

ROYSTON TOWN COUNCIL

MINUTES of the **ANNUAL GENERAL MEETING** of Royston Town Council held on Monday 13th May 2013 in the Heritage Hall of the Town Hall at 7.15 p.m.

PRESENT: Councillor L. Davidson (Town Mayor) in the Chair
Councillors L. Berry, P. Burt, J. Davison, E. Freeman, H. Harrison, R. Inwood, G. Palmer, M. Phillips, F. J. Smith and R. Smith.
In attendance Town Clerk, Deputy Town Clerk, Committee Administrator, District & County Councillors Hill & Hunter, District Councillors Davidson & Green, 5 Members of the Public and 2 Members of the Press.

Rev. J. Fidler led the meeting in prayer.

The Town Mayor welcomed everybody to the meeting and thanked everybody for their support over her mayoral year and all those who made her year so enjoyable, highlighting the 2012 festivities. She then presented gifts to Councillors Fiona Hill and Tony Hunter for their support to her during her year as Mayor. She also thanked her Consort, Bill Davidson, for his help and support over her mayoral year. The Mayor's fund stood at £5,600.00 for the Community Chest and her charities. She wished Councillor R. Smith well for his year as Mayor.

01/14 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

It was proposed by Councillor F. J. Smith, seconded by Councillor Burt and **RESOLVED** that **COUNCILLOR ROBERT SMITH** be Town Mayor for the year 2013/2014.

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

02/14 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:

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

It was **RESOLVED:**

- (a) That the Council places on record their sincere appreciation of the service rendered to the Town by Councillor Lindsay Davidson as Mayor of Royston from 2012-2013;
- (b) That the Council is very mindful that Councillor Davidson has during the period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the Town;
- (c) That the Common Seal of the Council be affixed to the above Resolution and that it be signed by the Town Mayor and the Town Clerk, and then presented to Councillor Davidson.

It was **RESOLVED:**

That the Council places on record their sincere appreciation of the service rendered to the Town by Mr. Bill Davidson in support of the Town Mayor from 2012 to 2013.

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The Town Mayor then announced that his wife Maureen would be his Mayoress for the next year.

03/14 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Marguerite Phillips be appointed Deputy Mayor.

04/14 TO RECEIVE APOLOGIES FOR ABSENCE:

The Town Clerk reported apologies for absence from Councillors Beaver, Mayne and Hulström-Allen.

05/14 STANDING ORDERS:

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

06/14 TO APPOINT COMMITTEES FOR THE ENSUING YEAR:

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

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

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

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

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

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Councillor Peter Burt
Councillor Lindsay Davidson
Councillor Elizabeth Freeman
Councillor Paul Grimes
Councillor Mike Harrison
Councillor Victoria Hulström-Allen
Councillor Robert Inwood
Councillor Philip Mayne
Councillor Graham Palmer
Councillor Marguerite Phillips

07/14 TO CONSIDER AND APPROVE THE DELEGATION OF POWERS AND DUTIES OF COMMITTEES AS FOLLOWS:

It was RESOLVED:

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

all matters relating to finance, (including but not limited to) properties, insurance, civic functions, finance, accounts, markets, staffing matters, entertainment, subscriptions and co-operation with voluntary bodies and charities (with the exception of the power to levy a precept or to approve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee: and that the Committee shall appoint Sub-Committees and Working Parties as appropriate

- (b) that the powers and duties of the Council in regard to:-

matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

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

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

08/14 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:

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

Friends of Royston & District Museum	Councillor F. J. Smith
Meridian Youth Centre Committee	Councillor L. Berry
Police Neighbourhood Watch Panel	Councillor Peter Burt
	Councillor L. Davidson
	Councillor M. Harrison

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

09/14 TO INSPECT THE SCHEDULE OF DEEDS AND TRUST INSTRUMENTS HELD BY THE COUNCIL:

The Town Clerk reported the following deeds and trust instruments.

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

Counterpart Lease

- (i) 30 Kneesworth Street

10/14 TO APPROVE THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 18 March 2013:

It was **RESOLVED** that the minutes of the meeting of the Council held on 18 March 2013 (minutes 323/13 to 331/13) be approved and signed as a correct record.

11/14 SCHEDULE OF MEETINGS 2013-2014:

Members accepted the Schedule of Meetings for 2013-2014.

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12/14 NOMINATIONS FOR HAPTC EXECUTIVE COMMITTEE:

The Town Mayor invited nominations for a candidate for election to the HAPTC Executive Committee but none were forthcoming.

13/14 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor said that his chosen charity for the year is CLIC Sargent Cancer Care for Children who provide clinical, practical, financial and emotional support to help children and young people and their families.

Half of all charity funds raised will go to CLIC Sargent and the other half to the Royston Town Mayor's Community Trust Fund to help local organisations and charities in Royston.

He would be holding fund raising events during his year as Town Mayor and asked residents and local businesses to support him in raising funds.

Donations can be made at any time directly to the Royston Town Mayor's Community Trust Fund at the Town Hall, Gift Aid forms are available. On-Line donations can also be made by visiting:

<https://mydonate.bt.com/charities/roystontownmayorcommunitytrustfund>

14/14 DATE OF NEXT MEETING:

The date of the next meeting is 17th June 2013.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.54 p.m. on Monday, 13 May 2013.

PRESENT: Councillor Robert Smith (Town Mayor in the Chair).
Councillors Berry, Burt, Davidson, Davison, Harrison, Inwood & F. J. Smith.
County & District Councillors Hill & Hunter, District Councillors Davidson & Green,
Town Councillors Freeman, Palmer & Phillips, Town Clerk, Deputy Town Clerk,
Committee Administrator, 2 Members of the Press and 2 Members of the public in
attendance.

15/14 APPOINTMENT OF CHAIRMAN:

It was proposed by Councillor R. Smith, seconded by Councillor Burt and **RESOLVED** that Councillor F. J. Smith be appointed Chairman for the ensuing year.

Councillor F J Smith took the Chair.

16/14 APPOINTMENT OF VICE-CHAIRMAN:

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

17/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver & Mayne.

18/14 DELEGATION OF POWERS & DUTIES:

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

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

19/14 SIGNATORIES FOR CHEQUES:

The Committee noted that the signatories for cheques for the ensuing year would be Councillors Berry, Harrison, R. Smith, and the Town Clerk with the addition of Cllr F J Smith for the Mayors account.

20/14 MUSEUM ADVISORY SUB-COMMITTEE:

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

Councillor Berry as Chairman, Councillors Burt, Davison, Inwood, Mayne, & F. J. Smith.

21/14 TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE:

It was **RESOLVED** that the following Members be appointed to serve on the Town Council Premises Sub-Committee:-

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

22/14 LEETE CHARITY COMMITTEE:

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

Councillors R. Smith (as Town Mayor), Berry, Harrison, Phillips and F. J. Smith

23/14 CAVE TRUSTEES:

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

Councillors R. Smith (as Mayor), Davidson, Inwood & Mayne.

24/14 MAY FAYRE WORKING PARTY:

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

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

25/14 MARKETS SUB-ADVISORY COMMITTEE:

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

Councillors Berry, Davidson and R. Smith.

26/14 CINEMA WORKING PARTY:

It was RESOLVED that the following Members be appointed to serve on the Cinema Working Party:-

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

27/14 FINANCIAL REGULATIONS:

It was RESOLVED to adopt the Financial Regulations for 2013/2014.

28/14 ANNUAL SUBSCRIPTIONS:

The following Annual Subscriptions for 2013-2014 were approved as follows:-

SAGE Accounting and Payroll

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

SLCC – Society of Local Council Clerks

LACS – Local Council Advisory Services

North Herts Association of Town, Parish & Community Councils

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Herts Association of Museums
NABMA – National Association British Markets Authorities
MODES Users Association
SAFEcic – CRB Checks
The National Allotment Society

29/14 DIRECT DEBIT AND STANDING ORDER PAYMENTS:

The following payments were approved as follows:-

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

30/14 DATE OF NEXT MEETING:

The date of the next meeting is scheduled for 20th May 2013.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.02 p.m. on Monday, 13 May 2013.

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

31/14 APPOINTMENT OF CHAIRMAN:

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

Councillor Harrison took the Chair.

32/14 APPOINTMENT OF VICE-CHAIRMAN:

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

33/14 APOLOGIES FOR ABSENCE:

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

34/14 DELEGATION OF POWERS & DUTIES:

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

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

35/14 ROYSTON IN BLOOM WORKING PARTY:

It was **RESOLVED** that Councillors Burt, Davidson, Mayne & R. Smith be appointed to the Royston in Bloom Working Party.

There being no further business the Chairman informed Members that the next meeting of the Committee would be held on the 22 July 2013 and closed the meeting at 8.05 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 13 May 2013 at 8.06 p.m. in the Committee Room, Town Hall, Royston.

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

36/14 APPOINTMENT OF CHAIRMAN:

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

Councillor Berry took the Chair.

37/14 APPOINTMENT OF VICE-CHAIRMAN:

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

38/14 APOLOGIES FOR ABSENCE:

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

39/14 DELEGATION OF POWERS & DUTIES:

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

40/14 MINUTES:

The minutes of the meeting held on Monday, 8 April 2013 (345/13 to 347/13) were approved and signed as a correct record.

41/13 PLANNING APPLICATIONS:

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

13/00631/1LB	The Cross, 2-4 Melbourn Street
13/00627/1AD	The Cross, 2-4 Melbourn Street
13/00746/1	40A Kneesworth Street
13/00807/1HH	36 Heathfield
13/00760/1HH	3 Swift Close
13/00728/1HH	10 Stakepiece Road
13/00787/1HH	44 Fieldfare Way
13/00661/1HH	47 Baldock Road
13/00657/1HH	19 Ascot Road
13/00598/1HH	7 Garden Close. The Committee requested that sufficient parking be provided.

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13/00755/1HH14 Foxglove Bank.

The Committee stated that there should be sufficient off road parking for two vehicles where garaging is replaced for habitable accommodation.

(b) 13/00776/1 Site B, Land off Thackeray Close.

The Committee strongly objected to the *Section 73 application* to remove condition 26 on the grounds of the amount of traffic already using Burns Road and safety issues. This area already has a high density of properties which use an extremely busy road and it is not suitable for the extra traffic.

(c) 13/00700/1 Ivy Farm, Baldock Road.

It was agreed that Members object to this application on a matter of principle as it was not known if the development was inside or outside of Royston's development until the proposed Local District Plan was completed. It is premature to consider this land for development until the Local Plan is adopted.

Further concerns were raised which refer to a bus stop which has as yet not been installed. Safety concerns were raised about the referral to people using the railway to get to the industrial site which is used by farm vehicles and a request for the 40 mph limit along this road to be reduced to 30 mph if the development should progress.

(d) 13/00026/1CAC & 13/00015/1 50-52 High Street.

Members agreed to have no objections to these applications but to emphasise the need for emergency exits within the building. There were also concerns about the lack of parking.

(e) 13/00929/1 50-52 High Street

Following discussion and concern that it was a change of use from a shop to a restaurant it was proposed by Councillor R. Smith, seconded by Councillor Phillips that there should be an objection to this application. The vote was 5 against and 2 for and motion lost. It was then proposed by Councillor F. J. Smith, seconded by Councillor Berry and agreed that there be no objection to this application by 5 votes for and 2 against. Cllr R Smith asked for his vote against to be recorded.

