consent. Members raised no objection to this application.

- e) 16/02021/1AD-Tesco Stores Ltd, Old North Road, Royston.
Members raised no objection to this application.

- f) 16/01900/1HH- 36 Layston Park, Royston.
Members raised no objection to this application.

- g) 16/02057/1HH-21 Baldock Street, Royston.
Members raised no objection to this application.

- h) 16/02058/1LB-21 Baldock Street, Royston.
Listed Building Consent. Members raised no objection to this application.

- i) 16/01861/1HH-12 Kingston Vale, Royston.
Members raised no objection to this application.

167/17 DRAFT LOCAL PLAN 2011-2031

Councillor Davidson explained that the Local Plan document the working party had been referring to was now out of date. Amendments had been made after it was presented at NHDC's Full Council meeting therefore it was a different document being presented to NHDC Cabinet meeting on the 26th September 2016. Some of the recommendations being put forward by RTC's working party may have been addressed already so further work will need to be done once the revised papers for Cabinet are released. The Clerk informed members that she will email a copy of the revised papers out to all members of the council on Monday 19th September 2016 and that these papers will be available to view on the NHDC website from Saturday 17th September on the Committee meetings page along with the agenda for the meeting on the 26th.

The Chairman urged all members to review the revised papers and email any comments to the Town Clerk within a few days. Any comments will need to be verbally presented to Cabinet as it is too late to send anything in writing.

Once the plan has been approved by Cabinet it will then go out for consultation to the public sometime in October.

It was agreed to ask all members of the council to view the document and to respond by email to the Town Clerk.

168/17 PLANNING DECISIONS:

Members were given an updated list of planning decisions for information.

With reference to item 13 application 16/06/2016 Telecommunications Mast, the Town Clerk was asked to write to the installer/owner objecting to the position of the new cabinets and to send copies to NHDC planning department and the MP.

ROYSTON TOWN COUNCIL

Date of the next meeting Monday 10th October 2016

There being no further business the Chairman closed the meeting at 8.03 p.m.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **THE GENERAL PURPOSE and HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston on 19th September 2016 at 7.30p.m.

PRESENT: Councillor Harrison (in the Chair)
Councillors Burt, Hughes, Inwood, Leggett, Lewis, Swallow, Turner and Whitford.

In attendance: Town Clerk, Assistant Town Clerk, Admin Assistant.
Councillors Davidson and Smith.

169/17 PUBLIC PARTICIPATION:

There was none.

170/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Hulström-Allen.
Councillor Hughes arrived at the meeting 7.32p.m.

171/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

172/17 MINUTES:

The minutes of the Meeting of the General Purpose and Highways Committee held on 4th July 2016 (minutes 105a/16 to 105j/16) were **APPROVED** for signature by the Chairman.
Councillor Lewis arrived at the meeting at 7.35p.m.

173/17 UPDATE FROM COUNCILLOR FIONA HILL:

Councillor Hill sent her apologies but sent a written report which was read out by the Chairman.

Bus 331 – Members noted that a trial is due to take place in the next few months to ascertain the impact in the surrounding area of narrowing Kneesworth Street to prevent parking and therefore not delaying the bus.
Councillor Hughes commented that the introduction of speed bumps in Tannery Drift could resolve the problem of the bus using that route.

Weight Limit Melbourn Street/Baldock Road – Members noted that this has been put on the list for the Hertfordshire Locality Budget although there are concerns about the effect of any enforcement that will be imposed.
Councillor Harrison commented that the weight restriction imposed on Newmarket Road is not being enforced and a lot of HGV's and tractors continued to use the road.

High Street Resurfacing – Members noted that officers are progressing a scheme to start before the end of the 2016/2017 financial year.

Lower Gower Road – members noted discussions are in progress.

ROYSTON TOWN COUNCIL

174/17 ROYSTON IN BLOOM:

Members **RESOLVED** to accept the notes of the Royston in Bloom Working Party meetings held on 28th June 2016 and 26th July 2016 into the workings of the Council.

175/17 NATURALLY ROYSTON WORKING PARTY:

After discussion Members agreed to **APPROVE** the Terms of Reference for the Naturally Royston Working Party.

Members **RESOLVED** to accept the notes of the Naturally Royston Working Party meeting held on 6th September 2016 into the workings of the Council.

176/17 TOWN CENTRE WORKING PARTY:

Members **RESOLVED** to accept the notes of the Town Centre Working Party meetings held on 25th April 2016 and 4th July 2016 into the workings of the Council.

177/17 LOWER GOWER ROAD/KINGSWAY/SERBY AVENUE–TRAFFIC CALMING REQUEST:

Members noted that this item had been covered in Councillor Hill's Report.

178/17 PROPOSED MEMORIAL IN PRIORY MEMORIAL GARDENS:

No further update available, to be carried forward to next agenda.

179/17 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No reports received.

Date of the next meeting: Monday 21st November 2016.

There being no further business the Chairman closed the meeting at 7.57p.m.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.00pm on Thursday 22nd September 2016.

PRESENT: Town Councillors: F John Smith (Chairman), Peter Burt, Robert Inwood and Vera Swallow.
History Society Trustees: Peter Franks and Phil Smith
Local History Society Rep: Neville Chuck
Town Council Officers: Susan Thornton-Bjork (Town Clerk)
Jenny Oxley (Museum Curator)

180/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Leggett, Trustees Martin Kaszak, James Robinson and Jenny Smith. Members noted that Reg Hounsell was no longer the secretary for the Friends of the Museum. A new secretary will be appointed at their next meeting.

181/17 MINUTES:

The minutes of the meeting held on Thursday 30th June 2016 (minutes 99/17 to 105/17) were approved for signing by the Chairman subject to Members noting that the date of the next meeting had been moved from the 29th September to today.

182/17 CURATORS REPORT: (Copy with minutes).

The Curator updated members on various points in the report.

- Viking day and Tudor day had been well attended.
- 2 craft days for the Wednesday and Saturday and a Mad Science demonstration on the Thursday are already planned for October Half term
- Back-log of items to be accessioned and catalogued is on going.
- Full programme of exhibitions have been booked up to the end of 2017.
- Work on-going to make permanent displays more hands-on and fun. Progress so far Talking Tiles (audio commentary on key items and themes), Kids Activity chest and re-worked case labels.
- Heritage Boards in the town. Quote received to have them recovered with new vinyl text and graphics. Quote will be passed to Local History Society for discussion.
- News out of HAMS – Because of the time taken by HAM with submitting the HLF application this project has been moved forward a year. It will deliver an exhibition and events around Folklore and traditional life in Herts.
- Tapestry, work on the final scene continues. Tapestry sub-group working on a plan to mock up a section to test out how the whole tapestry can be displayed. Next stage will be to seek quotes from a joiner and plan how the textile will be attached to the frame.
- Accreditation – all paperwork submitted back in February 16, the new RTC/Trustees agreement has been forwarded on to them since. Delay in assessing due to shortage of Accreditation Assessors.
- Reg Hounsell is now a key holder and listed in the emergency plan.

The Chairman thanked the Curator for her detailed report

ROYSTON TOWN COUNCIL

183/17 SAFEGUARDING POLICY: (Copy with minutes)

After discussion members agreed to recommend the Policy to Full Council for ratification.

184/17 FORWARD PLAN MONITORING (Copy with minutes)

JO has updated the following documents for the new curator with the work completed and current status.

- ACTION PLAN
- CARE & CONSERVATION PLAN
- COLLECTION AND DOCUMENTATION PLAN

The Chairman then thanked JO for all the improvements and achievements she has made during her time at the museum and wished her well in her new position. This was echoed by all present.

185/17 FINANCE REPORTS: - (Copy with minutes)

- Members received and noted the Income & Expenditure figures for 2016-2017 for the Museum.
- Members received and noted the Shop sales for the Museum.
- Members received and noted the grants and funding received for the Museum.

186/17 ANY OTHER BUSINESS:

The Town Clerk informed members that the water board will be carrying out a survey to see if an internal water meter can be installed in the museum.

There being no further business the Chairman thanked everyone for attending and congratulated everyone on the work that is going on in the museum and closed the meeting at 7.36pm

DATE OF THE NEXT MEETING: Thursday 15th December 2016

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday at 26th September 2016 at 7.30 p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Davidson, Dingley, Harrison, Hughes and Whitford

In attendance: Town Clerk
Assistant Town Clerk
Councillors Leggett, Swallow and Turner

187/17 PUBLIC PARTICIPATION: There was none.

188/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt, Davison and Kennedy

189/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

190/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 22nd August 2016 (minutes 134/17 to 142/17) were approved for signature by the Chairman.

191/17 ROYSTON ALLOTMENTS AND GARDEN ASSOCIATION:

Members received the minutes of the meeting with RAGA held on 12th September 2016 in to the workings of the council.

192/17 MAY FAYRE:

Members received the minutes of the meeting of the May Fayre Working Party held on 13th September 2016 into the workings of the council.

193/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the September 2016 accounts for payment in the sum of £41,776.79 & £1,650.83 and the transfers of money between Royston Town Council accounts on line as listed.

194/17 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

- i. Members received and noted the Bank Reconciliation for August 2016
- ii. Members received and noted the April to August Income and Expenditure report against the 2016-2017 budget figures

ROYSTON TOWN COUNCIL

195/17 BUDGET WORKING PARTY 2017-2018:

It was agreed that the following members be on the budget working party for the year 2017-2018 – Councillors J Davison, M Harrison, M Hughes and F J Smith.

196/17 TOWN HALL – CCTV CAMERAS:

Members received the report and quotes for the installation of four CCTV cameras for the Town Hall. After a full discussion, members agreed that the installation should proceed based on the lowest quote, this being subject to the Town Clerk consulting with Councillor J Davison (Chairman of Properties Committee) and them being satisfied this is the best option.

197/17 REMEMBRANCE DAY:

It was agreed to make the following donations:

- Poppy Day Appeal £50.00
- Royston Branch, British Legion £50.00 for refreshments served after parade on Remembrance Sunday
- Royston Branch, British Legion for programmes £150 if required

198/17 COUSULTATION ON PROPOSALS FOR THE LOCAL GOVERNMENT FINANCE SETTLEMENT 2017/2018 – Closing Date 28th October

Not all members had received a copy of the document, it was therefore agreed that after members had reviewed the document that they email their comments to the Town Clerk who could then make a response on behalf of the council.

199/17 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson gave an update on the Royston Youth Network group and highlighted the fact that the Burns Road Hang Out had now closed. (Copy of report with minutes)

200/17 EXCLUSION OF PRESS & PUBLIC:

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

ROYSTON TOWN COUNCIL

Date of next meeting: Monday 24th October 2016

There being no further business the Chairman closed the meeting at 8.10 pm

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday 26th September 2016 in Room 11, Town Hall, Royston at 8.12pm.

PRESENT: Councillor Dingley (Town Mayor) in the Chair
Councillors Davidson, Harrison, Hughes, Leggett, Smith,
Swallow, Turner and Whitford

In attendance: Town Clerk,
Assistant Town Clerk,

202/17 PUBLIC PARTICIPATION:

There was none.

203/17 APOLOGIES FOR ABSENCE:

Councillors Burt, Davison, Hulström-Allen, Inwood and Kennedy.

204/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There was none.

205/17 EXCLUSION OF PRESS & PUBLIC:

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

ROYSTON TOWN COUNCIL

There being no further business to discuss the Chairman closed the meeting at 8.25pm

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 10th October 2016 at 7.45p.m

PRESENT: Councillor Davidson (in the Chair).
Councillors Inwood, Leggett, Smith and Swallow.

In attendance: Town Clerk, Assistant Town Clerk, Administration Assistant.
County and District Councillor Hill.

207/17 PUBLIC PARTICIPATION:

There was none.

208/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davison, Dingley, Hulström-Allen, Kennedy and Turner.

209/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

210/17 MINUTES:

The minutes of the meeting of the Committee held on Monday 12th September 2016 (minutes 162/17 to 168/17) were **APPROVED** for signing.