42/14 APPEAL REF: APP/X1925/A/12/2186054:

Members noted the Appeal Decision in respect of the car park at junction of Market Hill/Fish Hill and that this had been allowed.

43/14 DATE OF NEXT MEETING:

10th June 2013.

There being no further business the Chairman closed the meeting at 8.52p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 20 May 2013.

PRESENT: Councillor J. Davison (Vice-Chairman in the Chair)
Councillors Beaver, Berry, Davidson, Harrison, Inwood, Mayne & R. Smith.
County & District Councillors Hill & Hunter, District Councillors B. Davidson & Green, Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

44/14 APOLOGIES FOR ABSENCE:

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

45/14 MINUTES:

The minutes of the meeting of the Finance Committee held on 29th April 2013 (minutes 358/13 to 363/13) were approved for signature by the Chairman after the amendment to minute 363/3 of following meeting to next meeting.

46/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts for May 2013 in the sum of £31,484.27 for payment.

47/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

- (i) Members noted the Bank Reconciliation for the Year End 31st March 2013.
- (ii) Members noted Income & Expenditure for March 2013.
- (iii) Members noted Income & Expenditure for Markets for March 2013.

48/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson updated Members on the Royston & District Volunteers' Centre. Since the transfer to the offices at the Town Hall there had been an increase in interest and volunteers. The Youth Project was working well with 12 Meridian students helping at Greneway School with the IT etc. The Volunteers Week was commencing on the 3rd June 2013 and the Volunteers Centre will be holding an Open Day.

Funding was difficult but Johnson Matthey had given a grant which helped with the rental. Members noted that volunteers were needed for many organisations including Wimpole Hall.

The Chairman thanked Councillor Davidson for her report.

49/14 EXCLUSION OF PRESS AND PUBLIC:

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

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50/14 TOWN HALL REFURBISHMENT:

The Chairman explained the problems relating to a leak since the flat roof had been repaired.

It appeared that this was due to the rendering on the top levels of the parapet walls, above both side emergency stairwells. Two quotations had been received for £3,900.00 and £4,200.00. In view of various problems it was proposed by Councillor Harrison, seconded by Councillor R. Smith and **Resolved** that a third quotation should be sought and because of the time factor, the decision on choice should be delegated to the Town Clerk and that the quotation for £3,900 be accepted unless a third quotation was less.

51/14 STAFF MATTERS:

The Town Clerk reported that the Curator was settling into her position and had been giving some thought to the Museum Assistant suitable for the Museum. The Town Clerk asked Members if they wanted to hear the ideas she had for the future of the Museum. It was suggested that a suitable date would be Wednesday, 29th May 2013 at 4.30 p.m. in the Committee Room, Town Hall.

Councillor Beaver asked about the Sunday openings and the Town Clerk confirmed that there was a sum in the budget to cover Bank Holiday weekends only. She also confirmed there was money allocated in the budget for a museum assistant.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 20 May 2013 at 7.42 p.m.

PRESENT: Councillor Davison (in the Chair).
Councillors Berry, Davidson, Harrison & R. Smith
County & District Councillors Hill & Hunter, District Councillors Davidson & Green, Town Councillors Mayne & Inwood, Town Clerk, Deputy Town Clerk, & Committee Administrator in attendance.

52/14 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 25th March 2013 (minutes 339/13 to 344/13) were approved as a correct record. The Town Clerk confirmed there had been no further update re parking at the rear of the Town Hall for the Community Transport organisation.

53//14 TOWN HALL:

The Chairman updated Members on the refurbishment of the Town Hall and reported that the works were now complete. The balance of the money due for the toilet refurbishment has yet to be paid.

Councillor Davidson asked if the upper hall could be hired when not used for the cinema and was assured that this could be done. Everything was moving ahead for the cinema and news would be forthcoming shortly.

54/14 MARKET HILL ROOMS:

The Chairman reported that the Market Hill Rooms would be redecorated and some damp-roofing measures were to be used on the damaged part of the walls. A third quote was still awaited.

55/14 GREEN STREET ALLOTMENTS:

Councillor R. Smith updated the Members on the high level of vandalism at the allotments since the opening of the underpass. He had discussed the problems with the police and police warning signs were to be placed at the allotment site. There would be a direct link between the police and RAGA. The Chairman asked Councillor R. Smith to give a regular update.

RAGA had asked if a temporary screen/fence could be installed until the new hedging grows. This is to be investigated by County Councillor Hill.

Members discussed the Allotment documents (i.) to (v.) and clarifications given to Councillor Davidson. RAGA's comments were awaited in order that these documents could be adopted.

The Town Clerk was thanked for her work in preparing these documents.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held Thursday 30th May 2013 in Royston Museum at 7.p.m.

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

The Chairman welcomed the new curator Sarah Russell to her first Advisory Sub-Committee meeting.

56/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors John Davison, Robert Inwood & F John Smith.

57/14 MINUTES:

The minutes of the meeting held Thursday 21st February 2013 were approved for signing by the chairman.

58/14 CURATORS REPORT: (copy attached to the minute book):

The curator added to her report by informing members that she had a meeting with Town Councillors the day before to give them a brief insight to her aims and plans for the future of the museum.

Some of her ideas for the future of the museum are:

- Find ways to generate more income for the museum to support itself;
- Continue to promote the Reminiscence Boxes to the local community to generate more income;
- Review the Exhibition space to generate extra income;
- Set up a Young Curators Group;
- Get more involved with schools;
- Develop an event program.

She has set herself a deadline of 100 days to formulate ideas and set a forward looking plan with action points and aims and wants everyone to have an investment in it.

59/14 FINANCE:

Members noted the figures for the museum and were pleased to see the expenditure for museum was under budget for the year-end 2013.

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60/14 ANY OTHER BUSINESS:

Peter Ketteringham said that if the curator wanted to do a review of the Collection and found that some items were not required she should inform the Trustees as they were aware there are some items which were duplicates. The curator commented that some museums were doing rationalisation of their Collections. Ros Allwood agreed but said that as an Accredited museum the Collection Development Policy would have to be adhered to and this could be very time consuming. Phil Smith said it would be a good idea to get rid of duplicate items and items not related to Royston. The museum currently had 10 sewing machines.

Peter Franks reported he had made contact with Totnes Museum who he thought had changed to be run as a Trust and then ceased to be one, but in fact they have continued to remain as a Trust. Their visitor profile is different to Royston as they are in a tourist area and get lots of holidaymakers in the museum. The Totnes curator reported that it could be a conflict of interest if Councillors became Trustees and they would need to keep their work as a Councillor separate from the work as a Trustee. Each Trustee needs to have certain responsibilities and it can be difficult to find volunteers to become Trustees. After discussion it was agreed that the Governance Working Party should meet again to look up the mechanics of setting up a Trust. The curator said she would like to work with the Working Party.

Peter Ketteringham said the museum was working well under the present process.

Phil Smith asked about the position for a museum assistant, the Town Clerk reported that the position for an assistant for 21 hours will be advertised next week. The Chairman, Town Clerk and Curator will be on the interviewing team.

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

Date of next meeting 26th September unless one needed to be called earlier.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 10 June 2013 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

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

61/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Beaver.

62/14 MINUTES:

The minutes of the meeting held on Monday, 13 May 2013 (36/14 to 43/14) were approved and signed as a correct record with the amendment to minute 41/13 (d) to include 'concerns were raised by members over the number of applications for flats in the town centre recently that did not comply with the minimum parking standards and this was increasing, there is a need for additional parking and consideration should be given to improving the Warren Car-park to a multi-story car-park'.

Councillor R. Smith asked if there had been any response to the committee's comments re the Ivy Farm application, the Town Clerk confirmed that there had not been a response to date.

63/14 PLANNING APPLICATIONS:

- (a) 13/01023/1LB 28 High Street
13/01022/1 28 High Street

The drawings of the windows on the web-site were not legible and, though reference was made to joinery material, the statement referred to steel window frames. As members were unable to give full consideration to this application due to the drawings being illegible and the fact that the building was in a conservation area it was necessary to get it right and members therefore trusted the planning officer to do this. Further concerns were raised over the number of applications for flats in the town centre recently that did not comply with the minimum parking standards and this was increasing, consideration should be given to improving the Warren Car-park to a multi-story car-park. Members repeated their comments that planning conditions should include a condition that developers have to purchase parking permits. Members then agreed no objection in principle to these applications.

Members asked that NHDC remind applicants that the plans are loaded on to the web-site and they need to be legible, clearly understood and the right way up.

- (b) 13/00183/1 14 & 18-20 High Street

Members again raised their concerns about the application and car-parking facilities and requested that a condition is that car-parking permits are purchased by developers for the occupiers. In the previous application it stated a Bat Survey was required in the spring; has

ROYSTON TOWN COUNCIL

this been done? They also noted that a storage area for 2 bins is shown on the plans and that, with the new waste system being introduced by North Herts, provision for storage of 3 bins will be required. After further discussion the Committee agreed to have no objection but request the District Council address the problem of parking and bins.

(c) 13/00184/1LB 14 & 18-20 High Street – Listed Building

Members again raised their concerns about the application and car-parking facilities and request that a condition is that car-parking permits are purchased by developers for the occupiers. In the previous application it stated a Bat Survey was required in the spring, has this been done? They also note that a storage area for 2 bins is shown on the plans and that with the new waste system being introduced by North Herts provision for storage of 3 bins will be required. After further discussion the Committee agreed to have no objection but request the District Council to address the problem of parking and bins.

(d) 13/01144/1HH 70 Poplar Drive

Councillor F.J. Smith declared an interest in this application.

Members raised concerns about the line of development and that the proposed development is for a two storey and within a metre of the boundary which is against council policy. Concerns were also raised about parking as the property was opposite a junction and the garage was being converted to habitable accommodation, although there is off street parking. Members agreed that as the properties next to this dwelling are staggered it would not create a terrace effect if they were to develop also. Members then agreed not to raise any objection.

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

13/01032/1HH	4 Betony Vale
13/00884/1	Land adjacent to 3 Heathfield
13/01201/1HH	11 Fordham Road
13/00850/1AD	Town Hall, Melbourn Street
13/01099/1	Providence House, 4 Melbourn Road
13/0121HH	107 Melbourn Road

64/14 THE NORTH HERTFORDSHIRE DISTRICT COUNCIL (OFF-STREET PARKING PLACES) ORDER 2013:

Members noted that this Order 2013 will come into force on 21st June 2013 and were pleased that there were to be no changes.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 8th July 2013 and closed the meeting at 7.51 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 17 June 2013 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor R. Smith (Town Mayor in the Chair)
Councillors Burt, Davidson, Harrison, Inwood, Phillips & F.J. Smith.
County & District Councillor Hill, District Councillor Green, Town Clerk, Deputy Town Clerk & Committee Administrator in attendance.

The Reverend John Fidler led the meeting in prayer.

PUBLIC PARTICIPATION:

County Councillor Hill updated the council on the health services and the Royston hospital site. She had attended a meeting with the Clinical Commissioning Group recently where it was explained that they were having ‘a pause for reflection’ regarding the hospital and its services. She will attend further meetings and keep the council informed. There is still commitment to provide Royston with good health facilities and at present the clinics will continue to be in the Royston hospital building. She confirmed that various options were being researched and that the proposed extension to the Health Centre was on hold at the moment.

65/14 APOLOGIES:

Apologies for absence were received from Councillors Beaver, Berry, Davison, Freeman, Hulström-Allen, Mayne & Palmer.

66/14 TOWN MAYOR’S ANNOUNCEMENTS:

The Town Mayor reported that his first few weeks as Town Mayor had been busy and he had initiated monthly Press Releases giving details of his engagements. He had attended the Open Day at the allotments and had been very impressed with the well attended allotment plots. He had also attended the Town Twinning Association’s AGM and was impressed at how enthusiastic the committee was.

On the 9th June he had held a “Meet the Mayor” stand at Royston Open Secrets and this had been useful. He had promoted the Town Mayor’s charity CLIC Sargent and the Town Mayor’s Community Trust Fund and funds were raised. He had also promoted the ‘Royston Big Tidy Up’ planned by Royston in Bloom for September. He had a further seven engagements scheduled in the next few weeks.

He announced the Mayor’s Charity Golf Day at Barkway Park Golf Course would be held on Friday, 13th September and the Mayor’s Charity Quiz Night would be held on the 11th October followed by the Civic Reception on the 25th October. Remembrance Day would be on the 10th November and the Civic Service would be held 16th February 2014. He was grateful to Alison Bass for her assistance in arranging his mayoral duties.

67/14 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 13th May 2013 (minutes 01/14 to 13/14).

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68/14 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held
1. 11 March 2013 (minutes 317/13 to 322/13) be adopted as a correct record into the workings of the Council.
 2. 8 April 2013 (minutes 345/13 to 347/13) be adopted as a correct record into the workings of the Council
 3. 13 May 2013 (minutes 36/14 to 43/14) be adopted as a correct record into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meetings of the Finance Committee held
- 25 March 2013 (minutes 332/13 to 338/13) be adopted as a correct record into the workings of the Council.
 - 29 April 2013 (minutes 358/13 to 363/13) be adopted as a correct record into the workings of the Council.

69/14 TO RECEIVE MINUTES OF MEETINGS OF COMMITTEES WHICH HAVE NOT BEEN ADOPTED:

- (a) It was **RESOLVED** that the minutes of the meetings of the Finance Committee held
- 13 May 2013 (minutes 15/14 to 30/14) be approved and adopted as a correct record into the workings of the Council.
 - 20 May 2013 (minutes 44/14 to 51/14) be approved and adopted as a correct record into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meetings of the General Purposes & Highways & Transport Committee held on
- 22 April 2013 (minutes 348/13 to 357/13) be approved and adopted as a correct record into the workings of the Council.
 - 13 May 2013 (minutes 31/14 to 35/14) be approved and adopted as a correct record into the workings of the Council.

70/14 INTERNAL AUDIT REPORT & ANNUAL RETURN 2012-2013

- (i) Members received the report from the Internal Auditor.
- (ii) The Year End Accounts and Supporting Statement was received and approved for signing. In answer to a query from Councillor Inwood the Town Clerk confirmed that details about election dates next year were not yet known.
- (iii) The Statement of Accounts of the Annual Return (Section 1) was agreed and signed.

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- (iv) The Annual Governance Statement (Section 2) of the Annual Return for 2012-2013 was agreed and signed.

71/14 CLERK'S REPORT:

The Town Clerk reported that the Cinema would be opening its doors on the coming Friday and seats for the first showing were already booked up.

She then said that Councillor Burt would update Members on the proposed cemetery. Councillor Burt reported that as from that afternoon the Council now owned the land at Wicker Hall. Access rights had been agreed. Some planning was now required to move on to the next stage. Members noted that as part of the purchase agreement the land could not be used as allotments. It was agreed that the Town Clerk should notify the allotment association as soon as possible and sympathetically, and that there should also be a press release.

Members were pleased to note these events.

72/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Burt gave a presentation on the new rubbish collection system due to commence shortly in the district. The new bins were being delivered to every house and instructions were being given by hand out cards, stickers on the bins, newspaper reports and the Outlook magazine. It was necessary to increase recycling and cardboard was now to be recycled in a different way. It was noted that recycling banks would be withdrawn when the new system was up and running. The recycling banks at Tesco and York Way will remain. It was hoped that householders would co-operate with this important recycling change. Councillor Burt then answered questions and he was thanked for his presentation.

There being no other business the Town Mayor closed the meeting at 8.35 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 24 June 2013.

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

73/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver & Inwood.

74/14 MINUTES:

The minutes of the meetings of the Finance Committee held on 13th May 2013 (minutes 15/14 to 30/14) and 20th May 2013 (minutes 44/14 to 51/14) were approved for signature by the Chairman.

75/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

- (a) The minutes of the Premises/Human Resources Sub-Committee meeting held 20th May 2013 (minutes 52/14 to 55/14) were received into the workings of the Council.
Councillor R. Smith updated Members on the minute 55/14 – Green Street Allotments and reported that the Police had spoken to a suspect in respect of the vandalism. Councillor Berry reported that there was a lot of broken glass in the underpass and Councillor Fiona Hill reported that part of the area had been adopted and was to be maintained and the remainder would come under the same maintenance agreement shortly.
- (b) The minutes of the Museum Advisory Sub-Committee meeting held 21st February 2013 (minutes 297/13 to 303/13) were received into the workings of the Council.

76/14 ACCOUNTS FOR PAYMENT:

The following items were clarified to Councillor R. Smith in respect of Conference expenses under Museum and the Allotments item, Members **Resolved** to approve the accounts for June 2013 in the sum of £43,542.76 for payment. In respect of the item for refurbishment of the Town Hall toilets it was agreed that subject to the work being finished satisfactorily the Chairman or Vice Chairman would give authority to make sure this account was paid.

77/14 YEAR END INCOME & EXPENDITURE AGAINST BUDGET 2012-13:

Members noted the Savings made in the year-end accounts 2012-2013 and added to Reserves.

78/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

- (i) Members noted the Bank Reconciliation for April & May 2013.
- (ii) Members noted Income & Expenditure for April & May 2013
- (iii) Members noted Income & Expenditure for Markets for April & May 2013.

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79/14 WiFi FOR HIRERS OF COMMITTEE ROOM & ROOM 11:

The Town Clerk reported that requests had been made by hirers of the Committee Room & Room 11 to use WiFi. She said that BT Broadband sell vouchers which could be purchased by the Town Council and sold on to hirers for use during the room hire. The Council would need to add an admin charge. Members discussed this possibility and it was agreed to approve this method.

80/14 ANNUAL REPORT:

Members received and approved the Annual Report for 2012-2013 for publication and the Town Clerk was thanked for her work on this report.

81/14 CEMETERY DEVELOPMENT – WICKER HALL:

Councillor Burt reported on the meeting of the Working Party and that finally the Town Council owned the plot of land. It was now necessary to work on the detail and to approve expenditure as listed on the agenda. Following discussion it was proposed by Councillor Davison, seconded by Councillor Berry and **Resolved** that £4,900 be allocated for design work and surveys of the site and the access.

82/14 CAR PARKING AT TOWN HALL & ANNEX:

The Chairman reported on the possibility of the Community Transport using rooms at the rear of the Town Hall and the lack of enough car parking spaces which could be alleviated if the shrubs were removed from between the trees at the rear of the offices. Following discussion it was agreed to include the town council area of land as well. The Chairman confirmed that only the cost to remove the shrubs was known so far.

83/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Berry reported on her attendance at the Royston Scouts AGM and was pleased to note that the group is picking up and other scout groups are joining Royston, i.e. Orwell and Harston and a new leader has taken over which has relieved the District Commissioner from this job. She was also pleased to announce that the Queen's Scouts Award has been awarded to Royston, the first since 15 years ago.

84/14 EXCLUSION OF PRESS AND PUBLIC:

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

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85/14 LAND AT WICKER HALL:

Councillor Burt explained options available re the land at Wicker Hall and that a neighbour had offered to buy part of the land – Plot A which cannot be used for burials. The neighbour has offered to buy the land as he wanted to use it as a garden or orchard to the side of the house. Conditions would be that they cannot build on this land and it is kept in a tidy manner. Details would need to be discussed with the possible buyer in due course but views were requested from Members. The Town Clerk read out the letter asking to purchase the land. The money from the sale of Plot A would be ring fenced for work on the proposed cemetery and each party would be responsible for their own legal expenses. Members then had a full discussion. The council will need to ensure they are obtaining the best value for the land. The Town Clerk confirmed that she had written to the Allotments Association to inform them that one of the conditions of the purchase was that there will not be any allotments on the site. It was then unanimously agreed that the Finance Committee make a recommendation to the Full Council to sell Plot A of the cemetery site. It was further agreed that an extraordinary meeting of Full Council be called for 7.15 p.m. on Monday 8th July 2013, and that on approval the matter be put into the hands of the solicitor for a speedy outcome. The Town Clerk was also asked to write to each of the Town Council Members to cover all points as discussed.

86/14 ROYSTON MARKET:

The Town Clerk asked that the following documents below be approved and signed. The first was the Lease for Market Rights and The Market Car-Park; this was a ten year lease with a five year get out clause. The second document was a Service agreement with NHDC as they would deal with the collection of monies from the ticket machines and reimburse the Town Council and carry out the enforcement of the parking restrictions. NHDC would keep the enforcement payments received to offset the employments of the enforcement officers. Following discussion the Chairman proposed that the documents be approved and signed as follows:-

- i) Approve and sign Lease Documents for the Market Rights and Market Hill Car-park
- ii) Approve and sign Service Level Agreement between RTC and NHDC and
- iii) Appoint the Market Manager to a permanent position

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

ROYSTON TOWN COUNCIL

MINUTES of the Extra-Ordinary Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 8th July 2013 in the Committee Room, Town Hall, Royston at 7.15 p.m.

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

87/14 APOLOGIES:

Apologies for absence were received from the Town Clerk and Councillors Beaver & Palmer.

88/14 LAND AT WICKER HALL – PLOT A:

The Town Mayor explained that the Extra-Ordinary Meeting of the full Council had been called to approve the recommendation from the Finance Committee to dispose of a proportion of the land (Plot A) purchased at Wicker Hall which is surplus to cemetery requirements. Money from the sale would be ring-fenced for work on the proposed cemetery.

Councillor Burt then gave a full report on why this had been recommended and he proposed that the Leader of the Council and the Town Clerk be authorised to negotiate details of any proposed sale at the appropriate time and then report back. Councillor F. J. Smith seconded this proposal and following clarification on the fact that no building on the land could take place and that any purchaser would have to comply with planning conditions, and that allotments would not be on this land, the motion was carried unanimously.

There being no other business the Town Mayor closed the meeting at 7.23 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 8th July 2013 at 7.27 p.m. in the Committee Room, Town Hall, Royston.

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

The Chairman informed Members that there would be an additional item on the agenda for information only.

89/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from the Town Clerk and Councillors Beaver & Palmer.

90/14 MINUTES:

The minutes of the meeting held on Monday, 10th June 2013 (61/14 to 64/14) were approved and signed as a correct record.