211/17 PLANNING APPLICATIONS:

- a) 16/01922/1- 7 Melbourn Road, Royston.
Members **RESOLVED** that an objection be raised due to loss of privacy and close proximity to existing boundaries.
- b) 16/012161/1HH-16 Keats Close, Royston.
Members raised no objection to this application.
- c) 16/02366/1HH-2 Serby Avenue, Royston.
Members raised no objection to this application.
- d) 16/02397/1HH-26 Woodcock Road, Royston.
Members raised no objection to this application.
- e) 16/00366/1-Lumen House, Lumen Road, Royston.
Members raised no objection to this application.
- f) 16/02409/1HH-27 Curlew Crescent, Royston.
Members raised no objection to this application.

ROYSTON TOWN COUNCIL

212/17 PLANNING DECISIONS:

Members were given an updated list of planning decisions for information.

Date of the next meeting Monday 14th November 2016.

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

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **FINANCE COMMITTEE** held in Room 11, Royston Town Hall on Monday 31st October 2016 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Burt, Davidson, Davison, Dingley, Kennedy and Whitford.

In attendance: Town Clerk, Assistant Town Clerk, Administration Assistant.

213/17 PUBLIC PARTICIPATION:

There was none.

214/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Harrison, Hughes and Lewis.

215/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

216/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 26th September 2016 (minutes 187/17 to 201/17) were **APPROVED** for signing.

217/17 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- i. The minutes of the Markets Advisory Sub-Committee held on 14th September 2016 were received into the workings of the Council.
- ii. The Minutes of the Museum Advisory Sub-Committee held on 22nd September 2016 (minutes 180/17 to 186/17) were received into the workings of the Council.
- iii. The minutes of the Cemetery Working Party held on 20th September 2016 were received into the workings of the council.

218/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the October 2016 accounts for payment in the sum of £41,161.94 and the transfers of money between Royston Town Council accounts.

219/17 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

- i. Members received and noted the Bank Reconciliation for September 2016
- ii. Members received and noted the April to September Income and Expenditure report against the 2016-2017 budget figures.

ROYSTON TOWN COUNCIL

220/17 PUBLICATION OF ACCOUNTS FOR PAYMENT ON TOWN COUNCIL WEBSITE:

Members approved the decision to publish the monthly accounts onto the Town Council's website in order to comply with the Local Council Award Scheme.

221/17 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No reports received.

222/17 EXCLUSION OF THE PUBLIC & PRESS:

It was proposed by the Chairman, 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 the press be excluded from the remainder of the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960.

ROYSTON TOWN COUNCIL

Date of the next meeting 28th November 2016.

There being no further business the Chairman closed the meeting at 7.47p.m.

Signed: _____

Date _____

Chairman

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 31st October 2016 at 7.48 p.m.

PRESENT: Councillors Burt, Davidson, Davison, Dingley, Smith

In attendance: Town Clerk, Assistant Town Clerk, Administration Assistant
Councillor Kennedy

224/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Harrison.

225/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

226/17 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 25th July 2016 (minutes 111/17 to 114/17) were **APPROVED** for signing.

227/17 TOWN COUNCIL PROPERTIES:

Councillors received the Town Council Properties Report (report attached to minutes)

CROSS PUBLIC CONVENIENCES:

The Town Clerk updated Councillors regarding on The Cross Public Conveniences. They have had a deep clean and are due to be painted shortly. No response has been received from NHDC re long term lease. Councillor Burt reported that there is currently a backlog in NHDC Legal Department.

MARKET PLACE:

The Town Clerk reported that following recent problems with parking on the Market Place, NHDC parking enforcement will resume.

WAR MEMORIAL:

The Town Clerk reported that we have been advised to make an application for a Professional Advice Grant from the War Memorial Trust to employ a conservation-accredited architect or building surveyor who can prepare a report to clearly explain what repair and conservation works are needed. This will also help with obtaining estimates or tenders for the project and to apply for further funding for eligible works to the memorial.

ROYSTON PICTURE PALACE:

Members agreed that a planning application to install a satellite dish should be made to NHDC.

GREEN WALK PLANTATION:

Members agreed that the work to cut down the ivy should be carried out by contractors as there is enough in the current budget to cover the cost.

ROYSTON TOWN COUNCIL

Date of the next meeting Monday 30th January 2017

There being no further business the meeting was closed at 8.00p.m.

Signed: _____

Date _____

Chairman

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday 7th November, 2016 in Room 11, Town Hall, Royston at 7.30pm.

PRESENT: Councillor Dingley (Town Mayor) in the Chair
Councillors Burt, Davidson, Davison, Harrison, Hughes, Inwood, Kennedy, Leggett, Smith, Swallow, Turner and Whitford.

In attendance: Town Clerk, Assistant Town Clerk, Administration Assistant.
County and District Councillors Hill and Hunter
District Councillor Green

The Reverend Heidi Hunter and The Reverend Theresa Nusiwacho led the meeting in Prayer.

228/17 PUBLIC PARTICIPATION:

There was none.

229/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Hulström-Allen.

230/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

231/17 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that she had attended The Royston Business Awards hosted by Royston Chamber of Commerce. She said it was a good evening profiling many new and existing successful businesses in the Town.

The Mayor thanked Councillors Davison and Swallow for their participation in the recent Swimathon. She reported that £500 had been raised to be divided between The Rotary Club and the Mayor's Trust.

The Mayor reminded Councillors of the upcoming "Bollywood Night" and encouraged their support of the event.

232/17 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meetings of the Council held on 5th September 2016 (minutes 143/17 to 161/17) and those of 26th September 2016 (minutes 202/17 to 206/17)

233/17 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** to accept the following minutes into the workings of the council.

a) The meeting of the Planning Committee held on 12th September 2016 (minutes 162/17 to 168/17)

ROYSTON TOWN COUNCIL

Councillor Kennedy arrived at the meeting at 7.35pm

b) The meeting of the Finance Committee held on 26th September 2016 (minutes 187/17 to 201/17)

234/17 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** to accept the following minutes into the workings of the council.

a) The meeting of the General Purpose and Highways Committee held on 19th September 2016 (minutes 162/17 to 168/17)

b) The meeting of the Planning Committee held on 10th October 2016 (minutes 187/17 to 201/17)

235/17 INFORMATION COMMISSIONER REGISTRATION:

The Town Clerk drew Councillors attention to the report (copy attached to minutes) regarding registration with The Information Commissioner as a Data Controller to safeguard them should any of their data be accessed without their consent. The Town Clerk suggested that all Councillors who opted to register should have the £35.00 fee reimbursed to them by the Town Council.

Councillor Hughes responded that the data handled by Councillors at Town Council level is not of a sensitive enough nature to warrant registration with the Scheme and although he wanted to acknowledge the Town Clerk's report did not feel that Councillors should act upon it. He therefore proposed that the Clerks report be acknowledged and that Councillors do not need to register and therefore do not need to have the fee reimbursed by the council, this was seconded by Councillor Kennedy and voted on. The motion was lost.

Councillor Burt recommended that all Councillors who did choose to register should be reimbursed by the Town Council.

Councillor Smith proposed that the two issues be voted on separately, for Councillors to vote on firstly, the decision as to whether they should register and secondly, whether they should be reimbursed the cost if they chose to submit an expense claim.

Councillor Dingley asked that Councillors vote on the two issues.

It was **RESOLVED** to acknowledge the Town Clerk's Report and that each Councillor should decide individually whether or not to register.

It was **RESOLVED** that Councillors who registered under the scheme should be entitled to reimbursement of the fee from the Town Council if they chose to submit an expense claim.

Councillor Kennedy asked that his vote to object to the proposal for any reimbursement to be recorded.

ROYSTON TOWN COUNCIL

236/17 CLERK AND COUNCILLOR'S REPORTS:

Councillor Davidson reported that Silver Sunday was a huge success with over 130 senior citizens from Royston enjoying the event, and that several thank you cards had been received.

The event cost a total of £411 thanks to the free hire of the film from the British Film Industry.

Councillor Davidson thanked the Town Clerk and office staff for their help in the organisation of the event and also Councillors Dingley, Turner and Swallow along with the Town Clerk for their help on the day.

237/17 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No reports received.

There being no further business the Mayor closed the meeting at 8.05pm.

Date of next meeting 23rd January 2017

Signed: _____

Date _____

Chairman

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 14th November 2016 at 7.30 p.m

PRESENT: Councillor Swallow (in the Chair).
Councillors Davison, Dingley, Inwood, Kennedy, Leggett, Smith and Turner.

In attendance: Town Clerk, Assistant Town Clerk, Administration Assistant.
County and District Councillors Hill and Hunter.

238/17 PUBLIC PARTICIPATION:

There was none.

239/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davidson and Hulström-Allen.

240/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

241/17 MINUTES:

The minutes of the meeting of the Committee held on Monday 10th October 2016 (minutes 207/17 to 212/17) were **APPROVED** for signing.

242/17 PLANNING APPLICATIONS:

- a) 16/02487/1 - Flint Hall Farm, Royston.
Members raised no objection to this application.

Cllr Leggett arrived at the meeting.
- b) 16/01736/1 - 7, Angel Pavement, Royston.
Members raised no objection to this application.
- c) 16/02674/1HH - 96 Green Drift, Royston.
Members raised no objection to this application.
- d) 16/02609/1 - Johnson Matthey PLC, Orchard Rd, Royston.
Members raised no objection to this application.
- e) 16/02503/1HH - 17 Shaftesbury Way, Royston.
Members raised no objection to this application.
- f) 16/02447/1HH - 17 Parthia Close, Royston.
Members raised no objection to this application.
- g) 16/02374/1HH - 57 Kneesworth Street, Royston.
Members raised no objection to this application.

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- h) 16/02536/1HH - 37, Old North Road, Royston.
Members raised no objection to this application.
- i) 16/02482/1HH - 5, Curlew Crescent, Royston.
Members raised no objection to this application.
- j) 16/02538/1HH - 35, Green Drift, Royston.
Members raised no objection to this application.
- k) 16/02693/1HH – 46 Heathfield, Royston.
Members raised no objection to this application.

243/17 REPORT ON PLANNING DECISION MADE BY THE CHAIRMAN AND TOWN CLERK:

16/01583/1HH – 6, Honeyway, Royston.

No objection was made on behalf of the Town Council with regard to this application due to the timescale and advice received that NHDC would not be raising an objection.

244/17 PLANNING DECISIONS:

Members were given an updated list of planning decisions for information.

245/17 DRAFT LOCAL PLAN CONSULTATION:

Members discussed the response to the Local Plan as proposed by the working party.

Councillor Kennedy said he did not agree with the response, firstly because the comments to RY10 site that was being highlighted were too specific and would be discussed as part of the planning application consultation and that they are not relevant to the Local Plan. The Town Council would have the opportunity to make these comments when the application came to them for consideration.

Secondly, he agreed with the designation of the Urban Open Land and that it should be included in the Plan as studies show Royston does not need further designated industrial land as it already has sufficient land available for employment. Designating this site as Urban Open Land could enable the Football Club to be relocated there. Also the site is not relevant to the development of RY9, the Gateway site, as this site already has planning permission for development.

Councillor Smith suggested a change to the wording for the response re the Urban Open Land from 'Royston welcomes the opportunity for more retail or employment' to 'Royston welcomes the opportunity for further land to be used for commercial or leisure use' This was supported by other members.

After further discussion by all members, Councillor Smith suggested that the response be voted on in two parts, first the comments to the RY10 site and then the comments to the Urban Open Land.

Councillor Davison then proposed that the response to the RY10 site included in the Local plan stand as:

ROYSTON TOWN COUNCIL

RY10

Royston Town Council objects to this site development with the boundaries as shown. It has concerns over traffic flows as it only allows for vehicle access off Newmarket Road which will be dangerous and cause considerable congestion. The Land owner owns adjacent land to the site which could provide access onto the A505.

The current Newmarket Road /A505 junction is dangerous and there have been many traffic accidents here already.

There is no access for traffic from the westward direction off the A505 into Newmarket Road therefore, all traffic would have to come through the town causing further congestion at the A10 /Melbourn St roundabout.

This was seconded by Councillor Dingley and agreed. Councillor Kennedy abstained from voting.

Councillor Kennedy then proposed that the comments re the Urban Open Land should be to support the site being designated at this and that it should not have any reference to the site RY9. The motion was not seconded and therefore lost.

Councillor Davison then proposed that the response re the Urban Open land that the council objects to this designation be approved as:

URBAN OPEN LAND

Royston Town Council objects to this land being designated Urban Open Space.

Should the Gateway project go ahead giving access to RY9 site, such designation would preclude expansion of any commercial or leisure area to the west of this site. This limitation might also detract from the justification for the Gateway access.