91/14 PLANNING APPLICATIONS:

- (a) 13/01353/1 17A Mill Road
The Committee had no objection in principle but would like clarification as to whether there would be 'no loss of trees', and that the land be researched for contamination before work commenced. There was also little space for the refuse bins and the access needed to be looked at carefully as this road is very busy and congested with a lot of on-street parking.
- (b) The Committee had no objections to the following applications:
- | | |
|--------------|---|
| 13/01222/1 | Land adjacent Little Chef, Baldock Road. |
| 13/01219/1 | Land at South Close. Members asked that a check should be made on noise affecting the surrounding area. |
| 13/01309/1 | 11 Melbourn Street. Clarification was requested on the parking behind the Manor House. |
| 13/01264/1HH | 60 Heathfield. |
| 13/01124/1HH | 20 Mill Road. |
| 13/01272/1HH | 24 Stamford Avenue. |

92/14 NORTH HERTFORDSHIRE – NEW LOCAL PLAN FURTHER CONSULTATION: HOUSING ADDITIONAL LOCATION OPTIONS – JULY 2013:

Members noted the consultation period for these additional or varied sites will start on Friday, 5th July and run until Friday, 2nd August 2013. They considered the two new sites, being suggested for residential development, which affect Royston:

Site 217 – Anglian Business Park Orchard Road – Members objected to this site being suggested for residential development as it is in the industrial area and should therefore not be accepted for housing but stay as industrial.

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Site 218 – land west of Ivy Farm, Baldock Road - Councillor F. J. Smith made the following points that residential development should not be allowed further than Ivy Farm. It would adversely affect Therfield Heath and whereas Members would have been happy to have had the football field relocated there, housing should not be considered.

Members asked for their comments to be sent in response to the consultation.

93/14 HERTFORDSHIRE WASTE LOCAL DEVELOPMENT DOCUMENT – WASTE SITE ALLOCATIONS:

Members noted that the Waste Site Allocations document was submitted to the Secretary of State on 24th June 2013 for examination.

94/14 SOUTH CAMBS PLANNING – APPEAL BY Mr. S. Findlay – Site Horse and Groom, Baldock Road, Litlington – Appeal Ref: APP/W/0530/A/13/2197660:

Members noted this Appeal. Councillor F. J. Smith said that the District Council should be asked to try and transfer this land to the District Council. Members asked for their comments of the 10th December 2012 be forwarded to the Planning Inspectorate with a request for the Inspectorate to have due diligence on this appeal.

95/14 INFORMATION – ELECTRONIC PLANNING APPLICATIONS:

Councillor R. Smith reported that he was to attend a meeting of the North Hertfordshire Association of Parish, Town & Community Councils (NHAPTCC) shortly, and asked for comments to pass to this meeting in respect of the electronic planning applications as this would be on the agenda.

Members discussed this matter and the following points were made:-

- The drawings should be legible and of a uniformity standard
- A postcode on each drawing
- Continual improvement on performance
- The Planning Department should reject drawings not up to standard
- Ask for a portion of the fees received by the District Council to enable the Councils to cover their extra costs.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 5th August 2013 and closed the meeting at 8.05 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 22nd July 2013.

PRESENT: Councillor Harrison (in the Chair).
Councillors Burt, Davidson, Hulström-Allen, Mayne & Phillips.
District Councillor Green, Town Councillors F. J. Smith & R. Smith, Town Clerk and Committee Administrator in attendance.

96/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Freeman, Inwood, Palmer & County & District Councillor Hill.

97/14 MINUTES:

The minutes of the meetings of the Committee held on 22nd April 2013 (minutes 348/13 to 357/13) and 13th May 2013 (minutes 31/14 to 35/14) were approved and signed by the Chairman.

98/14 REPORTS OF WORKING PARTIES:

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

- 23rd April 2013
- 21st May 2013
- 25th June 2013

In respect of item Town Tidy-Up on 15th September 2013 Councillor Davidson urged Members to take part in this project. She also assured the Chairman that she would keep him informed of any problems that had been noticed in the walk around the town centre. Councillor Burt informed the Members that the Green Machine used for street cleaning was to be demonstrated in Royston on 6th August, date to be confirmed.

99/14 ROYSTON 2012 LEGACY – GENERAL PURPOSES & HIGHWAYS COMMITTEE MINUTES NO. 185/13:

Councillor Davidson explained the reasons for this request for some money to be released from the Royston 2012 account to be used for the Royston Rail Station legacy project. Following discussion it was **Resolved** to allow a sum of money up to £250 to be used if required for the Station project.

100/14 ROYSTON YOUTH NETWORK:

Councillor Davidson enlarged on the report of the meeting held on 18th June 2013 and previously circulated. Various events for children would be held during the school holidays. Of particular interest was the need for Fitness for Children equipment and that a Splash Pool was wanted. A meeting with Councillor F Hill to discuss these issues would be held soon. Councillor Burt declared an interest and took no part in the discussion of this item.

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101/14 PROPOSED DDA BUS STOP UPGRADE – ROYSTON BUSINESS PARK – CONSULTATION:

Members supported the Proposed DDA Bus Stop Upgrade.

102/14 FREE TREES FROM WOODLAND TRUST:

Members discussed the Royston in Bloom committee applying for a small pack of free trees for planting at Stile Plantation and approved this request.

103/14 DRAFT WATER RESOURCES MANAGEMENT PLAN CONSULTATION:

Members discussed this matter and noted the closing date of the consultation of 12th August 2013. Councillor R. Smith was invited to speak to the meeting and he pointed out that this Plan covers the years 2015-2040 and that the NHDC District Plan is due out soon. It should also be noted that many more houses are being built and the water demand will be greater than ever.

It was agreed that a response should be made asking that Affinity Water be mindful of the increased demand in Royston and surrounding area. It was also agreed that Affinity Water be invited to come and talk to the Town Council about their future plans for the area.

104/14 OUTSIDE ORGANISATIONS:

Councillor Phillips reported on her attendance at a meeting of the Sports Royston during which the coaching of children in sports was discussed. The District Council's website had details of the North Hertfordshire Sports and showed the resources available.

There being no further business the Chairman said the next meeting would be held on 7th October 2013 and he closed the meeting at 7.52 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 29 July 2013.

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

105/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from County & District Councillor Hill, District Councillor Davidson, and Town Councillors Beaver & Mayne.

106/14 MINUTES:

The minutes of the meetings of the Finance Committee held on 24th June 2013 (minutes 73/14 to 86/14) were approved for signature by the Chairman.

107/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

The notes of the Market Working Party meetings held 25th June 2013 and 25th July 2013 were received into the workings of the Council.

Councillor Burt arrived at the meeting at 7.20 p.m.

The Town Clerk informed Councillor R. Smith that she would be making a final inspection of the Market Square and Angel Pavement car park before hand-over from NHDC.

108/14 ACCOUNTS FOR PAYMENT:

Following items were clarified to Councillor R. Smith in respect of the lift repair and rent to NPK for the Market. Members **Resolved** to approve the accounts for July 2013 in the sum of £47,710.42 for payment.

109/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

- (i) Members noted the Bank Reconciliation for June 2013.
- (ii) Members noted Income & Expenditure for June 2013.
- (iii) Members noted Income & Expenditure for Markets for June 2013.

110/14 TOWN CRIER NEWSLETTER:

Members approved the September issue of the Town Crier Newsletter subject to the amendment that the item about the Royston Town Twinning Association should state it was a report from the Association and not the Town Council.

Councillor R. Smith was concerned that he had not seen a draft copy and asked if he was still a member of the editorial team. Councillor Davidson said there had not been any formal arrangement but they had been sending the draft to Councillor F J Smith as he was now the Leader. Councillors Davidson and Phillips would be happy for him to peruse the draft copy of future issues.

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111/14 ROYSTON TOWN GUIDE:

The Town Clerk said that suggestions were required for the front cover of the 2014 Town Guide. Following discussion the Chairman said that it would be appropriate for the front cover to show something to do with the new Royston Picture Palace and this was agreed.

112/14 MARKET SQUARE:

Members considered the recommendation from the Markets Working Party to install electricity bollards at the top of the Market Square at a cost of £11,432.00. The Town Clerk reported that there were funds available in the market budget.

Councillor Burt declared an interest and took no part in the discussion and voting thereon.

It was then agreed to approve this recommendation.

113/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson gave a report on the Royston and District Volunteer Centre meeting and said that registrations of unemployed volunteers had gone up from 28% for the whole of last year to 37.1% for the first 6 months of this year alone. A training day was held recently for unemployed volunteers on how to use their volunteering work and skills they have obtained, in their search for work etc. The new skills share scheme was a way for individuals and business employees to offer short term professional skills to local organisations who have relevant opportunities. Johnson Matthey's had taken up this scheme with employees now being given time in working hours to volunteer and share their expertise. The Volunteer Centre was looking forward to working together and felt that it would be good for Royston as a result.

Councillor Davidson was thanked for her report.

114/14 EXCLUSION OF PRESS AND PUBLIC:

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

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115/14 STAFF ISSUES:

The Town Clerk reported that the Admin Officer had given notice of her retirement to take place at the end of October. She had worked in the Town Council nearly 19 years and before that had worked as an Officer for NHDC in Royston. Councillor F J Smith said that she has been a valuable member of staff.

She reported that the new part time member of admin staff had shown interest in taking the position. The Town Clerk would place an internal advertisement for this post. It would then be necessary to place an advertisement in the local newspaper for the part time post that would be vacant. This was agreed.

There being no further business the Chairman declared the meeting closed at 7.48 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 29 July 2013 at 7.50 p.m.

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

116/14 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 20th May 2013 (minutes 52/14 to 55/14) were approved as a correct record.

117//14 CROSS TOILETS:

The Town Clerk explained the background to this item and although the toilets were cleaned three times a day there was still a smell issue. The contractors had advised that there should be large external extractor fans fitted. A price of £645 plus VAT had been quoted to fit two fans. Following a discussion it was agreed to clarify details of these fans as to size etc. The Town Clerk agreed to get details and to circulate to Members. Councillor R. Smith queried about the other work that the council had been notified by the contractors as being required to be done. This had been put on hold until the usage figures had been collected over a period of time. It was agreed to review these at the next premises meeting. Members agreed to approve the fans subject to details of what is to be provided.

118/14 GREEN STREET ALLOTMENTS:

The Town Clerk reported that reasonable comments had been received from RAGA on the following documents and a few alterations had been made:-

- i) Allotment Tenancy Agreement
- ii) RTC Rules & Regulations
- iii) Allotment Strategy
- iv) Agreement between RTC and RAGA
- v) RAGA Plot Checking Regime
- vi) Bee & Hen Keeping Policy

A suggestion has been made that people who work in the town be allowed to go on the list and the Town Clerk said Council's are obliged to keep the plots for tenants of the town only. There had been a request from a plot-holder to keep hens on their allotment and Members noted that this request cannot be refused, but it was confirmed that no cockerels can be kept. It was then agreed that adoption of these items i) to vi) be recommended to the Finance Committee.

119/14 TOWN HALL:

Members considered the request from Royston First Bid Co re installing a permanent coffee making machine in the lower hall for use when the cinema was open. It was noted that anybody using the Town Hall would have access to the machine. This was agreed.

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120/14 EXCLUSION OF PRESS AND PUBLIC:

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

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121/14 ROOM 11 & COMMITTEE ROOM FLOORING:

The Town Clerk reported that the District Council had donated 4 rolls of carpet but unfortunately not enough to do both Room 11 and the Committee Room. The Town Clerk had sourced some carpet to match up in order the both rooms could be done, the new carpet could be a slightly different shade. She also reported that when the carpet is lifted it might be necessary to re-screed the floors.

Following discussion it was agreed to recommend to the Finance Committee that both rooms should be re-carpeted using the free carpet and to purchase extra to finish the second room. The cost being £400.40 for the Committee Room and £474 for Room 11 with an additional cost of £629 if both room floors need latex screeding.

122/14 MARKET HILL ROOMS:

Members received three quotes re repair and redecoration of the interior of Market Hill Rooms and following discussion it was agreed to recommend to the Finance Committee that Quote No.1 for redecoration of main hall, entrance hall and kitchen, removing rads/removing plaster and injecting damp course treatment be accepted but without the work on the toilets in the sum of £7,385 plus an amount to be confirmed for the passageway.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 19th August 2013 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (in the Chair)
Councillors Beaver, Davison, Freeman, Grimes, Palmer & F. J. Smith.
County & District Councillors Hill & Hunter, District Councillors Davidson & Green,
Town Councillors Davidson, Inwood, Mayne & Harrison, Town Clerk & Committee Administrator.

123/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Hulström-Allen, Phillips & R. Smith.

124/14 MINUTES:

The minutes of the meeting held on Monday, 8th July 2013 (89/14 to 95/14) were approved and signed as a correct record.

125/14 PLANNING APPLICATIONS:

- (a) 13/01608/1 Land at 47 Baldock Road.
The Committee was informed that this application had already been considered by NHDC and the application has been refused.
- (b) The Committee had no objections to the following applications:
- | | |
|--------------|---|
| 13/01384/1HH | 99 Mill Road. |
| 13/01506/1HH | Three Greens, Barkway Road. |
| 13/01496/1HH | 22 Cedar Crescent. |
| 13/01430/1HH | 38 Fieldfare Way. |
| 13/01409/1HH | 7b Priory Lane. Members commented that the drawings were not very clear or concise. Also they could not comment on the amendments as the changes had not been added to the web-site. They repeat that drawings should be of a better quality to enable them to be viewed on-line. |
| 13/01554/1HH | 3 Hollies Close |
| 13/01704/1HH | 2 Downlands. Cllr.Davison declared an interest. |
| 13/01708/1HH | 21 Kingsway. |
| 13/01790/1HH | 22 Spenser Close. |
| 13/01750/1HH | 6 Masefield Way. |
| 13/01724/1HH | 13 Hollies Close. |
| 13/01861/1LB | The Green Man, 37 Market Hill. |
- (c) 13/01595/1HH 29 Priory Close
The Committee could not support this application, the drawings were insufficient for them to agree and the plans were very difficult to see on the projected screen. The letter of objection from the neighbour of number 31 may have some merit regarding light and line of the garage.
- (d) 13/01662/1HH 11 Kipling Road.
The Committee objected to this application on the grounds that it was an over development of the site and an infringement on neighbour's light.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 9th September 2013 and closed the meeting at 7.45 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.45 p.m. on Monday, 19 August 2013.

PRESENT: Councillor F. J. Smith (in the Chair)
Councillors Berry, Davidson, Davison, Harrison, Inwood & Mayne.
County & District Councillors Hill & Hunter, District Councillor Green, Town Clerk and Committee Administrator in attendance.

126/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Burt & R. Smith.

127/14 MINUTES:

The minutes of the meetings of the Finance Committee held on 29th July 2013 (minutes 105/14 to 115/14) were approved for signature by the Chairman subject to the amendment in minute 113/14 as follows:-

“Councillor Davidson gave a report on the Royston & District Volunteer Centre meeting and said that registration of unemployed volunteers had gone up from 28% for the whole of last year to 37.1% for the first 6 months of this year alone. A training day was held recently for unemployed volunteers on how to use their volunteering work and skills they have obtained in their search for work etc. The new skills share scheme was a way for individual and business employees to offer short term professional skills to local organisations who have relevant opportunities. Johnson Matthey had taken up this scheme with employees now being given time in working hours to volunteer and share their expertise. The Volunteer Centre was looking forward to working together and felt that it would be good for Royston as a result. Councillor Davidson was thanked for her report.”

128/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

The minutes of the Premises/Human Resources Sub-Committee meeting held 29th July 2013 (minutes 116/14 to 122/14) were received into the workings of the Council

129/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts for August 2013 in the sum of £37,745.99 for payment.

130/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

- (i) Members noted the Bank Reconciliation for July 2013.
- (ii) Members noted Income & Expenditure for July 2013

131/14 CEMETERY DEVELOPMENT:

Councillor Davison updated Members on the cemetery development and said that the next stage was one of design and of going out to tender to get accurate figures for the project. Tenders would be in three stages, first, site clearance, second, bridleway upgrade and third the cemetery site. Some initial figures for the clearance of the site were very wide ranging. If the quotes received were of the lower end of the pricing then work could go ahead to get the site cleared this winter, the council will need to approve that expenditure could come from the

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council's Capital Fund. After discussion it was agreed to recommend to Full Council that the money in the Capital Account £34,000 be used towards the development of the cemetery. The Chairman explained that one section of the land would not be required and it had been agreed to sell this piece. To ensure the council gets best value for this land a sale notice will be put in the paper this week with responses to the Town clerk by the 20th September, and it was also confirmed that there would not be any building allowed on this land as a condition of sale. The matter of funding from Capital Fund would be referred to the next meeting of Full Council.

132/14 BUDGET 2014-2015:

A Working Party was set up to discuss and prepare a budget for 2014-2015. Councillors Berry, Davison, Harrison, F. J. Smith and R. Smith agreed to be on this Working Party with the first meeting to be held at 6 p.m. on Tuesday, 24th September 2013.

133/14 GREEN STREET ALLOTMENTS:

Members approved the recommendation from the Premises/Human Resources Sub-Committee for the adoption of the following documents:-

- (i) Allotment Tenancy Agreement
- (ii) RTC Rules & Regulations
- (iii) Allotment Strategy
- (iv) Agreement between RTC and RAGA
- (v) RAGA Plot Checking Regime
- (vi) Bee & Hen Keeping Policy

134/14 ROOM 11 & COMMITTEE ROOM FLOORING:

Members approved the recommendation from the Premises/Human Resources Sub-Committee to re-carpet Room 11 and the Committee Room in the sum of £875 and if screeding was required an additional cost of £629. The Town Clerk explained that the District Council had donated some carpet and the carpet had been matched up by a local firm so that both rooms could be re-carpeted.

135/14 MARKET HILL ROOMS:

Members approved the recommendation from the Premises/Human Resources Sub-Committee to redecorate the interior of Market Hill Rooms to include the main hall, entrance hall, kitchen and passageway to the toilets but not the toilets in the sum of £6,885. The damp proofing would be approx £1,500.

136/14 STAFF SALARIES

The Chairman said that before the exclusion of press and public he could take the next agenda item and announced that the LGA have now approved a cost of living increase of 1% as from the 1st April 2013, this was the first increase in salaries for 4 years.

137/14 EXCLUSION OF PRESS AND PUBLIC:

The chairman proposed that in view of the confidential nature of the business about to be transacted, seconded by Councillor Berry and **Resolved** that, in the public interest, the public

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and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

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138/14 MARKET PLACE:

The Town Clerk informed Members that the Market Place had now been put up for sale and that the Lease would pass with the sale to the new owners. The Town Council should consider nominating the Market as a Community Asset. If it was accepted on the register it would give the Town Council the chance to deal with options. The Chairman said that if the Town Council could acquire this land then it should do so. It is an important site in the town and the Town Council would be in a position to control what happens. An advantage of ownership would be that we would not have to pay rent thus saving £15,000 a year. Following discussion it was agreed to put forward the nomination of the Market Place as a community asset as soon as possible, and to go to Full Council for a full discussion of the council's options.

There being no further business the Chairman declared the meeting closed at 8.25 p.m.
07590 061552.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 2nd September 2013 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor R. Smith (Town Mayor in the Chair)
Councillors Davidson, Davison, Freeman, Hulström-Allen, Inwood, Mayne, Palmer and Phillips.
District Councillor Green, Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

The Reverend John Fidler led the meeting in prayer.

139/14 APOLOGIES:

Apologies for absence were received from Councillors Beaver, Berry, Burt, Grimes, Harrison & F. J. Smith.

140/14 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had attended 20 events since his last report and had enjoyed them all but in particular the cake judging at Icknield Walk School Fete, the Royston Picture Palace Gala opening, the Royston in Bloom judging, the Royston BMX track opening and the Richard Cox House garden party.

Forward engagements included his Charity Fund raising events including the Mayor's Charity Golf Day at Barkway Park Golf on the 13th September 2013, the Quiz Evening on 11th October 2013, and a Race Night at Royston Football Club to be held in the New Year.

The Civic events included the Reception on 25th October 2013, Remembrance Day Parade on Sunday, 10th November 2013, the Civic Service on Sunday, 16th February in the Parish Church, and the Annual Town Meeting on Thursday, 13th March in the Town Hall.

He concluded his report by thanking the Town Hall staff and councillors for their support.

141/14 MINUTES:

- (a) It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 17th June 2013 (minutes 65/14 to 72/14)
- (b) It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 8th July 2013 (minutes 87/14 to 88/14).

142/14 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

It was **RESOLVED** that the minutes of the meetings of the Planning Committee held

- (a) 10 June 2013 (minutes 61/14 to 64/14) be adopted as a correct record into the workings of the Council.
- (b) 8 July 2013 (minutes 89/14 to 95/14) be adopted as a correct record into the workings of the Council

It was **RESOLVED** that the minutes of the meetings of the Finance Committee held

- (a) 24 June 2013 (minutes 73/14 to 86/14) be adopted as a correct record into the workings of the Council.
- (b) 29 July 2013 (minutes 105/14 to 115/14) be approved and adopted as a correct record into the workings of the Council.

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143/14 MINUTES OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD INTO THE WORKINGS OF THE COUNCIL:

- (a) It was **RESOLVED** that the minutes of the meetings of the General Purposes & Highways & Transport Committee held on 22 July 2013 (minutes 96/14 to 104/14) be approved and adopted as a correct record into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 19 August 2013 (minutes 123/14 to 125/14) be approved and adopted as a correct record into the workings of the Council.
- (c) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 19th August 2013 (minutes 126/14 to 138/14) be approved and adopted as a correct record into the workings of the Council..

Councillor Davison spoke in reference to minute 131/14 Cemetery Development and explained that the Finance Committee was in the process of getting quotes for the site clearance and had recommended that the Capital Account money of £34,000 be used for the Cemetery project. He then proposed that the Capital Account money be used and it was seconded by the Town Mayor and the motion was carried.

Councillor Davison then referred to minute 138/14, Market Place. He would refer to this again in the agenda but he proposed that the Council confirm the Finance Committee's recommendation that the Market Place be nominated for registration as a Community Asset, this was seconded by the Chairman and the motion was carried.