Royston welcomes the opportunity for more commercial or leisure development.

It is presumed that this designation is as a result of the recommendation made in 4.16 of the report by BSG ecology commissioned by NHDC “Allocation Site RY1: Land west of Ivy Farm, Baldock Road Recreational impacts on Therfield Heath Site of Special Scientific Interest (SSSI)” June 2016.

Para 4.16 “Incorporation of alternative areas of land of a suitable size for informal recreation purposes to include habitat creation to generate biodiversity and landscape interest. For example the two fields to the north of the allocation site could, for example, be used to create a country park. The layout and design of this alternative greenspace needs to be designed to ensure the park is sufficiently attractive to people and will provide an attractive alternative recreation resource to Therfield SSSI.”

Royston Town Council does not agree with this recommendation. In addition, the land is privately owned and there are no means of access for the public as the site is bounded by the railway line and the A505 and the private owned site RY9.

ROYSTON TOWN COUNCIL

Councillor Smith seconded the motion and it was agreed.
Councillor Kennedy and Councillor Leggett voted against the motion.

Date of the next meeting Monday 12th December 2016.

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

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **THE GENERAL PURPOSE and HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston on 21st November 2016 at 7.30p.m.

PRESENT: Councillor Harrison (in the Chair)
Councillors Burt, Hughes, Inwood, Lewis and Whitford.

In attendance: Assistant Town Clerk, Admin Assistant.
Councillors Davison and Smith, County Councillor Hill and Tony Mills

246/17 PUBLIC PARTICIPATION:

There was none.

247/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Hulström-Allen, Leggett, Swallow and Turner and the Town Clerk.

248/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

249/17 MINUTES:

The minutes of the Meeting of the General Purpose and Highways Committee held on 19th September 2016 (minutes 169/17 to 179/17) were **APPROVED** for signature by the Chairman.

250/17 NATURALLY ROYSTON WORKING PARTY:

Members **RESOLVED** to accept the notes of the Naturally Royston Working Party meeting held on 6th September 2016 into the workings of the Council.

251/17 TOWN CENTRE WORKING PARTY:

Members **RESOLVED** to accept the notes of the Town Centre Working Party meeting held on 10th October 2016 into the workings of the Council.

252/17 UPDATE FROM COUNTY AND DISTRICT COUNCILLOR FIONA HILL:

Bus - route away from Tannery Drift

Members noted that HCC officers are progressing a trial scheme, with a view to buses travelling on the original route using Kneesworth St instead of Tannery Drift. They are trying to find a solution to potential issues with loading/unloading during the trial. A bus recently hit a building in Kneesworth St when it mounted the pavement due to parked cars along the street.

High Street Resurfacing – Members noted that officers are continuing to progress a scheme to start in April 2017. Currently the depth of pipework is being ascertained to avoid any damage during the works. Councillor Davison asked whether the Town Council would be able to view the plans before commencement of the works. He was

ROYSTON TOWN COUNCIL

particularly concerned with regard to parking on the corners of junctions in the High Street.

Weight Limit Melbourn Street/Baldock Road & Street – Members noted that this has been put on the list for the Hertfordshire Locality Budget Schemes.

253/17 TRANSPORT VISION 2050 CONSULTATION:

Councillors commented that although there were some very positive improvements listed there seems to be a lack of recommendations with regard to North Herts. Councillor Hill stated that it is a strategic document that has several other documents that run behind it and that it is not an exclusive list of schemes.

Councillor Hughes remarked that it would be helpful if the network was improved travelling East/West across the county as all the improvements mentioned focused on North/South movement. In particular, enhancement of East/West rail links would reduce the number of journeys into London. Councillor Lewis expressed concern over the increased CO₂ pollution levels and how they were going to be combated.

It was **RESOLVED** to accept the Town Council's response as presented to the consultation (copy with minutes)

254/17 NHDC PARKING REVIEW STRATEGY:

Councillor Hill reported that the list of roads given was not an exclusive but the first roads to be consulted on. Councillor Hughes suggested marked parking bays with a time limit as residential parking schemes are both expensive and difficult to administer. It was **RESOLVED** that the Town Council propose that a blanket ban on parking be rejected in favour of marked bays available for limited stays to deter all day parking whilst still enabling residents to have available parking for visitors.

255/17 TEMPORARY TRAFFIC REGULATION ORDERS:

Members noted the temporary traffic regulation orders.

256/17 PROPOSED MEMORIAL IN PRIORY MEMORIAL GARDENS:

Councillor Burt thanked Tony Mills for his work designing a new memorial for the Priory Memorial Gardens, which is hoped will be sited near the central flagpole. Members were shown a sketch of the proposed design (copy with minutes). He reported that the project will need to gain funding but was pleased to report that the District Council had no objection in principle.

257/17 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No reports received.

Date of the next meeting: Monday 6th February 2017.

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

Signed: _____
Chairman

Date: _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **FINANCE COMMITTEE** held in Room 11, Royston Town Hall on Monday 28th November 2016 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Burt, Davidson, Davison, Harrison, Hughes, Kennedy and Whitford.

In attendance: Town Clerk, Assistant Town Clerk, Administration Assistant. County Councillors Hill and Hunter, Councillor Hulström-Allen,

258/17 PUBLIC PARTICIPATION:

There was none.

259/17 APOLOGIES FOR ABSENCE:

None were received.

260/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

261/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 31st October 2016 (minutes 213/17 to 223/17) were **APPROVED** for signing.

262/17 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

The minutes of the Town Council Sub-Committee held on 31st October 2016 were received into the workings of the Council.

263/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the November 2016 accounts for payment in the sum of £33,417.36 and the transfers of money between Royston Town Council accounts.

264/17 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

- i. Members received and noted the Bank Reconciliation for October 2016

Councillor Kennedy arrived at the meeting at 7.35p.m.

- ii. Members received and noted the April to October Income and Expenditure report against the 2016-2017 budget figures.

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265/17 INTERNAL AUDIT REPORT:

Members received and noted the interim internal audit report 2016-2017.

The Chairman thanked the Council staff for their efforts involved in receiving a clean internal audit which shows that the council is following internal control proceedings.

266/17 TOWN GUIDE:

The Town Clerk reported that the draft for the new Town Guide is not yet available, the publishers are seeking further advertisers to help with the cost of publication.

267/17 ROYSTON PICTURE PALACE:

The Town Clerk reported back from the working party meeting. Ideas are being looked into for marketing and sponsorship etc. to help increase income. A new ticketing system had to be installed this year which was unexpected expenditure. A volunteer has been developing a new website, this will be maintained by the Cinema Manager which will help to keep costs down.

The Town Clerk also reported on the success of the 130 screenings this year, with over 9,500 customers giving an average of 82 people per screening.

There was a special showing for the volunteers on Sunday 27th November 2016 as a thank you for their continuing support. Members added their thanks to the volunteers for their efforts.

268/17 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No reports received.

Date of the next meeting: Monday 19th December 2017.

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

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 12th December 2016 at 7.30 p.m

PRESENT: Councillor Davidson (in the Chair).
Councillors Dingley, Inwood, Kennedy, Leggett, Smith and Swallow.

In attendance: Town Clerk, Assistant Town Clerk, Administration Assistant.
County and District Councillors Hill and Hunter, District Councillor Green

269/17 PUBLIC PARTICIPATION:

There was none.

270/17 APOLOGIES FOR ABSENCE:

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

271/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

272/17 MINUTES:

The minutes of the meeting of the Committee held on Monday 14th November 2016 (minutes 238/17 to 245/17) were **APPROVED** for signing.

273/17 PLANNING APPLICATIONS:

- a) 16/02834/1 Land at Safeline AVS Ltd, Royston Business Park, Greenfield, SG8 5HN: Full Planning Permission - Erection of a new industrial building within Class B1c with offices and associated facilities, access, service yard, car and cycle parking and landscaping.

Members raised no objection to this application, although they suggested that the design on the East and North facing sides be continued on the West and South facing sides as these, along with the roof, will be visible from Therfield Heath. It was also noted that the existing trees will need to be removed and replanting would enhance the overall look. Members stated that they welcome further manufacturing development in the town.

- b) 16/02205/1 Mile End Farm, London Road, Royston, SG8 9LS: Outline Application - Outline application for 2 residential dwellings (all matters reserved).

Members objected to the application as it contravenes the Green Belt policy and countryside development. It was also noted that this area is in the Parish of Reed.

- c) 16/02800/1HH 10 Beldam Avenue, Royston, SG8 9UL: Full Planning Permission Householder - Single storey front extension.

Members raised no objection to this application.

ROYSTON TOWN COUNCIL

- d) 16/02829/1HH 119 Redwing Rise, Royston, SG8 7XD: Full Planning Permission Householder - Single storey rear extension following demolition of existing conservatory.
Members raised no objection to this application.
- e) 16/02908/1 Tesco Stores Ltd, Old North Road, Royston, SG8 5UA: Full Planning Permission - Community garden including erection of garden shed and green house, raised beds and other associated works as part of “Farm to Fork” project.
Members raised no objection to this application.
- f) 16/02775/1 8 High Street, Royston, SG8 9AG: Full Planning Permission - Roller shutter to shop front.
Members raised no objection to this application but suggested the appearance of the shutters could be enhanced by including shop branding and pictures, it was also noted to forward comments to Royston First to this effect.
- g) 16/02776/1LB 8 High Street, Royston, SG8 9AG: Listed Building Consent - Roller shutter to shop front.
Members raised no objection to this application.
- h) 16/02725/1HH 29 Heathfield, Royston, SG8 5BN: Full Planning Permission Householder - Timber garden structure.
Members raised no objection to this application.
- i) 16/02886/1HH 6 Goodwood Road, Royston, SG8 9TF: Full Planning Permission Householder - Single storey front extension.
Members raised no objection to this application.

274/17 PLANNING DECISIONS:

Members noted the list of NHDC planning decisions.

275/17 SUPPLEMENTARY AGENDA ITEM – PLANNING APPLICATIONS:

- a) 16/02976/1HH 7 Byron Road, Royston, SG8 7DP - Full Planning Permission Householder: Single storey front extension.
Members raised no objection to this application.
- b) 16/02616/1HH 26 Garden Walk, Royston, SG8 7HT - Full Planning Permission Householder: Alterations to existing bungalow involving replacement roof including side dormer, first floor extension over part of existing bungalow, single storey side and front extension, front bay window and ancillary works following demolition of existing conservatory.

ROYSTON TOWN COUNCIL

Members raised no objection to this application.

- c) 16/02994/1HH 38 Garden Lane, Royston, SG8 9EH - Full Planning Permission
Householder: Infill covered porch and replace flat roof with monopitch
roof to front.

Members raised no objection to this application.

- d) 16/02870/1HH 6 Gower Road, Royston SG8 5DU - Full Planning Permission
Householder: Single storey rear extension.

Members raised no objection to this application.

Date of next meeting Monday 9th January 2017.

There being no further business the Chairman closed the meeting at 8.00p.m.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.00pm on Thursday 15th December 2016.

PRESENT: Town Councillors: F John Smith (Chairman), Robert Inwood and Vera Swallow.

History Society Trustees: Peter Franks, James Robinson and Jenny Smith
Chairman of Friends of Museum, Christine Baker
Town Council Officers: Susan Thornton-Bjork (Town Clerk)
Adam Culling (Museum Curator)
Jenny Benton (Museum Assistant)

The chairman welcomed the new curator Adam to the meeting.

276/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Peter Burt, Trustees Martin Kaszak & Phil Smith and Neville Chuck.

277/17 MINUTES:

The minutes of the meeting held on Thursday 22nd September 2016 (minutes 180/17 to 186/17) were **APPROVED** for signing by the Chairman.

278/17 CURATORS UPDATE:

Adam asked that thanks be given to Jenny Benton who had done a great job in keeping the Museum active while we have been without a curator. The Chairman echoed this and asked that this be minuted.

Adam then gave a brief view of his aims and aspirations for the Museum. He has concerns about the Collection Management interpretation and whether the development schedule can be sustained. He would like to see all activities in the museum be related to the Museum collection, especially the craft sessions and thought that the craft sessions/activities should be more focused and also condensed to be held around school holidays.

He raised concerns of the collection show cases in that they were old and potentially dangerous and would look to see if any grants were available to upgrade them. He also felt that the objects displayed needed more narrative

There were also some administrative procedures he would like to put in place regarding the handling of the Collection and working with the Collection guidelines.