144/14 THE MARKET PLACE, ROYSTON:

Councillor Davison reported that at the meeting of the Finance Committee it had been recommended that the Town Council nominate this site for inclusion on the register of Community Assets. As this was urgent, an application had already been put forward and Councillor Davison proposed that the Town Council endorse this nomination, the Town Mayor seconded and it was unanimously **Resolved**.

Councillor Davison then explained that for the last five years the Town Council had been acting as agent for the District Council and managed the twice weekly markets. Recently the Town Council had taken over the lease for Market Place and now managed the car parking on this site as well. Soon after the lease was signed the owners put the land up for sale. This site is important to Royston and well used by the local community daily. When the markets are not taking place, the site is used for car-parking and is central to the economic well-being of the High St and other businesses in the town. To secure the continued use of this land for the markets and car-parking after the council's 10 years lease ends, members should consider the options for purchasing it. Offers of over £275,000 are requested. Councillor Davison said that there was a Community Asset and Services Grant Programme which the council might be able to acquire funding from for the purchase, the closing date for fund applications was Friday 30th August, the Town Clerk has already put in an application. He asked members what they wished to do and whether they wished to investigate their options for purchasing the site.

There followed discussion and it was then agreed to delegate this to the Finance Committee to look at the options available to purchase the land and report back to Full Council in due course.

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145/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Freeman reported her attendance at a meeting of the North Hertfordshire Citizens' Advice Bureau in July and said that she could e-mail copies of the minutes etc. to anybody who wished to see them. The Chairman was stepping down and there would be a replacement Chairman in due course.

She also reported on her attendance at a Town Twinning Association meeting and the Town Clerk would circulate the minutes. It would be the 40th anniversary of the twinning with Grossalmerode next year.

A group from Spain would be visiting Royston during the Arts Festival weekend and host families were needed.

She had been asked to pass on the thanks of the Boules Team, Town Twinning Association, as they were very appreciative of the Town Council's support.

The Town Mayor reported on his attendance at the North Hertfordshire Town & Parish Association and said there would be an Annual Conference held at the Council Offices in Letchworth on the 23 October 2013, 6 p.m. The agenda would include the District Council's future plans, a report from the Police Inspector and it was expected that there would be discussions on Section 106 monies, electronic planning applications and Council Tax Base Settings.

Councillor Hunter would report as portfolio holder for Community Engagement for Rural Affairs.

There being no other business the Town Mayor said the next meeting of Full Council would be held on the 18th November 2013 and closed the meeting at 7.55 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 9th September 2013 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

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

146/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Berry and F. J. Smith.

147/14 MINUTES:

The minutes of the meeting held on Monday, 19th August 2013 (123/14 to 125/14) were approved and signed as a correct record.

Councillor R. Smith spoke of the bad quality of the drawings and that it was difficult to make decisions because of this problem. He had raised this matter at a meeting of the North Hertfordshire Town & Parish Association and NHDC and although the District Council had said it would try to improve the down loading speed this did not improve the quality of the drawings. NHDC solution is for a printing firm to supply copies of the plans for the Town Council at a charge of £1 per each A3 and £2 each A2. Councillor Smith said this was not acceptable and the District Council was just transferring the cost to the Town Council. He felt that the Town Council could not offer a good service to applicants. He suggested that the Planning Committee ask Mary Caldwell to come to the next meeting to discuss this matter. He said that the design statements were also difficult to read on the computer. It was agreed to meet with Mary Caldwell so this could be discussed. Councillor Davison suggested that a few of the very difficult plans to read were shown to her.

Councillor Hulström-Allen attended the meeting at 7.20 p.m.

148/14 PLANNING APPLICATIONS:

- (a) 13/01967/1 14 & 16 High Street.
The Committee had no objections to this application although it still had concerns as with the previous application at this address about the storage area for 3 waste bins and that it should be noted that the Town Council do not allocate parking spaces as detailed in the Design and Access Statement.
- (b) 13/01968/1LB 14 & 16 High Street.
The committee had no objection to this application providing there were no concerns raised by the conservation officer. They repeated their concerns in respect of space for 3 waste bins and the fact that the Town Council do not allocate parking spaces.
- (c) 13/01993/1HH 8 Clydesdale Road.
Members had no objection to this application.

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149/14 SOUTH CAMBRIDGESHIRE PLANNING APPLICATION S/0439/12/FL – LAND AT HIGHFIELD FARM, WEST OF ROYSTON ROAD,LITLINGTON:

Members discussed the application for the installation of five wind turbines. Councillor Davison said this area was not suitable for these wind turbines. There are much more suitable and less populated places for a wind farm than on the doorstep of a town of over 17,000 residents. The turbines will tower above the Heath, the town and surrounding area and be visible for miles. They will be very visible on long stretches of the A505 and a distraction to drivers on what is already a dangerous road. The noise from them will be heard by Litlington residents and also some Royston residents when the prevailing wind is from the west. Councillor Phillips said it was not the appropriate place to place these wind turbines and that she supported Litlington residents.

Councillor Davison proposed that the Committee support the objections from the residents of Litlington, Conservators of Therfield Heath, Natural England, Therfield Parish Council, and others, and object to this application in the strongest possible terms. He proposed that this application comes before the District Council's Planning Committee and Highways and that its comments are passed on to the South Cambridgeshire Planning Department. This was seconded by Councillor R. Smith and the motion carried by 5 votes with 1 vote against by Councillor Freeman.

150/14 PROPOSED SUBMISSION SOUTH CAMBRIDGESHIRE LOCAL PLAN:

Members noted that the current consultation on the Proposed Submission Local Plan is extended by two weeks and comments to be submitted by 5 p.m. on 14th October 2013. It was agreed that Members pass on their comments to the Town Clerk for a response to South Cambridgeshire.

151/14 PLANNING DECISIONS:

Members noted the List of Decisions taken by NHDC from May 2013 to August 2013. The Town Clerk said that there will be a monthly update.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 7th October 2013 and closed the meeting at 7.45 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the EXTRA-ORDINARY MEETING OF THE FINANCE COMMITTEE held on Monday, 23rd September in the Committee Room, Town Hall, Royston at 8.30 p.m.

PRESENT: Councillor F. J. Smith (Chair)
Councillors Burt, Davidson, Davison, Harrison, & R. Smith
Town Clerk & Councillor Freeman in attendance

152/14 APOLOGIES:

Apologies for absence were received from Councillors Beaver, Berry, Inwood and Mayne

153/14 DECLARATIONS OF INTEREST:

Councillor P Burt asked the Town Clerk for advice on whether he needed to declare an interest in regard to the agenda item Royston Market Place. Previously he had declared an interest when the markets had been discussed as the Town Council managed the market on behalf of NHDC. Now that the Town Council has taken over full responsibility for the management of the town's markets and NHDC no longer hold the Lease for the Market Place, the Town Clerk's opinion was that he did not need to declare any interest as a District Councillor.

154/14 EXCLUSION OF PRESS AND PUBLIC:

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

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155/14 30 KNEESWORTH STREET

The Town Clerk advised members that a 3 yearly rent review was now due under the terms of the Lease. The rent had not been increased since 2007 (6 years ago) when it was increased by £1000. At the last review in 2010, because of the economic climate, the council decided to keep the same rent level.

After discussion it was agreed to get a valuation for the open market rent levels expected for the property. Further discussion took place and it was agreed to get a valuation for selling the property. The Town Clerk was asked to obtain quotes for the valuations and it was delegated to the Chairman and Town Clerk to authorise the valuations to be done.

The Town Clerk was asked to inform the tenant that a rent review is being undertaken and that also the council will be having the property valued with regards to putting it on the market for sale.

156/14 MARKET PLACE ROYSTON:

The Town Council has been offered the option to purchase the Market Place for a fixed figure of £300,000. Offer open until 14 October. If exchange of contracts completed, completion could be deferred until the beginning of the new financial year.

Options available for raising funds –

1. **Grant: application for £285000 applied for.** May not be successful.
2. **Precept:** increase by £300,000 (104%) this would increase the annual precept for 1 year by 92 pence per week (£47.84 per annum)
3. **Public Works Loans Board –**
Examples
9½ year loan – yearly cost £34,600 Precept increase £5.52 per year (interest rate 2.86%)
29½ year loan – yearly cost £18,400 Precept increase £2.93 per year (interest rate 4.51%)
4. **Ask District Council for a loan –** interest rate may be lower than Public Works Loan board
5. **Sell property 30 Kneesworth Street**
Loss of rental income would be replaced by not paying out £15,000 for market lease.

Members noted the series of options possibly available to the council for raising the funds required to purchase the Market Place. After discussion members agreed the best option was to dispose of 30 Kneesworth Street and use the funds for purchasing the Market Place and any remaining funds towards the cemetery development.

It was then agreed to recommend this option to Full Council and to obtain a valuation for 30 Kneesworth St.

The Town Clerk asked if members also wanted a valuation carried out on the Market Place land. Members agreed that they felt there was no need for this, by purchasing this piece of

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land in the centre of the town the council was securing it for the benefit of the local community and long term economic future of the town.

It was then agreed that the Town Clerk send a Letter of Intent re the purchase of the Market Place to January's.

There being no further business the Chairman closed the meeting at 9.20pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 30 September 2013.

PRESENT: Councillor F. J. Smith (in the Chair)
Councillors Burt, Davidson, Davison, Inwood & R. Smith.
District Councillor Green, Town Councillors Freeman, Palmer, Phillips, 2 Members of the Press, Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

157/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Berry, Harrison, Mayne, County & District Councillors Hill & Hunter, District Councillor B. Davidson.

158/1 MINUTES:

- The minutes of the meeting of the Finance Committee held on Monday, 19th August 2013 (minutes 126/14 to 138/14) were approved for signature by the Chairman. Councillor R. Smith queried two items in respect of the carpet in the Complex and the redecoration of Market Hill Rooms as to when the work would be carried out.
- The minutes of the meeting of the Extra-Ordinary Finance Committee held on Monday, 23rd September 2013 were approved for signature by the Chairman.

159/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

- The minutes of the May Fayre Working Party meeting held 3rd September 2013 were received into the workings of the Council subject to the amendment that District Councillor B. Davidson be added to those present.
- The minutes of the Royston Markets Advisory Sub-Committee meeting held on 12th September 2013 were received into the workings of the Council.
- The minutes of the Cave Trust Fund meeting held on 25th July 2013 were received into the workings of the Council.

160/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts for September 2013 in the sum of £38,499.29 for payment.

161/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

- (i) Members noted the Bank Reconciliation for August 2013.
- (ii) Members noted Income & Expenditure for August 2013

162/14 EXTERNAL AUDIT 2012-2013:

The Town Clerk reported the outcome of the External Audit for the 2012-2013 Annual Return. An unqualified audit report has been received. Members noted and accepted the report. The Town Clerk and her staff were congratulated for their work on achieving the good report.

ROYSTON TOWN COUNCIL

163/14 MARKET:

The Town Clerk reported on the recommendation from the Markets Advisory Sub-Committee that the balance of £4,000 left over from the first installation of electricity bollards to the Market Place is used together with the Council's profit share which has accumulated since the Council has been managing the market on behalf of NHDC in order to complete this work. It was noted that the work was to be done before the re-surfacing of the car-park area. Members approved this recommendation.

164/14 REMEMBRANCE DAY PARADE:

Members discussed and approved the following donations to the British Legion. The Town Clerk confirmed that £100 had been put in the budget for the programmes.

- Refreshments £85
- Poppy Appeal £50
- Programmes £100.

165/14 MARKET HILL ROOMS:

The Town Clerk confirmed that the redecoration of the interior of Market Hill Rooms would be started the last week of October and would take approx three weeks. It had been possible to transfer hirers to the Town Hall except for two organisations.

Dates were awaited for the redecoration of the exterior of Market Hill Rooms. .

166/14 EXCLUSION OF PRESS AND PUBLIC:

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

ROYSTON TOWN COUNCIL

167/14 SITE A – WICKER HALL:

The Town Clerk updated Members on the sale of Site A, Wicker Hall. Four enquiries had been received following the advert in the local press.

Two offers had been received and following discussion it was **Resolved** that a recommendation is made to Full Council to accept the highest offer and to proceed to sell the land Subject to Contract.

It was noted that there is a 50 year covenant registered with the Title Deeds that no buildings that can be used as dwelling are to be built on site.

RTC Conveyances fees for selling of the land are quoted as £450 and £30 land register fees and these were also approved.

168/14 STAFF MATTERS:

The Town Clerk reported that interviews had taken place for the position of part time staff and an applicant had been appointed to commence work on the 21st October 2013. The salary scale was to be at Scale 2 on point 10 (10-14).

There being no further business the Chairman declared the meeting closed at 7.34 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Extra-Ordinary Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 30th September 2013 in the Committee Room, Town Hall, Royston at 7.36 p.m.

PRESENT: Councillor R. Smith (Town Mayor in the Chair)
Councillors Burt, Davidson, Davison, Freeman, Inwood, Palmer, Phillips & F. J. Smith.
District Councillor Green, 2 Members of the Press, Town Clerk, Deputy Town Clerk & Committee Administrator in attendance.

169/14 APOLOGIES:

Apologies for absence were received from Councillors Beaver, Berry, Harrison, Hulström-Allen & Mayne, County & District Councillors Hill & Hunter, District Councillor B. Davidson.

170/14 LAND AT WICKER HALL – PLOT A:

Members discussed the recommendation from the Finance Committee to dispose of a proportion of the land (Plot A) purchased at Wicker Hall which is surplus to cemetery requirements and that money from the sale to be ring-fenced for work on the proposed cemetery.

Following discussion it was proposed by Councillor F. J. Smith that the Council sell this piece of land, seconded by Councillor Burt and agreed unanimously.

It was then proposed by Councillor Burt, seconded by the Town Mayor and unanimously agreed that the Town Clerk be authorised to deal with his matter.

171/14 EXCLUSION OF THE PUBLIC AND PRESS:

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

ROYSTON TOWN COUNCIL

172/14 SITE A – WICKER HALL:

The Town Clerk reported on the enquiries received following the advert for the sale of the Site A. Two had followed up with offers, one at £1,100 and the other at £30,000.

Members had a full discussion and it was then unanimously **Resolved** that the offer of £30,000 be accepted and to go ahead with the sale, Subject to Contract. It was noted that there is a 50 year covenant registered with the Title Deeds that no buildings that can be used as dwelling on site are allowed and the proposed purchaser was aware of this. It was understood that the land was to be used as a garden or orchard.

The money should be ring-fenced for the cemetery development and the council endorsed the decision of the Finance Committee. This was agreed.

It was also noted that the Town Council Conveyances fees for the selling of the land are quoted as £450 and £30 land register fees.

173/14 MARKET PLACE:

Members had a full discussion on the recommendation from the Finance Committee re the purchase of the Market Place. The Finance Committee recommended the sale of 30 Kneesworth Street to fund the purchase of the Market Place. A valuation of 30 Kneesworth Street was going ahead and a rent review that was also due now.

Members asked the Town Clerk if there was any update on whether or not the Market Place will be registered as a Community Asset; a decision on this will be made by NHDC by the 18th October 2013.

Finally it was unanimously **Resolved** that the Town Council purchase the Market Place subject to the price not exceeding £300,000, Subject to Contract. The Town Clerk was asked if possible to arrange a meeting with the vendor.

It was agreed that a Letter of Intent should be sent to the vendor regarding purchasing the site subject to contract.

174/14 30 KNEESWORTH STREET:

Following discussion it was unanimously **Resolved** that subject to adequate estimates on the value of 30 Kneesworth Street that it is put up for sale. The council will seek to get the best value for the property.

Money raised from the sale of the property will go into the council's Capital Funds.

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

ROYSTON TOWN COUNCIL

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

PRESENT: Councillor. Palmer (in the Chair)
Councillors Davison, Freeman, Phillips, F. J. Smith & R Smith.
Deputy Town Clerk, Committee Administrator and 1 Member of the Press.

175/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Berry, District Councillor Green and the Town Clerk.

176/14 MINUTES:

The minutes of the meeting held on Monday, 9th September 2013 (146/14 to 151/14) were approved and signed as a correct record.

Councillor Davison referred to minute 149/14 in respect of the installation of five wind turbines, and reported that following the last meeting a letter was sent to the South Cambridgeshire District Council with the Town Council's views. He had also spoken to District Councillor Hill to ascertain what action the NHDC had taken, and she had asked that the NHDC write an additional letter to say that all parishes in the area are strongly objecting to this application.

177/14 PLANNING APPLICATIONS:

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

13/02082/1HH 16 Layston Park.

13/02171/AD The Green Man – 37 Market Hill

13/02174/1LB The Green Man – 37 Market Hill

13/02220/1HH 13 Mill Road. Councillor R. Smith they were not good drawings and he had concerns that the window on the side elevation should have obscure glass in it.

13/02075/1HH32 Poplar Drive

(b) 13/02073/1HH 27 Chaucer Road.

The Committee had objections that this application was passed by the District Council before the Town Council's planning meeting. Councillor R. Smith had concerns over the loss of a garage and no provision for parking.

(c) 13/02208/1 11 Melbourn Street – Section 73 Application – Extension of opening hours.

Councillor R Smith said that the text could not be seen on the computer and the Members had a full discussion on the opening hours. It was strongly agreed to object to this application and that the change in the opening hours would create a disturbance in the area and should not be allowed under any circumstances.

178/14 APPEAL REF: APP/X1925/D/13/2204657 – 11 KIPLING ROAD:

Members noted this appeal.

ROYSTON TOWN COUNCIL

179/14 APPEAL REF: APP/X1925/A/13/2204848 – SITE AT LAND ADJACENT 47 BALDOCK ROAD:

Members noted this Appeal.

180/14 SOUTH CAMBRIDGESHIRE PLANNING – APPEAL REF: APP/W0530/A/13/2197660 – HORSE & GROOM, BALDOCK ROAD, LITLINGTON:

Members discussed this Appeal and Councillor F. J. Smith asked if the District Council would be attending. He said there were three options

- To nominate a representative from the Planning Committee to attend
- To reiterate our support for this application
- To ask if the District council will be attending the Appeal Hearing to support the application.

It was agreed, that as no Members were available to attend, to write to reiterate our support.

181/14 E-PLANNING:

Members considered the options for how the plans could be presented to the Committee:-

- On screen with just location plan printed in house
- Printed A3 size in house (some plans printed and option of some plans on screen)
- Printed A1 size by commercial printers. The Committee will need to recommend to the Finance Committee that a budget is allocated for this.

For a printer to print off the plans it would cost for: A3 size £1 each and A2 size £2 each. The printer was at Stevenage so there would be costs to collect or post.

Councillor R. Smith said that the Planning committee was not able to give a good service to the public because of this problem and he had raised the subject with the District Council and Mary Caldwell. The parishes were also affected by this decision. Councillor Davison said Members would have to learn to use the computer system but the performance was erratic.

Councillor F. J. Smith said that the NHDC must be prepared to give us more information when there is a major application, and Councillor R. Smith said he understood that in that case there would be a CD prepared.

It was then agreed to write to NHDC Planning Department with Members concerns on the adequacy of their servers and networks and defer a decision on the options until after the Conference on the 23rd October 2013. To go on next Planning agenda.

182/14 PLANNING DECISIONS:

The Members received an updated List of Planning Decisions.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 4th November 2013 and closed the meeting at 7.51 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Royston Museum Thursday 10th October at 7.p.m.

PRESENT: Councillors: F John Smith and Philip Mayne
Museum Trustees: Peter Ketteringham, Phil Smith, Mike Lawrence and Jenny Smith
Friends: Shirley Thrussell
History Society: Neville Chuck
Mr. L. Baker NHDC Representative
Town Council Officers: Susan Thornton-Björk Town Clerk and Sarah Russell Museum Curator

183/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Lynn Berry, Peter Burt, Robert Inwood & Ros Allwood.

184/14 MINUTES:

The minutes of the meeting held Thursday 30th May 2013 were approved for signing by the chairman.

185/14 CURATOR'S REPORT: (copy attached to the minute book):

The curator added to her report as follows;

The Young Curators' group has now been formed and they have put on their first exhibition for the Arts Festival. All young curators have shown great enthusiasm for the museum and are proud to be involved with it.

The schools programme was progressing well.

Photocopier and printing; the curator reported that she thought it would be more efficient to purchase a colour photocopier for the museum which could be linked to both computers for use as a printer and it could be used for scanning documents as well. It would also enable in-house printing of posters and paperwork needed for the school sessions. Cost of purchasing a new printer was £3,400. Sarah was asked to let the Town Clerk know what the monthly running costs would be. It was agreed to recommend this to the Finance committee.

Events at Royston Museum; the curator was researching ways to increase the presence of the museum and one idea was to see if the museum could be used to host small events, such as, a live performance of a Folk Band. A number of concerns were raised about this such as insurance, health and safety and more importantly the protection of the collections and exhibits. Other factors to be considered are premises entertainment licensing, performing rights licence and maybe alcohol licensing. Councillor F J Smith said that it was paramount that great care needed to be taken over the protection of the collection and for Sarah to report to the meeting with further details.

Museum Branding: the curator reported that she wanted to carry out a rebranding review of the museum. Rebranding would involve changing the logo and image of the museum to bring it to up to date. She was asked to report back further to the committee on this.

ROYSTON TOWN COUNCIL

186/14 FINANCE:

Members noted the income and expenditure figures for the museum.

The curator asked that the income for workshops and school group visit be earmarked towards funding required to run the workshops etc. Members agreed with this.

The Town Clerk asked members to consider that the budget headings; conservation, exhibition; equipment; administration and training, be added, treated as a lump sum for the curator to manage and spent as required, allowing for more flexibility over the spending. It was agreed to recommend to the Finance Committee these changes be agreed.

187/14 ANY OTHER BUSINESS:

Trustee Philip Smith reported that the CCTV was no longer working and that the system can no longer be repaired. The Town Clerk was asked to get quotes for a new system.

Peter Ketteringham said he was disappointed that only two councillor's were at the meeting.

There being no further business the Chairman closed the meeting at 8pm.

Date of next meeting January 30th 2014.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 14th October 2013.

PRESENT: Councillor Harrison (in the Chair).
Councillors Davidson, Freeman, Hulström-Allen, Inwood, Mayne & Palmer.
County & District Councillors Hill & Hunter, District Councillor Davidson, Town Councillors F. J. Smith & R. Smith, Mr. L. Baker, Chairman of Royston in Bloom Working Party, Mrs. M. Bunting & Mrs. Maureen Mitchell representing WIAM, Town Clerk and Committee Administrator in attendance.