The chairman thanked the Curator for his brief update regarding the ideas he has for the Museum.

279/17 FINANCE REPORTS: - (Copy with minutes)

- Members received and noted the Income & Expenditure figures for 2016-2017 for the Museum.
- Members received and noted the Shop sales for the Museum.
- Members received and noted the grants and funding received for the Museum.

ROYSTON TOWN COUNCIL

280/17 WEB-SITE:

The Museum's web-site was built and updated by a volunteer who now wants to hand over the updating to someone else. It was suggested to find another volunteer who could do the work. Another option would be to use a simpler system where the site could be updated by staff, it was agreed that further investigation is needed on this.

281/17 ANY OTHER BUSINESS:

The Curator reported that there was a list of shop stock items which are now unsaleable and need to be written off and asked for permission to do this. Some of the items could be used for the craft sessions. This was agreed providing a list of such items was given to the Town Clerk so they could be removed from the stock sheet.

The Town Clerk informed members that the Museum Assistant will continue on 4 days a week until the end of this financial year.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 7.25pm

DATE OF THE NEXT MEETING: Thursday 23rd February 2017

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **FINANCE COMMITTEE** held in Room 11, Royston Town Hall on Monday 19th December 2016 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Burt, Davidson, Davison, Harrison, Hughes, Kennedy and Lewis.

In attendance: Town Clerk, Assistant Town Clerk, Administration Assistant.

282/17 PUBLIC PARTICIPATION:

There was none.

283/17 APOLOGIES FOR ABSENCE:

None were received.

284/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

285/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 28th November 2016 (minutes 258/17 to 268/17) were **APPROVED** for signing.

286/17 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

The minutes of the Cave Trust Fund Committee meeting held on 24th November 2016 were received into the workings of the Council.

The minutes of the Markets Advisory Sub-Committee meeting held on 30th November 2016 were received into the workings of the Council.

The Town Clerk reported that new stalls have now been delivered and were used last week. Councillor Davidson reported that the Town Christmas Fair had been very successful, it was well attended and the Market raffle did well.

Councillor Lewis arrived at the meeting at 7.35p.m.

287/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the December 2016 accounts for payment in the sum of £35,832.81 and the transfers of money between Royston Town Council accounts.

288/17 BANK RECONCILIATION AND INCOME AND EXPENDITURE:

- i. Members received and noted the Bank Reconciliation for November 2016
- ii. Members received and noted the April to November Income and Expenditure report against the 2016-2017 budget figures.

289/17 DRAFT BUDGET 2017-2018:

The draft budget for 2017-2018 was presented to members for consideration along with the forecasted out turn for 2016-2017. (Copies with minutes) The Town Clerk reported that the forecast figures for the year end 2016-2017 predict an under-spend on the set budget of approx. £20,000.

The under-spend was due to:

- Museum staff costs (the museum has been without a Curator for 2½ months (£5,000))
- Cemetery loan repayment (£11,861)
- Insurance renewal for 2016-2017 reduced by £4,000

The draft budget proposed for 2017-2018 includes:

- £10,000 contingency funds for possible changes in staffing
- 2.7% increase in insurance premiums as advised by our insurance company
- Estimates for internal and external decorations of various buildings

Columns A, B and C show the amount of funds required to cover forecasted expenditure for 2017-2018 and the different ways the funds could be raised. NHDC have reported that they expect a reduction in the CTRS grant payable to the Town Council of approx. 23%, (£14,927 to £11,408). This figure will be confirmed by the end of December 2016.

Option A – All required funds raised through the precept to cover expenditure would equate to an increase in the yearly cost per Band D property of £1.45 (Current figure £42.10 increased to £43.55)

Option B – £10,000 taken from council's reserves to cover contingency amount for staffing would equate to a decrease in the yearly cost per Band D property of 13p (£41.97)

Option C – No change to the yearly cost per Band D household. (£42.10)

Furthermore, the Clerk advised that if the underspend on the cemetery loan and insurance premium for 2016-2017 (£16,000) was used to reduce the required expenditure for 2017-2018 instead of going into reserves, then the annual charge for the average Band D property would decrease to £41.02.

Councillor Kennedy questioned a number of the items in the proposed budget and said that the precept should be frozen and to draw down on reserves to cover the balance required. He also requested an update on the cemetery project.

Councillor F J Smith said that he would not support an increase in the amount that tax-payers were required to pay (£42.10 per Band D householder). Councillor Hughes also supported this as there was capacity to fund the shortfall from reserves.

After further discussion and comments from councillors, Councillor Smith then proposed that Option C, to keep the Band D householder payment the same as the previous year (£42.10) and draw down from reserves to cover the balance required to cover expenditure be recommended to Full Council. All members agreed except Councillor Kennedy.

ROYSTON TOWN COUNCIL

290/17 ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:

Councillors Davidson, Davison and Smith were appointed onto the working party.

291/17 TOWN GUIDE:

Members were shown a draft of the new Town Guide, the publishers are seeking further advertisers to help with the cost of publication. Councillor Kennedy asked that the map be updated.

292/17 CHRISTMAS OPENING HOURS:

Members noted the opening hours for the Town Council and Museum over Christmas and New Year:

Town Council – Close 4.30p.m. 23rd December 2016 re-open 9a.m. 30th December 2016. Close 4.30p.m. 30th December 2016 re-open 9a.m 3rd January 2017.

Museum – Close 4.45p.m. 17th December 2016 re-open 10a.m. 3rd January 2017.

293/17 AD HOC LICENCE – SUMMER SOUL EVENT:

Ad Hoc's Premises licence to hold an annual Summer Soul Event in Fish Hill Square was revoked by North Herts District Council following this year's event.

Ad Hoc have now made a new application to hold the event annually on August Bank Holiday Sundays and extended the area to be fenced off which includes the Town Council's car-parks at Market Hill and Angel Pavement.

After discussion on various points about the event, the majority of members wished to support it but thought the location was not the best place for it. It was then agreed to make a representation to North Herts District Council stating that they did not agree the location proposed was the best place for it and suggested that the event be moved into the Priory Gardens. It was also noted that the Town Council has not given permission for their land to be fenced off or used.

It was also agreed to contact the organisers of the event and arrange a meeting with them so that the Town Council could explain that although they wish to support the event they did not feel the location was the best place for it.

294/17 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson updated members on the Royston Volunteer Centre. She reported that while local authority funding has been cut the Royston Volunteer Centre is continuing with funding that they have established themselves and that they are also making an application to The Brian Racher Trust. There is a recruitment drive for newly retired people to volunteer.

Date of the next meeting: Monday 23rd January 2017.

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

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 9th January at 7.30p.m

PRESENT: Councillor Davidson (in the Chair).
Councillors Dingley, Hulström-Allen, Leggett, Smith, Swallow and Turner.

In attendance: Town Clerk, Deputy Town Clerk, Administration Assistant.
County and District Councillors Hill, District Councillor Green

295/17 PUBLIC PARTICIPATION:

There was none.

296/17 APOLOGIES FOR ABSENCE:

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

297/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

298/17 MINUTES:

The minutes of the meeting of the Committee held on Monday 12th December 2017 (minutes 269/17 to 275/17) were **APPROVED** for signing with an amendment to 273/17 b) *Rural Area beyond the Green Belt.

Councillor Dingley arrived at the meeting at 7.33p.m.

299/17 PLANNING APPLICATIONS:

- a) 16/03051/1HH 32 Queens Road, Royston, SG8 7AS: Full Planning Permission Householder – Two storey rear extension following demolition of existing single storey element.

Members raised no objection to this application.

- b) 16/03021/1LB 18-20 Kneesworth Street, Royston, SG8 5AA: Listed Building Consent – Repainting of external walls of building including colour change from brown and cream to light grey and dark grey (front elevation only)

Members raised no objection to this application.

- c) 16/03033/1HH 15 Kneesworth Street, Royston, SG8 9UL: Full Planning Permission Householder - Single storey rear extension and ancillary works following demolition of existing garage, conservatory, barbeque structure and part single storey rear-side lean to.

Members raised no objection to this application.

ROYSTON TOWN COUNCIL

- d) 16/03053/1HH 68, Queens Road, Royston, SG8 7AU: Full Planning Permission Householder - Two storey rear extension and new obscure glazed windows at first floor level in side elevation of existing house.

Members raised no objection to this application provided any side facing windows are fitted with obscure glass.

Councillor Hulström-Allen arrived at the meeting at 7.42p.m

300/17 PLANNING DECISIONS:

Members noted the list of NHDC planning decisions.

Date of next meeting Monday 13th February 2017

There being no further business the Chairman closed the meeting at 7.45p.m.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 23rd January 2017 in Room 11, Town Hall, Royston at 7.30 pm.

PRESENT: Councillor Dingley (Town Mayor) in the Chair
Councillors: Burt, Davidson, Hughes, Hulström-Allen, Inwood, Kennedy, Smith, Swallow, Turner and Whitford
Officers: Town Clerk and Deputy Town Clerk
County and District Councillors Hill and Hunter and District Councillor Green.

Before the start of the meeting, the Mayor asked members to join her for a one minute silence as a mark of respect for the family following the death of Mitchell Bailey in such tragic circumstances. It was also agreed to write and send condolences to the Fire Station Crew.

The Reverend John Fidler then led the meeting in Prayer.

301/17 PUBLIC PARTICIPATION:

There was none.

302/17 APOLOGIES FOR ABSENCE:

Councillors Davison and Harrison

303/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

304/17 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that she had on Christmas Day visited Richard Cox House and St Georges Nursing Home.

Her Bollywood night had raised over £788 for the Mayor's Charity, she asked that her thanks to Royston Tandoori for organising the event was recorded.

Her next charity event was 'Pride of Royston' which will be held in the Town Hall on February 25th. Following this event, a quiz night will be held on Friday 5th March in the Town Hall.

305/17 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 7th November 2016 (minutes 228/17 to 237/17).

TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the following minutes be adopted into the workings of the council.

- (a) The meetings of the Planning Committee held on:
- 14th November 2016 (minutes 238/17 to 245/17)
 - 28th November 2016 (minutes 269/17 to 275/17)

ROYSTON TOWN COUNCIL

- (b) The meetings of the Finance Committee held on:
- 31st October 2016 (minutes 213/17 to 223/17)
 - 28th November 2016 (minutes 258/17 to 268/17)

306/17 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** to receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council.

- (a) The meeting of the General Purpose and Highways Committee held on:
- 21st November 2017 (minutes 246/17 to 257/17)
- (b) The meeting of the Finance Committee held on:
- 19th December 2016 (minutes 282/17 to 294/17) Councillor Dingley asked for her apologies to be recorded as she had submitted them due to carrying out Mayoral duties.
- (c) The meeting of the Planning Committee held on:
- 9th January 2017 (minutes 295/17 to 300/17)

307/17 BUDGET 2017-2018: (Report with minutes)

It was RESOLVED to suspend Standing Order 3i and move into Committee.

Councillor Smith explained the background to work undertaken for producing the budget figures for the year 2017-2018 and the precept required to cover expenditure for the year. He explained that there were two options to consider for the amount of precept to be raised, he was recommending Option B as due to the increase in the number of new properties built over the last year in the town, the proposed expenditure would be covered by keeping the council tax at the same level for Band D properties as 2016-2017 and taking £9,250 from reserves to cover the balance required.

Councillor Kennedy challenged his recommendation as he believes the reserves are too high and that more funds should come from the reserves to cover the expenditure thus reducing the amount of council tax residents would need to pay. He questioned why the Town Council were holding earmarked reserves for a cemetery.

Councillor Hughes supported the proposal of Option B saying it was good to see the town grow and by keeping the council tax at the same level it helped to reduce the pressure for the loss in grants. The reserves for the cemetery need to be kept in case land becomes available for the development of a cemetery and the level of reserves should be discussed at another meeting.

After further discussion from all members, the Mayor proposed that Standing Orders were re-instated. This was agreed.

The Mayor then asked for a vote on the proposed budget for 2017-2018 as set before them and Option B for a net precept of £269,313 to be raised. All members voted in favour except for Councillor Kennedy who asked for his vote against to be recorded.

ROYSTON TOWN COUNCIL

308/17 CCTV POLICY:

The Town Clerk reported the need to adopt a CCTV Policy now that CCTV cameras have been installed. It was then **RESOLVED** to adopt the policy into the workings of the council. (Copy with minutes)

309/17 AD HOC SUMMER SOUL EVENT:

The Town Clerk reported that Cllrs Davison and Hughes met with the organisers of the AD HOC Summer Soul event to discuss the use of Town Council land and the council suggestion that the event should be moved away from Fish Hill Square.

Councillor Hughes explained to members Ad Hoc's reason why the event could not be held in the Priory Gardens and that after further discussions it was agreed to come to a compromise and to allow the use of Angel Pavement car park but not to allow the use of Market Hill car park.

After further discussion members agreed to allow the use of Angel Pavement car park for the event on August Bank Holiday Sunday and to withdraw the council's objection to the licence application.

310/17 CLERK AND COUNCILLOR'S REPORTS:

The Town Clerk updated members on the error made during the Local Government Boundary Commission Electoral Review of reducing the number of Town Councillors to six. An amendment order has been laid and is currently before parliament.

Dates for your diary

Holocaust Service Friday 27th January 11am - Priory Memorial Gardens

Councillor's Surgery Saturday 28th January - Angel Pavement

Mayor's Civic Service Sunday 5th March 3pm - St John Baptist Church

Mayor's Quiz night Friday March 10th 7.30pm start - Town Hall

Annual Town Meeting 23rd March 7.30pm - Town Hall

311/17 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Royston Youth Network: (copy of report with minutes) Councillor Davidson gave a brief update and reported that the NHDC officer who organised the Fun in the Park sessions, across North Herts during the school holidays, had now moved on and therefore the sessions in the park will cease.

Councillor Hunter said that they were still seeking an officer to run the sessions but it was proving difficult to find a suitably qualified person for the role.

Date of next meeting: Monday 6th March 2017

There being no further business the Mayor closed the meeting at 8.10pm

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 30th January 2017 at 7.30p.m.

PRESENT: Councillor Davison (in the Chair)
Councillors Burt, Davidson, Dingley, Harrison, Hughes, Kennedy and Whitford
Town Clerk

In attendance: Deputy Town Clerk
County & District Councillor Hill and District Councillor Green.

312/17 PUBLIC PARTICIPATION:

There was none.

313/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Smith

314/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

315/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 19th December 2016 (minutes 282/17 to 294/17) were approved for signing by the Chairman.

316/17 MINUTES OF MUSEUM ADVISORY SUB-COMMITTEE:

As there was no-one from the Committee to propose the minutes of the meeting held on Thursday 15th December 2016 they will be held over until the next meeting.

317/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve January 2017 accounts for payment in the sum of £42,914.07.

318/17 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members received and noted the Bank Reconciliation for December 2016.
- ii) Members received and noted the December 2016 Income & Expenditure report against the 2016-2017 budget.

319/17 TOWN CRIER NEWSLETTER:

Members noted that Johnson Matthey have agreed to fund the cost associated with the publication of the Town Council's newsletter for 2017-2018 and that The Listing magazine will continue to give their support by giving a 28% discount. It was **RESOLVED** to send a letter of thanks to JMs for the funding support of £1,600.

ROYSTON TOWN COUNCIL

320/17 CEMETERY LAND:

The Town Clerk updated members on the search for a site for land to develop as a cemetery for Royston residents. A land owner had been approached and he had suggested three areas of land that might be suitable, these sites were visited by members of the working party, unfortunately, after further investigation, all three sites were considered unsuitable for the following reasons:

Site 1 – Area off Studlands Rise – the land is on a 99 year lease to NHDC for recreational use.

Site 2 – Land off Barkway Road - in Zone 1 area, no burials allowed.

Site 3 – Land off A505 towards Duxford – access off lay-by which is used heavily by HGV vehicles for rest/refreshments day and night time stops, and has a hamburger van on site during the day. Cambridgeshire highways gave strong concerns of the access especially with an entourage of funeral cars wanting to turn across fast flowing traffic. There are noise issues with the site being next to the A505 and a chicken farm.

The land owner stated that he did not have any other land available but suggested a couple of sites which might be suitable that belong to another land owner. He knew the owner and would contact them on our behalf. We are still waiting to hear back.

Councillor Kennedy requested that the Town Council approach NHDC again now that planning permission had been approved for the land north of Newmarket Road, the area above the 80 metre contour is to be used as Public Open Space and suggests that the land at the top of the site could be used for a cemetery. Once the site is sold to a developer an approach should be made to them and the planning authority. He stated that it needs goodwill and flexibility on all sides. It was agreed that the Town Clerk would contact the planning authority again.

Councillor Kennedy asked what the fall-back position was if no land in or near Royston was found, the Chairman confirmed that burials would have to default to the North Herts District burial ground at Wilbury Hills.

321/17 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were no reports given.

DATE OF NEXT MEETING: Monday 27th February 2017

There being no further business the Chairman closed the meeting at 7.41pm.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 30th January 2017 at 7.50pm

PRESENT: Councillor Davison (in the Chair)
Councillors Burt, Davidson, Harrison & Dingley

In attendance: Town Clerk and Deputy Town Clerk
County & District Councillor Hill
District Councillor Green

322/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Smith.

323/17 DECLARATION OF INTEREST:

There were none.

324/17 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 31st October (minutes 224/17 to 227/17) were approved as a correct record.

325/17 TOWN COUNCIL PROPERTIES UPDATE:

Town Hall

Still waiting for planning approval from NHDC to install satellite apparatus for Royston Picture Palace.

Hardwicke Hall flooring to be sanded and resealed in February.

The Cross Public Conveniences

Councillor Burt declared an interest on this item as a member of NHDC's Asset Management Group.

Transfer of asset to the Town Council was discussed by the Asset Management Group on 25th January 2017. It was agreed that a report now needs to be presented to NHDC Cabinet on 28th March 2017, regarding the transfer of the toilets to Royston Town Council.

Details have already been provided to NHDC to ascertain whether Section 106 money would be available to help towards the cost of refurbishment if the asset was transferred to the Town Council. The Town Clerk was asked to chase this up to see if they required any further information as no response has been received yet.

Councillor Hill said she would enquire.

Royston Cave

A new electricity board needs to be installed in the Cave to comply with new regulations. Work is also required to the emergency lighting and sockets. Arc Electrical will be providing a quote. The Local History Society have said they may be able to fund the work required.

ROYSTON TOWN COUNCIL

War Memorial

Waiting for two quotes from Architects Accredited in Building Conservation, to carry out a conditional survey and report so that we can apply for funding to cover the cost of the survey.

Date of next meeting 24th April 2017

There being no further business the Chairman declared the meeting closed at 8.04pm.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **THE GENERAL PURPOSE and HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston on Monday 6th February 2017 at 7.30p.m.

PRESENT: Councillor Harrison (in the Chair)
Councillors Burt, Hughes, Inwood, Leggett, Swallow and Turner.

In attendance: Town Clerk, Deputy Town Clerk, Admin Assistant.
Councillors Davison and Kennedy and County Councillor Hill.

326/17 PUBLIC PARTICIPATION:

There was none.

327/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Hulström-Allen, Lewis and Whitford.

328/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

329/17 MINUTES:

The minutes of the Meeting of the General Purpose and Highways Committee held on 21st November 2016 (minutes 246/17 to 257/17) were **APPROVED** for signature by the Chairman.

330/17 UPDATE FROM COUNTY AND DISTRICT COUNCILLOR FIONA HILL:

Bus 331 - route away from Tannery Drift.

HCC officers are still trying to progress a trial scheme and are still investigating potential issues with loading/unloading if Kneesworth Street is narrowed.

Weight Limit Melbourn Street/Baldock Road and Street.

Members noted that work is on the future Hertfordshire Locality Budget program(HLB).

High Street Resurfacing.

Highways officers are in discussion with utilities companies regarding works planned before a date can be confirmed for the re-surfacing.

Bus 26.

The proposal to reduce the frequency of this service has been raised with HCC, no subsidies are provided from either Hertfordshire or Cambridge County Councils and therefore although they can negotiate with the bus company they have no power to enforce any changes. The issue will be raised at the next North Herts Bus User Group meeting.

Baldock Road Speed limit.

Police have agreed to do checks.

ROYSTON TOWN COUNCIL

A505 Crossing.

Hertfordshire County Council have carried out a feasibility study for a bridge to cross the A505. Cambridgeshire County Council supported by Hertfordshire County Council have put in a bid to The Cambridge Local Enterprise Partnership (LEP). It is anticipated that the bridge will also have cycle links to the existing cycle pathways. Councillor Hill reported that it is on the National Public Health Agenda to encourage and promote cycling and walking. Councillor Hill asked for the support of the committee regarding the proposals of a safe crossing over the A505.

The Chairman thanked Councillor Hill for her report, Councillor Hill then gave her apologies and left the meeting as she had to attend a meeting at the District Council.

331/17 Naturally Royston Working Party.

The notes from the Naturally Royston Working Party meetings held on 18th October 2016 and 29th November 2016 were accepted into the workings of the Council.

332/17 A505 Crossing.

Councillors Hill and Hunter have requested support from the Town Council regarding the proposals for a crossing over the A505 near the A10 junction. It was **RESOLVED** to re-endorse Royston Town Council's correspondence (Minute 152/15 from the meeting of the General Purpose and Highways Committee held in October 2014) in support of the project.

333/17 Bus 26 Timetable Cuts:

Councillor Harrison submitted his report on the proposed cuts to the bus service between Royston and Cambridge. Members discussed the implications of these cuts to Royston residents including commuters, students and those visiting Addenbrookes Hospital. Councillor Harrison reported that Melbourn Parish Council, Harston Parish Council and Harston Resident's Association are opposed to the prospect of a reduced service.

Members **RESOLVED** to support other villages in their opposition of the changes and stated that they would want to see the continuation of any rush hour buses going into Drummer Street and not terminating at Trumpington Park and Ride site. They would also like to see one price ticketing regardless of the number of buses required to get into the city centre.

It was agreed that Councillor Harrison attend the other parish Council and Resident's Association meetings on the Council's behalf.

334/17 Baldock Road Speed Limit:

Members discussed the problem of speeding on the stretch of road. Police are due to carry out traffic speed measurements.

Councillor Davison reported that he was particularly concerned about speeding out of town towards the Heath as there have been a couple of accidents recently with cars turning into Downlands. He felt that the 40mph sign on the way out of the town should be moved further down the road towards the Heath.

ROYSTON TOWN COUNCIL

A Stage 3 Safety Audit will be carried out in relation to the Ivy Farm Stage 3 development covering traffic calming measures.

Members agreed that the Town Clerk should write to the appropriate authorities again to ask them to reconsider moving the 40mph speed signs to the other side of the furthest housing development in Baldock Road in view of the number of accidents on this stretch of road and request to receive a copy of the Stage 3 Safety Audit and Police reports.

335/17 Outside Organisations:

Councillor Swallow reported that Royston and District Local History Society are doing well. They are holding several events including a dinner and a coach trip to Hever Castle. She advised members that the cost of annual membership is £5 but that non-members are welcome to attend meetings at a one off cost of £2. The group meets on the first Thursday of the month.

The Society are looking to replace the Royston information sign at the Cross in the Town as it has deteriorated.

Date of the next meeting: Monday 10th April 2017.

There being no further business the Chairman closed the meeting at 8.17p.m.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall Royston on Monday 13th February 2017 at 7.30p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Inwood, Kennedy, Leggett, Smith, Swallow & Turner.
In attendance: Town Clerk

336/17 PUBLIC PARTICIPATION: There was none

337/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Dingley.

338/17 DECLARATION OF INTEREST AND DISPENSATIONS:

No declarations were received.

339/17 MINUTES:

The minutes of the meeting of the Committee held on Monday 9th January 2017 (minutes 295/17 to 300/17) were **APPROVED** for signing.

340/17 PLANNING APPLICATIONS:

- a) 17/00017/1- Jewsons, Orchard Road, Royston SG8 5HA:
Members raised no objection to this application.
- b) 16/03247/1 - Heavy Goods Vehicle Testing Station, Orchard Road, Royston
Members raised no objection to this application subject to B2 use being acceptable.
- c) 16/03266/1HH - 24 Newmarket Road, Royston SG8 7EA:
Members raised no objection to this application.
- d) 17/00018/1HH - 25 Foxglove Bank, Royston SG8 9TH:
Members raised no objection to this application.
- e) 16/03224/1HH - 25 Palace Gardens, Royston SG8 5AD:
Members raised no objection to this application.
- f) 17/00122/1HH - 18 Mill Road, Royston SG8 7AE:
Members raised no objection to this application subject to the concerns of the window overlooking the neighbouring property being addressed.
- g) 1700005/1HH - 1 Victoria Crescent, Royston SG8 7AX:
Members raised no objection to this application.
- h) 17/00096/1HH - 21 Newman Avenue, Royston SG8 7LE:
Members raised no objection to this application.
- i) 17/00180/1HH - 84 Green Drift, Royston SG8 5BT:
Members raised no objection to this application.

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- j) 17/00034/1HH - 10 Titchmarsh Close, Royston SG8 5DD:
Members raised no objection to this application.
- k) 17/00146/1LB - Banyers Hotel, 16 Melbourn Street, Royston SG8 7BZ:
Members raised no objection to this application.

341/17 PLANNING DECISIONS:

Members were given an updated list of planning decisions for information.

The Town Clerk updated members on application 16/03105/1HH 44 Hawthorn Way that has already been given approval but was not sent to the Town Council for consultation.

Date of the next meeting Monday 13th March 2017

There being no further business the Chairman closed the meeting at 7.47pm.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.00pm on Thursday 23rd February 2017.

PRESENT: Town Councillors: F John Smith (Chairman), Robert Inwood and Vera Swallow.

History Society Trustees: Peter Franks, Martin Kaszak, James Robinson, Jenny Smith and Phil Smith.

Chairman of Friends of Museum, Christine Baker

Chairman of Local History Society Neville Chuck

Town Council Officers: Susan Thornton-Bjork (Town Clerk)

Adam Culling (Museum Curator)

342/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Peter Burt and Iain Leggett.

343/17 MINUTES:

The minutes of the meeting held on Thursday 15th December 2016 (minutes 276/17 to 281/17) were **APPROVED** for signing by the Chairman.

344/17 CURATORS REPORT: (copy report with minutes)

Before the curator Adam Culling gave his report he informed the committee that he would be standing down as curator. The level of work required was more than he expected, he had spent a lot of time reviewing policies and procedures as well as reviewing the Forward Plan which he felt was unachievable. He said the work was not what he signed up for and he was not willing to take the museum any further forward.

The Chairman Councillor F John Smith thanked the curator for being honest and that they were grateful for the work he had done so far and wished him a successful career.

He then explained that his report was written before he had decided to leave and therefore these were only recommendations as to how he thought the museum should go forward.

Opening Hours: A number of people have turned up on Friday to visit the museum to find it closed, it felt it would be beneficial if the museum was open from Wednesday to Saturday making the most of the time when there were people in the museum. The museum should be closed to all on a Monday enabling staff to have two days of in a row after working on a Saturday.

James Robinson said he would like to see the museum open on a Sunday to coincide with the Cave opening hours. The Town Clerk reported that the museum used to be open on a Sunday but this was stopped due to lack of visitors.

Staff Roles: He felt the museum assistant position should be change to a curator's assistant role where hopefully training could be provided to give more curatorial knowledge.

Events/Activities: The number of events should be scaled down as it takes an enormous amount of time to do the craft activities. The events should be more relevant to the museum and the collection and also focus more on adult activities. Philip Smith

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said that the more events there were in the museum the better it was and it would be wrong to cut them out. It was agreed that the events should be more relevant to the museum's collection. Monday's events should be moved to a Tuesday to enable staff to have two days off in a row after working on a Saturday.

Collection Management: This was going to be his priority, lots of work is required such as new cases and panels. He had hoped to apply to 'Ready to Borrow' but feels the museum would struggle to meet the conditions required. Members felt that more should come out of the archives rather than borrowing items to put on display.

He recommended digitalizing the Crow newspapers should be of high importance before they deteriorate any further as they are used quite frequently.

Policies, Plans & Procedure: Still waiting for the result of the re-Accreditation result as there was a large back up of applications. He had reviewed a number of policies and felt a few areas needed to be clarified, especially in regards to security, CCTV, key control, the alarm system and Modes back up storage facilities.

He also felt that the Collection Trustees Deed was not fit for purpose, it did not mention any succession planning for the Collection or how the Trustees should safe guard the Collection for the future. Martin Kaszak said this was something that had been thought about and they were in discussion with the History Society about it.

The chairman thanked the Curator for his report.

345/17 TAPESTRY: (Copy report with minutes)

The curator acknowledge that the tapestry is a significant symbol of the local community engaging in history, he outlined his concerns regarding the display of the tapestry once it is finished and whether the museum was the best place to display it, especially as the museum was short on space for display and storage.

As an experienced curator he had professional experience and knowledge of designing exhibitions and displaying objects in museums and believed that displaying the tapestry at height was not a good solution, it would require people looking up for long periods of time and could result in people having a sore neck and for those that suffer from vertigo not being able to enjoy the display. Safety also needs to be addressed as when members of the public follow the tapestry around the room, they could find themselves tripping or walking into other displays. There are also collection care considerations, inspection of the tapestry for any signs of deterioration would be difficult as would the basic maintenance of the frame and glass.

The curator offered two solutions, the first to cut each scene and display one scene at a time on a schedule, the second to display one scene at a time but without cutting the fabric. These solutions would make displaying the tapestry in the museum far more achievable. Councilor Swallow said that the tapestry working group had recommended that the tapestry belongs in the museum and the decision has been made not to cut it up. Consideration should also be given to a digitized display of the tapestry.

Discussion then took place as to whether the tapestry belongs to the town or was part of the History Society Trustees collection. Martin Kaszak said that it had been accessioned into the Collection, the curator would check on this.

ROYSTON TOWN COUNCIL

346/17 FINANCE REPORTS: - (Copy with minutes)

- Members received and noted the Income & Expenditure figures for 2016-2017 for the Museum.
- Members received and noted the Shop sales for the Museum.
- Members received and noted the grants and funding received for the Museum.

347/17 UPDATE FROM FRIENDS OF MUSEUM:

Christine Baker reported that the Friends are now back to full health and will continue their fund raising efforts for the museum. Renewal subscription forms have just been sent out.

348/17 UPDATE FROM ROYSTON LOCAL HISTORY SOCIETY:

Martin Kaszak reported that the latest publication Royston Gas Explosion 1991 was nearly finished and would soon be available at the museum.

349/17 ANY OTHER BUSINESS:

The Town Clerk reported that the donation of £783.59 had now been received from Royston & District Family History Society which has now disbanded.

Martin Kaszak reported that he was working on the updating of the sign displayed near to the Jolly Postie building and ask that if anyone had any ideas for the sign to contact him.

James Robinson asked if the Museum literature could be changed to the same colours as the 'Discovery Royston' brochure which are available from the library.

The Chairman said this would need to go direct to the Town Council for consideration and debate.

The Town Clerk asked for volunteers to be on the alarm call out list. Christine Baker and Phil Smith agreed for their names to be put on the list. There being no further business the Chairman thanked everyone for attending and closed the meeting at 7.55pm

DATE OF THE NEXT MEETING: Thursday 20th April 2017

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 27th February 2017 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Davidson, Davison, Dingley, Harrison, Kennedy and Whitford
Town Clerk

In attendance: Deputy Town Clerk, Admin Assistant, Councillor Swallow
County & District Councillor Hill and District Councillor Green.

350/17 PUBLIC PARTICIPATION:

There was none.

351/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt and Hughes

352/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

353/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 30th January 2017 (minutes 312/17 to 321/17) were approved for signing by the Chairman.

354/17 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

The minutes from the Museum Advisory Sub-Committee meeting held on 15th December 2016 (minutes 276/17 to 281/17) were accepted into the workings of the Council.

The minutes of the Town Council Properties Sub-Committee meeting held on 30th January 2017 (minutes 322/17 to 325/17) were accepted into the workings of the Council.

The notes of Royston Markets Advisory Sub-Committee held on 8th February 2017 were accepted into the workings of the Council.

355/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve February 2017 accounts for payment in the sum of £31,823.95

356/17 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members received and noted the Bank Reconciliation for January 2017.
- ii) Members received and noted the January 2017 Income & Expenditure report against the 2016-2017 budget.

ROYSTON TOWN COUNCIL

357/17 ROYSTON PICTURE PALACE:

The Town Clerk reported that the new web site is now live, it is clearer and easier to use and as it can be maintained in-house will represent a saving of approx. £2,500 per annum.

As part of the marketing programme undertaken by The Listing, Tesco have now signed up as a Gold Sponsor. In addition they have also booked a private screening of Beauty and the Beast, for their own audience.

With effect from Friday 3rd March 2017 cash sales of tickets will no longer be sold at Royston Library but will instead be sold at the Town Hall office.

The Cinema Working Party and the Bid Finance Working Party met jointly in December to look at the long term governance of the cinema, it was agreed that the Town Council be asked to nominate an additional Councillor to join Councillor Davison and the Town Clerk onto the Joint Working Party (JWP)

Councillors noted that Councillor Kennedy has agreed to take on this role.

358/17 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson reported on the Annual General Meeting of Royston and District Volunteer Centre.

The Centre had 979 new volunteers registered last year which is 13.5% up on 2015.

121 new opportunities were registered and 18 new organisations signed up.

The website had several more visitors as more users liked the Facebook page.

Funding in 2016 came from the Brian Racher Trust, Cambs County Council, NHDC, HCC locality budget, Royston Area Committee, Johnson Matthey and HCF.

The Centre has also been successful in securing a Big Lottery AfA funding for Golden Age Volunteers Project.

DATE OF NEXT MEETING: Monday 27th March 2017

There being no further business the Chairman closed the meeting at 7.52pm.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 6th March 2017 in Room 11, Town Hall, Royston at 7.30 pm.

PRESENT: Councillor Dingley (Town Mayor) in the Chair
Councillors: Davidson, Davison, Harrison, Hulström-Allen, Inwood, Kennedy, Leggett, Lewis, Smith, Swallow, Turner and Whitford
In attendance: Town Clerk, Deputy Town Clerk and Admin Assistant
County and District Councillors Hill and Hunter and District Councillor Green.

The Reverend Theresa Musiwacho led the meeting in Prayer.

359/17 PUBLIC PARTICIPATION:

There was none.

360/17 APOLOGIES FOR ABSENCE:

Councillors Burt and Hughes.

The Town Mayor then announced the resignation of Councillor Burt with effect from Friday 10th March 2017 due to ill health. Councillors wanted to acknowledge Councillor Burt's long service and commitment during his many years as a Councillor on both the Town and District councils.

361/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

362/17 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that she had attended the AGM of Creative Royston and the celebrations at Margaret House in Barley to mark the first anniversary of the new management.

Her Pride of Royston evening was a success and raised £322, the Mayor wanted to thank Councillor Leggett for his hard work on the evening. Royston Methodist Church held a musical evening with The Edmund Octet on Saturday 4th March and had agreed to share the proceeds with The Mayor's Trust which raised another £261 for the charity. She reported that the Civic Service had been well attended and that she was pleased to receive a lot of warm feedback.

Her next charity event is The Mayor's Quiz night on Friday 10th March and she appealed for any raffle prizes to be donated.

363/17 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 23rd January 2017 (minutes 301/17 to 311/17).

364/17 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 30th January 2017 (minutes 312/17 to 321/17) be adopted into the workings of the council.

ROYSTON TOWN COUNCIL

365/17 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** to receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council.

The meeting of the General Purpose and Highways Committee held on 6th February 2017 (minutes 326/17 to 335/17)

The meeting of the Planning Committee held on 13th February 2017 (minutes 336/17 to 341/17)

366/17 MEMBERS REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:

It was **RESOLVED** to:

- Approve the Members review of the Effectiveness of the Internal Audit Controls report (copy with minutes)
- Agree the level of Fidelity Guarantee Insurance cover at £500,000 for the year 2017-2018
- Approve the Royston Town Council Annual Review of the Effectiveness of the System of Internal Control Report (copy with minutes)
- Approve the Risk Management document (copy with minutes)

367/17 LOCAL GOVERNMENT BOUNDARY COMMISSION UPDATE:

Members were notified that the Amendment Order is now complete and the Town Council will retain its 15 Town Councillors at the next elections.

368/17 LOCAL COUNCIL AWARD SCHEME:

Members were notified that Royston Town Council has been successful in securing the Foundation Award. The Town Mayor thanked the Town Clerk and her team for their hard work.

369/17 AD HOC SUMMER SOUL LICENCE UPDATE:

A premises licence has been granted for the Ad Hoc Summer Soul event for one Bank Holiday Sunday in August each year subject to conditions and hours as set out.

370/17 STREET NAMING:

Members agreed to the street name suggestion of Queen Anne Court for the development at the site which was formerly 17a Mill Road, Royston.

ROYSTON TOWN COUNCIL

371/17 MEMORIAL:

Councillor Whitford reported that several members of the public had approached her to request that a memorial to the author Helen Bailey be arranged. After discussion Councillors agreed that whilst they thought her circumstances were tragic and they had every sympathy with her family and friends, they felt that it was inappropriate for the Town Council to commission a memorial and that this was best left to her family to organise.

372/17 CLERK'S REPORT:

The Town Clerk had nothing to report.

373/17 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson reported that the photographic competition being held by Naturally Royston has had a disappointingly low number of entries despite school visits and various promotions. She urged other Councillors to promote the event around the town wherever possible.

Date of next meeting: Monday 8th May 2017

There being no further business the Mayor closed the meeting at 8.03pm

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 13th March 2017 at 7.30 p.m

PRESENT: Councillor Davidson (in the Chair).
Councillors Davison, Dingley, Inwood, Kennedy, Leggett, Smith, Swallow and Turner

In attendance: Town Clerk, Deputy Town Clerk, Administration Assistant.
County and District Councillors Hill and Hunter, District Councillor Green, Councillor Lewis, 1 member of the public.

PRESENTATION FROM BIDWELLS REGARDING THE DEVELOPMENT AT LAND WEST OF ROYSTON AND NORTH OF BALDOCK ROAD, ROYSTON.

David Bainbridge from Bidwells proposed a draft Heads of Terms for members consideration (copy with minutes) He explained that the plans have been amended to now propose up to 279 dwellings. He said that in order to satisfy Natural England's requirements they were trying to quantify the additional number of visits to Therfield Heath that the development might attract to try to reduce any detrimental impact. The developers are proposing full provision of SANGs (Suitable Alternative Natural Greenspace) on-site with a third of the area being given over to this. Mr Bainbridge also explained the financial contributions as laid out in the Heads of Terms.

Further discussions then took place where Members questioned David Bainbridge about the proposals, including sewage, access to and from the development, traffic flows as a result of this development, the design of potential dwellings and the retention of trees along the Baldock Road, as well as allotment provision. In summary David Bainbridge emphasised the plans as they stood at the moment could change, depending on the outcome of discussions with the planning authorities and offered to return in future and provide further updates.

The Chairman thanked David Bainbridge for his presentation and invited him to stay on at the meeting for agenda item 4a) as this related to the development.

374/17 PUBLIC PARTICIPATION:

There was none.

375/17 APOLOGIES FOR ABSENCE:

No apologies for absence were received.

376/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

377/17 MINUTES:

The minutes of the meeting of the Committee held on Monday 13th February 2017 (minutes 336/17 to 341/17) were **APPROVED** for signing.

ROYSTON TOWN COUNCIL

378/17 PLANNING APPLICATIONS:

- a) 16/000378/1 Land West of Royston and North of Baldock Road SG8 9NT: Outline Application: Outline planning application (all matters reserved except for access) for residential development of up to 279 dwellings and serviced land for a primary school with vehicular access; on site SANGS provision; pedestrian and cycle links; public open space; play are; car parking; drainage; landscaping; electrical sub-station and ancillary works (as amended by plans and documents received 08.07.2016; 24.10.2016 and 10.02.2017).

Councillor John Davison declared an interest as he is now a Committee member of the Conservators of the Heath.

Members welcomed the reduction in the number of dwellings and the additional open space proposals but raised concerns over other proposals especially regarding the pumping of sewage and stated this must be improved.

After a lengthy discussion involving all members it was **RESOLVED** to **OBJECT to the application for the following reasons.**

Access: There should be two access roads to the development with improvements to the junction of New Road/Baldock Road with possibly a mini – roundabout as well as installation of speed calming measures along the stretch of Baldock Road into the town to reduce the risk of accidents.

Allotments: Provision for allotments need to be made on the site, not a financial contribution to provide them elsewhere as there is no other land available for allotments in the town.

The existing tree line must be kept.

NHS contribution towards increasing healthcare: this should include a contribution to allow for funding to be directed to the possible redevelopment of the Royston Hospital site.

They do not support that land for a primary school should be provided for on this site.

Sewage issues which already exist in the area.

- b) 17/00110/1 Land Surrounding Burloes Cottages, Newmarket Road, Royston: Outline Application: Outline application (all matters reserved except access) for residential development of to 325 dwellings.

After discussion, Members **RESOLVED** to **OBJECT** to this development because of access, the second access road is only a dirt track and permission is only being offered for a limited amount of properties to have access from that side. Members felt the land to the east of the development should be used to provide access from the A505.

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c) 17/00169/1 33 Melbourn Road, Royston SG8 7DE: Full Planning Permission: Detached 3x bedroom dwelling with internal garage following demolition of existing garage for no 33 Melbourn Road.

Members raised no objection to this application.

d) 17/00327/1HH 50 Tannery Drift, Royston SG8 5DE: Full Planning Permission Householder: Single storey front extension.

Members raised no objection to this application.

e) 17/00421/1HH 18 St Mary's Park, Royston SG8 7XB: Full Permission Householder: Single storey rear extension and ancillary works.

Members raised no objection to this application.

f) 17/00193/1HH 19 Green Street, Royston SG8 7BB: Full Permission Householder: Side porch extension.

Members raised no objection to this application.

g) 17/00279/1HH 16 Eastfield Road, Royston SG8 7ED: Full Permission Householder: First floor side extension with two roof-lights to front roof.

Members raised no objection to this application.

h) 17/00224/1 and i) 17/0025/1LB Members were advised that these applications have been withdrawn.

j) 17/00243/1LB Banyers Hotel, 16 Melbourn Street, Royston SG8 7BZ: Listed Building: One amenity board, one internally illuminated menu board, two externally illuminated hanging signs and one fascia sign.

Members raised no objection to this application.

k) 17/00245/1AD Banyers Hotel, 16 Melbourn Street, Royston SG8 7BZ: Advertisement consent: One amenity board, one internally illuminated menu case, two externally illuminated double sided hanging signs and one fascia sign.

Members raised no objection to this application.

l) 17/00405/1HH 20 Mill Road, Royston SG8 7AE: Full Permission Householder: Single storey rear extension and front porch.

Members raised no objection to this application.

m) 17/00484/1AD 2 Melbourn Street, Royston SG8 7BT: Advertisement consent: One internally illuminated fascia sign and one non-illuminated hanging sign.

Members raised no objection to this application.

ROYSTON TOWN COUNCIL

n) 17/00457/1 Heath Sports Club, Baldock Road, Royston SG8 5BG: Full Planning Permission : Erection of six floodlights (height 18.29m) to hockey pitch.

Whilst Members noted this application was for information only they expressed their concerns on the hours of use and the detrimental effect of light pollution to bio diversity. Operational hours must not be outside the existing hours.

379/17 COMMON LAND AT SUN HILL, ROYSTON:

Councillor Davison declared an interest as a member of the Conservators of the Heath and did not vote.

Members discussed the Public Notice in respect of the deregistration of the Common Land at the junction of Sun Hill and Briary Lane which has planning permission for 8 dwellings (planning application 14/02341/1). The proposal is for land (0.67 hectares of woodland adjacent to New Road, Therfield Nr Royston) to be registered as common land in place of the released land.

Members **RESOLVED** to support the deregistration and write to the Planning Inspectorate to record their support.

380/17 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Date of next meeting Monday 3rd April 2017.

There being no further business the Chairman closed the meeting at 8.45 p.m.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 27th March 2017 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Davidson, Davison, Dingley, Harrison, Hughes and Kennedy

In attendance: Town Clerk, Deputy Town Clerk, Admin Assistant,
County & District Councillor Hill and District Councillor Green.

381/17 PUBLIC PARTICIPATION:

There was none.

382/17 APOLOGIES FOR ABSENCE:

None were received.

383/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

384/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 27th February 2017 (minutes 350/17 to 358/17) were approved for signing by the Chairman.

385/17 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

The minutes from the Museum Advisory Sub-Committee meeting held on 23rd February 2017 (minutes 342/17 to 349/17) were accepted into the workings of the Council.

Members noted the comments from the outgoing Curator with regard to the number of activities held in the museum and the displaying of the Tapestry. Councillor Smith reported that as the previous Curator is returning to the post and she originally introduced the increased activities he was confident that foot fall would continue to increase. He also advised Members that outside advice was being sought on the best way to display the Tapestry.

386/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve March 2017 accounts for payment in the sum of £40,448.06

Members queried the expenditure involved due to the recurring breakdown of the Town Hall lift. After discussion it was agreed that the Town Clerk would contact the manufacturer to ascertain what steps could be carried out to prevent further breakdowns and associated costs and report back to the Council.

387/17 BANK RECONCILIATION AND INCOME & EXPENDITURE:

i) Members received and noted the Bank Reconciliation for February 2017.

ROYSTON TOWN COUNCIL

- ii) Members received and noted the February 2017 Income & Expenditure report against the 2016-2017 budget.

388/17 EXTERNAL AUDITORS:

Members were advised that Royston Town Council previously had its external auditors appointed by the Audit Commission however they ceased to exist and therefore arrangements for external auditors would automatically be appointed for the year 2017-2018 and onwards through the sector-led body unless the Council decided to Opt out and set up an independent audit panel to procure external audit itself.

The sector-led body is a newly created company, Smaller Authorities' Audit Appointments Ltd (SAAA), they will take over the appointment of external auditors and the setting of audit fees for smaller authorities from 2017. The company was set up by the Department of Communities and Local Government by NALC, the Society of Local Council Clerks (SLCC) and the Association of Drainage Companies.

Auditing procedures will continue as before, it is only the procurement process that has changed.

Members were asked to accept the appointment of the external auditors through the sector-led body for the period 2017/18-2021/22.

The appointed auditors for Hertfordshire are PKF LITTLEJOHN LLP.

Members **RESOLVED** to approve this.

389/17 NORTH HERTFORDSHIRE DISTRICT COUNCIL PROPOSED OFF-STREET CAR PARKING TARIFF:

North Hertfordshire District Council Parking Strategy Review (copy with minutes) was considered by Members and the two options discussed. Members felt that they wanted to see the continuation of free after 3pm parking and therefore it was **RESOLVED** to support Option 2 which has this provision.

390/17 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

391/17 EXCLUSION OF PRESS AND PUBLIC:

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

ROYSTON TOWN COUNCIL

DATE OF NEXT MEETING: Monday 24th April 2017

There being no further business the Chairman closed the meeting at 7.52pm.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 3rd April 2017 at 7.30p.m

PRESENT: Councillor Davidson (in the Chair).
Councillors Davison, Dingley, Hulström-Allen, Inwood, Leggett, Smith and Turner

In attendance: Deputy Town Clerk, Administration Assistant.
County and District Councillors Hill and Hunter and District Councillor Green

393/17 PUBLIC PARTICIPATION:

There was none.

394/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Kennedy, Swallow and the Town Clerk

395/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

396/17 MINUTES:

The minutes of the meeting of the Committee held on Monday 13th March 2017 (minutes 374/17 to 380/17) were **APPROVED** for signing.

397/17 PLANNING APPLICATIONS:

a) 17/00372/1HH 48 Melbourn Road, Royston SG8 7DF: Full Permission Householder: Two storey rear and side extension and ancillary works.

Members **RESOLVED** to **OBJECT** to this application as they felt it would be overdevelopment of the site and there would be issues regarding overlooking a neighbouring property causing loss of privacy.

b) 17/00427/1LB Coach and Horses, Kneesworth Street, Royston SG8 5AA: Listed Building Consent: Installation of new wrought iron gates to east elevation. Install fixed seating, wall mounted heater and new lighting to external seating area.

Members raised no objection to this application.

c) 17/00580/1 28a High Street, Royston SG8 9AG: Full Planning Permission: Alterations to shop front to enclose entrance doorway.

Members raised no objection to this application.

d) 17/0059/1LB 28a High Street, Royston SG8 9AG: Alterations to shop front entrance.

Members raised no objection to this application.

ROYSTON TOWN COUNCIL

e) 17/00640/1HH 22 Jeffrey Close, Royston SG8 5DL: Full Permission Householder: Single storey front and rear extensions.

Members raised no objection to this application.

398/17 APPEALS:

Members **NOTED** appeal APP/X1925/D/17/3168666 in respect of 17, Parthia Close, Royston SG8 9HD: Full Permission Householder: First floor side extension.

399/17 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

The Chairman thanked members of the Planning Committee for their hard work over the last year.

Date of next meeting Monday 8th May 2017.

There being no further business the Chairman closed the meeting at 7.42p.m.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.00pm on Thursday 20th April 2017.

PRESENT: Town Councillors: F John Smith (Chairman) and Vera Swallow. Laura Whitford arrived at 7.25pm
History Society Trustees: Jenny Smith and Phil Smith.
Chairman of Friends of Museum: Christine Baker
Town Council Officers:
Susan Thornton-Bjork (Town Clerk), Jenny Oxley (Museum Curator),
Caroline Mills (Deputy Clerk)

400/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Peter Franks, Martin Kaszak, and James Robinson.

401/17 MINUTES:

The minutes of the meeting held on Thursday 23rd February 2017 (minutes 342/17 to 349/17) were **APPROVED** for signing by the Chairman.

402/17 CURATORS REPORT: (copy report with minutes)

The Chairman welcomed JO back to the museum, this was echoed by all members. It was agreed to draw a line under the past curator's comments and his last report regarding the museum and focus on what needs to be achieved now.

JO reported on her main aims going forward as follows:

- Get Accreditation approval, she has now received a response from the Accreditation Board and was going through the further information that they required, such as copies of signed minutes for the approval of polices, and additional paragraph to be added to the Collection Development Policy at 16.9 as well as a specific breakdown of expenses in the budget figures. This was approved by the Committee.
- Focus on raising the profile of the museum
- Finding a new Web-master for the museum web-site, advertisements have been place at the volunteer centre and an article will go in the Crow requesting for a volunteer to help out.
- Increase events and visitor numbers
- Complete Collection Audit and documentation
- Cataloguing of main store items
- Research for external funding for Community projects
- Moving forward to re-development

She explained that the museum needs to have a good profile and know what it has in its Collection before any re-development can be considered. After Accreditation has been approved focus should be on creating a new Forward Plan.

With regards to the Calligraphy workshop, there has not been a sufficient uptake to cover the cost of the workshops, Jenny will see if the cost can be reduced or if the participants' charges need to be increased.

ROYSTON TOWN COUNCIL

A new chest freezer is required which is located in the cellar.

News Out of Herts (HAM) There is still regional funding available for Traditional Heritage workshops and pop-up exhibitions. JO has spoken to GB, the Town Manager, about using a dis-used shop in the High St for display and will follow this up.

Royston First Bid Company and the Royston Information Centre have been working on a project to create a product that can be sold to groups as a trip to Royston to increase awareness of the town, the museum is to be included as one of the 3 main elements to visit and it is anticipated that this will be when the museum is closed and on a weekday. The curator asked for approval that a charge of £40 is raised to cover the visit to the museum.

The chairman then thanked the Curator for her report.

403/17 FINANCE REPORTS: - (Copy with minutes)

- Members received and noted the Income & Expenditure figures for 2016-2017 for the Museum.
- Members received and noted the Shop sales for the Museum.
- Members received and noted the grants and funding received for the Museum.

404/17 UPDATE FROM FRIENDS OF MUSEUM:

Christine Baker reported that most renewal subscription forms have been returned and membership is increasing. They will be fundraising at the May Fayre with both stalls in the Town Hall and in the park.

The Chairman paid tribute for the support of the Friends and thanked them for the amount of Fundraising they have achieved over the last 5 years.

405/17 ANY OTHER BUSINESS:

In reference to the request from James Robinson that the museum change its colours to the Discover Royston logo and leaflet colours, JO said that this would mean changing leaflets, signs and the web-site and felt that it was not a good idea as the museum would lose its own identity. Members agreed with this.

Collections Development Policy:

Members approved the addition of the following wording to 16.9 in the Policy:

A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

The Town Clerk reported that further meetings would start at 7.30pm in line with other council meetings.

ROYSTON TOWN COUNCIL

DATE OF THE NEXT MEETING: Provisional date Thursday 15th June 2017 at 7.30pm

There being no further business to discuss the Chairman closed the meeting at 7.45pm.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **THE GENERAL PURPOSE and HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston on Monday 24th April 2017 at 7.30p.m.

PRESENT: Councillor Harrison (in the Chair)
Councillors Hughes, Inwood, Leggett, Lewis, Swallow, Turner and Whitford

In attendance: Town Clerk, Deputy Town Clerk, Admin Assistant.
Councillors Davidson, Davison and Kennedy and County Councillors Hill and Hunter and one member of the public.

406/17 PUBLIC PARTICIPATION:

There was none.

407/17 APOLOGIES FOR ABSENCE:

No apologies for absence were received.

408/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

409/17 MINUTES:

The minutes of the Meeting of the General Purpose and Highways Committee held on 6th February 2017 (minutes 326/17 to 335/17) were **APPROVED** for signature by the Chairman.

410/17 UPDATE FROM COUNTY AND DISTRICT COUNCILLOR FIONA HILL:

Bus 26.

Stagecoach have decided that w.e.f end July 2017 they will run an hourly peak service into Drummer street in Cambridge with a 2 hourly off peak service terminating at Trumpington Park and Ride site. The 27 bus service will cease but at peak times the 26 bus will go via this Barrington and Haslingfield. This will be the only service to these villages on this route.

Baldock Road Speed limit.

Police have agreed to do checks and the possibility of speed indicator signs is being investigated.

Impact of speed restrictions for lorries on a stretch of the M11 on traffic using the A10.

HCC were disappointed that Highways England didn't consult with them over the possible implications due to increased traffic.

High Street Resurfacing.

Affinity Water are still holding up the resurfacing work on the High Street.

Bus 331 - route away from Tannery Drift.

The trial design for narrowing of Kneesworth St is still being finalised.

Crossing on Baldock Street.

This is due to be implemented soon.

Weight Limit Baldock Road and Street.

Members noted that work is on the future Hertfordshire Locality Budget program (HLB)

The Chairman thanked Councillor Hill for her report.

411/17 NATURALLY ROYSTON WORKING PARTY:

This item was introduced by Councillor Davidson who reported on updates to the May Fayre stallholders and the new initiative to have scouts around the town to nominate well-kept front gardens for judging in July.

The notes from the Naturally Royston Working Party meetings held on 10th January 2017, 21st February 2017 and 21st March 2017 were accepted into the workings of the Council.

412/17 TOWN CENTRE WORKING PARTY:

This item was introduced by Councillor Davidson who reported on that a new street cleaner had been transferred from Hitchin and that this was proving to be successful. As reported by Cllr Hill the resurfacing works to the High Street are being held up by Affinity Water who need to do some work first.

The notes from the Town Centre Working Party meeting held on 20th February 2017 were accepted into the workings of the Council.

413/17 SCHOOL VISITS:

This item was introduced by Councillor Davidson who reported that the visits had been very successful and challenging questions had been asked by very positive and engaging groups of students. Cllr Davidson report was noted by members. The Chairman thanked Cllr Davidson for her continued work with the school visits.

414/17 STAGECOACH BUSES 26 AND 27:

Councillor Harrison reported that the timetable had now been changed to reflect the revised service, which includes a reduction in the number of school time buses. He informed members that the Saturday timetable only runs until 17th May 2017 and raised concerns that the Saturday service would not continue. He asked the committee to support his proposal that the Town Council write to Stagecoach and ask about the future of the Saturday bus service.

Members **RESOLVED** that Royston Town Council would write to Stagecoach to determine their plans.

415/17 BALDOCK ROAD SPEED LIMIT:

The Chairman reported that this item had already been covered in Councillor Hill's report.

ROYSTON TOWN COUNCIL

416/17 HIGHWAYS ENGLAND:

It was **RESOLVED** that Royston Town Council write to Highways England expressing their disappointment that neither themselves, NHDC or HCC had been consulted over the decision to implement lorry speed restrictions on a stretch of the M11 and it's possible impact due to increased traffic on the A10.

417/17 OUTSIDE ORGANISATIONS:

No reports were received.

DATE OF THE NEXT MEETING: Monday 8th May 2017.

There being no further business the Chairman thanked the committee members for all their hard work during the past year and closed the meeting at 7.48 p.m.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 24th April 2017 at 7.58p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Davidson, Davison, Dingley, Harrison, Hughes, Kennedy, Lewis and Whitford.

In attendance: Town Clerk, Deputy Town Clerk, Admin Assistant,
County & District Councillor Hill.
Town Councillors Swallow and Turner.

418/17 PUBLIC PARTICIPATION:

There was none.

419/17 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Dingley.

420/17 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

421/17 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 27th March 2017 (minutes 381/17 to 392/17) were approved for signing by the Chairman.

422/17 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

The minutes from the May Fayre working party meeting held on Wednesday 22nd March 2017 were received into the workings of the Council.

423/17 ROYSTON ALLOTMENTS AND GARDENS ASSOCIATION:

The notes from the meeting held with R.A.G.A on Monday 13th March were received into the workings of the Council.

424/17 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve April 2017 accounts for payment in the sum of £47,420.06.

425/17 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members received and noted the Bank Reconciliation for March 2017.
- ii) Members noted that the Year End Income & Expenditure report compared against the 2016-2017 budgets will be available at the May Finance Committee meeting.

426/17 BUSINESS RATES FOR TOWN COUNCIL PROPERTIES:

Members noted the slight variation to the business rates compared to the budget figures set out for 2017-2018.

ROYSTON TOWN COUNCIL

427/17 PRECEPT 2017-2018:

Members discussed the 1.02% increase in the precept which has arisen because RTC were supplied with incorrect figures from NHDC. It was agreed that £2718 be ring-fenced in the General Reserves and that this sum can be used to offset part of the precept required for the year 2018-2019 should that be considered appropriate at that time.

428/17 HIRE CHARGES:

After discussion it was agreed that the minimum length of hire for Council rooms be reduced to one hour to encourage continued use.

429/17 NORTH HERTS DISTRICT COUNCIL – A GREEN SPACE MANAGEMENT STRATEGY FOR NORTH HERTFORDSHIRE:

Members were not in favour of adopting play areas in Betjeman Road and Farriers Court as RTC have neither the personnel nor resources to do so. After discussion it was agreed that RTC would write to NHDC and HCC to encourage that they do their best to be more efficient and share responsibilities to enable them to manage these play areas.

Councillor Lewis declared an interest as a member of NHDC.

430/17 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

431/17 EXCLUSION OF PRESS AND PUBLIC:

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

ROYSTON TOWN COUNCIL

DATE OF NEXT MEETING: Monday 8th May 2017

There being no further business the Chairman closed the meeting at 8.22pm.

Signed: _____
Chairman

Date _____

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 24th April 2017 at 8.23pm

PRESENT: Councillor Smith (in the Chair)
Councillors Davidson, Davison and Harrison.

In attendance: Town Clerk, Deputy Town Clerk and Administration Assistant

433/17 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Dingley.

434/17 DECLARATION OF INTEREST AND DISPENSATIONS:

There were none.

435/17 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 30th January 2017 (minutes 322/17 to 325/17) were approved as a correct record.

436/17 TOWN COUNCIL PROPERTIES UPDATE:

The Town Clerk reported that Market Hill Rooms has now been redecorated.

The transfer of The Cross public conveniences to RTC is to go before NHDC cabinet on June 13th. It was noted that no Section 106 monies will be available for any refurbishment of the toilets.

There are still problems with damp walls in 30 Kneesworth Street. It was recommended at the time the new damp course was installed that the plaster be removed and replaced but the current tenant was unhappy to have this carried out because of a detrimental effect on his business with dust issues etc and it was therefore not completed. The damp proof company can do no more without the remedial plastering work and so the tenant has been contacted to ascertain whether he wishes the works to go ahead. No response has yet been received.

Date of next meeting: TBA

There being no further business the Chairman declared the meeting closed at 8.32pm.

Signed: _____
Chairman

Date _____