PUBLIC PARTICIPATION:

The Chairman welcomed everybody to the meeting and invited Mrs. Marion Bunting from the Royston WI AM group to address the Committee.

Mrs. Bunting explained that the National WI were heading a campaign, 'SOS for High St's and town centres and she was attending the meeting in regards to the cleanliness of Royston High Street. Royston High Street had been compared with Buntingford which is in a very clean and tidy condition.

She reported that some members had taken part in the Tidy-up day and that they had also met with the Town Manager to discuss the problems. There needed to be better cleaning machines and a review of the cleaning regime to help encourage people to come to a clean town. She asked that the Town Council look at other ways to clean up the town and to review the cleaning arrangements

The Chairman thanked them for attending and giving their presentation.

188/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt and Phillips.

189/14 MINUTES:

The minutes of the meetings of the Committee held on 22nd July 2013 (minutes 96/14 to 104/14) were approved and signed by the Chairman

190/14 REPORTS OF WORKING PARTIES:

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

- 23rd July 2013
- 10th September 2013

The Chairman then said he would bring forward item 7 – Big Town Tidy Up Report in order that the WIAM representatives could listen to the debate and leave afterwards.

Councillor Hulström-Allen attended the meeting at 7.20 p.m.

ROYSTON TOWN COUNCIL

191/14 BIG TOWN TIDY UP REPORT:

Members considered the report previously circulated and Councillor Davidson said that The Tidy up day had been well supported with over 100 people helping out and been very successful. She thanked everybody who attended. Various problems were noted, in particular the back of some buildings in Upper King Street and she wondered if it would be possible for the owners of these premises to be persuaded to provide cigarette butt boxes. She suggested that the report be sent to the various authorities to deal with the issues noted. She said the street furniture needed to be repainted and this would enhance the street scene.

County and District Councillor Hill had been helpful and she reported that Upper King Street was due to be resurfaced and any problems would be looked at during this work. She also reported that several items were already in hand and said that the next Area Committee meeting was not due until the end of November and suggested the report be sent to the Community Development Officer and herself as soon as possible.

Councillor Inwood said that the use of the equipment needed to be investigated. Councillor Davidson said that the green machine was used once a month in Royston and it would cost over £20,000 to purchase one and there would be costs on top of that for training, insurance and to employ someone to do the work, it was noted that cheaper machines were available. She noted that the worst places for cleaning and weeds were the cobbled areas and outside take-away food places, these were very dirty areas and cigarette ends are everywhere.

Members agreed that a copy of the report should be sent to County and District Councillor Hill and Mr. Alan Fleck and to ask for their assistance.

Councillor F. J. Smith said that throwing down cigarette ends in the street was an offence and traders should be responsible for clearing outside their premises. All retailers should be encouraged to clean up the areas at the front and rear of their premises.

It was also agreed that the report should be sent to Councillor Burt as Portfolio Holder for Waste Management, Recycling and Environment, it was then agreed to bring the item on street cleaning and maintenance back to the committee in due course

192/14 HIGHWAYS:

Members received an update from County Councillor Hill in respect of the various highway matters in the town. She reported that the winter maintenance was in hand and that salt supplies were available. Burns Road and the top end of Newmarket Road have now been added on to the gritting route. Several roads were to be resurfaced including Upper King Street and Garden Walk. The path from town to McDonalds would also be resurfaced. The underpass was now on a maintenance schedule. Highways were looking at the access from Dog Kennel Lane and behind the new business of Wetherspoons in order to keep this open to the public.

Lumen Road parking issues were being looked into by highways and members supported this. Baldock Road 40 mph limit has been extended farther out now. Members noted that it was not possible to carry out the Speed Watch patrol on this road as the police insurance only covers it for 30mph limits. The police have been asked to look at the speeds along this road.

Newmarket Road is used by large vehicles. These are mainly farm vehicles coming in from the A505. Members were asked by Councillor Hill to provide details of vehicles using the road if possible so it could be investigated further. There are issues with Sat Nav's directing traffic this way.

Cycling on pavements: Police will be asked to check on cycling on pavements.

Councillor Inwood asked for the Committee to support 20 mph on roads near to schools.

Newmarket Road/Priory Lane, Members support the proposed new regulations.

It was then agreed that the Committee support all the issues discussed.

ROYSTON TOWN COUNCIL

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

193/14 ROYSTON YOUTH NETWORK:

Members noted the report on Royston Youth Network circulated by Councillor Davidson.

County & District Councillors Hill and Hunter and District Councillor Davidson left the meeting at 8.05 p.m.

194/14 FOOD BANK FOR ROYSTON:

Councillor Davidson updated Members on the proposed Food Bank for Royston, and explained that vouchers to claim the food would be given out by health centres, etc. There was a great need for families in crisis and Members gave their full support to this very much needed venture but at the same time were very concerned that it was so needed.

195/14 2012 FORUM:

Councillor Davidson updated Members on the 2012 Forum meeting that would take place on the 24th October 2013. There had been a lot of interest in this Community Forum event. She was thanked for her hard work on this event.

196/14 OUTSIDE ORGANISATIONS:

Councillor Davidson reported on the Volunteer Centre management committee meeting held the previous week. There was an increasing percentage of new volunteers and so far seven new organisations registering. Since the move to the Town Hall complex the Centre has become more visible to the public. They were grateful to the Area Committee for funding which would help them to keep going.

There being no further business the Chairman said the next meeting would be held on 20th January 2014 and he closed the meeting at 8.17 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 28 October 2013.

PRESENT: Councillor F. J. Smith (in the Chair)
Councillors Burt, Davidson, Davison, Harrison, Inwood, Mayne & R. Smith.
District & County Councillors Hill & Hunter, District Councillor B Davidson, Town Clerk and Committee Administrator in attendance.

Councillor F. J. Smith asked the Town Clerk to report on damage caused by the recent storm and she informed the Members that Garden Walk Plantation had suffered damage and was being dealt with accordingly.

197/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver and Berry.

198/14 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 30th September 2013 (minutes 157/14 to 168/14) were approved for signature by the Chairman.

199/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

The minutes of the Museum Advisory Sub-Committee meeting held on 30th May 2013 (minutes 56/14 to 60/14) were received into the workings of the Council. In answer to a query from Councillor R. Smith the Town Clerk confirmed that the re-allocation of budget monies would be dealt with under agenda item 8.

200/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts for October 2013 in the sum of £39,634.62 for payment.

201/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

- (i) Members noted the Bank Reconciliation for September 2013.
- (ii) Members noted Income & Expenditure for September 2013

202/14 TOWN CRIER NEWSLETTER:

Members received and approved the updated Town Crier Newsletter for December for publication and Councillor Mayne congratulated Councillors Davidson and Phillips for their hard work in producing the newsletter.

The Chairman congratulated the Town Mayor on his excellent reception held the previous week.

203/14 TOWN GUIDE:

Members discussed and approved the Town Guide for publication and the Town Clerk confirmed that various items had been amended as requested.

204/14 MUSEUM BUDGET:

ROYSTON TOWN COUNCIL

Members received the Museum Budget and agreed that the Administration, Training, Conservation, Exhibition and Equipment budget items in the total sum of £3,650 be put together as a total figure in order that the Curator could have more flexibility.

205/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Burt reported on his attendance at the committee meeting of the Royston & District Local History Society. There had been discussion on the forthcoming 50th anniversary in 2015 and the celebration of that event and he said this was important to note. There was also some concern on the water leak into the passage way leading to the Royston Cave and investigations were taking place with the Highways and Water companies. The Chairman noted that there had been problems ever since the water main down the centre of Melbourn Street had been built. Affinity Water have been and repaired two leaks and further investigations were on going.

Councillor R. Smith then reported on his attendance at the conference of the North Hertfordshire Town & Parish Association and that this had been interesting with several speakers. The Principle Planning Officer had spoken about the Local District Plan going through the first consultation next January and public examination in December 2014 with plans for adoption in 2015. The Chief Inspector of Police reported on the ANPR cameras in Royston and that the police were working with the Information Commissioner so that they could be re-installed soon and also that there was a reduction in the crime figures for the area. There had been concerns about the decision on tax base being reduced by Government for next year and that details would not be available before the end of the year, and that it will make decisions on precepts difficult.

There had been discussions about E Plans and it had been suggested that the applicants for planning could provide the local councils with plans. This will be discussed at the Town Council's next planning committee meeting

206/14 EXCLUSION OF PRESS AND PUBLIC:

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

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207/14 CEMETERY:

The Town Clerk reported that Members were required to consider and approve the recommendation from the Cemetery Working Party re site clearance tenders. Following a full discussion it was agreed to accept the tender of £18,680 for site clearance but the work was not to be commenced until the Town Clerk informs them it can go ahead following after the planning conditions had been discharged. Details are yet to be agreed on the archaeology work that is also required.

208/14 NEW MANAGEMENT AGREEMENT FOR THE ANNEX (COMPLEX):

Councillors Burt and Inwood declared an interest in this item as District Councillors.

The Town Clerk reported that the NHDC was looking into a new management agreement for the Annex between Royston Town Council and themselves which will take effect from 1st April 2014. The Town Clerk had already been informed that the agency payments will be reduced in respect of the District Officer that was no longer required in Royston. NHDC no longer required a presence in Royston for enquiries as members of the public can contact them directly via their web site and by phone.

209/14 30 KNEESWORTH STREET:

The Town Clerk reported that she had received valuation details in respect of 30 Kneesworth Street from a Chartered Surveyor firm in Cambridge. They had indicated that the rent should not be increased and that the property was valued at £195,000. Following a meeting with Consultant Surveyors they had also reviewed the property said that the rental could be increased slightly and valued the property at £295,000.

They also warned the Council that there was some roof leaks and missing or failed flashing and asked if these would be repaired before the property was put up for sale.

They would market the property for the Town Council and the fees would be 1.5% of the final sale price and £300 for marketing costs. An Energy Performance Certificate will need to be obtained as it is now a legal requirement and Januarys could organise this at a cost of £270.

After further discussion it was **Resolved** that Januarys be asked to market the property.

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

There being no further business the Chairman declared the meeting closed at 8.16 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 4th November 2013 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor. Palmer (in the Chair)
Councillors Freeman, Hulström-Allen, Phillips, F. J. Smith & R Smith.
District Councillor Davidson, Town Clerk and Committee Administrator in attendance.

210/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Berry and Davison.

211/14 MINUTES:

The minutes of the meeting held on Monday, 7th October 2013 (175/14 to 182/14) were approved and signed as a correct record.

212/14 PLANNING APPLICATIONS:

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

13/02331/1	8 High Street.
13/02332/1LB	8 High Street.
13/02407/1HH	19 Fieldfare Way.

(b) 13/02187/1 15 High Street

Members had a full discussion on this application and Councillor R. Smith said that the District Council should be supported in their decision to refuse this application. It was agreed to object to this application for the following reasons:-

- Conflicting change of use requirements defined in 2 Site Notices
- Too broad a range of change of use being required, need to be more specific
- Inaccurate Design Proposals with incorrect geographic location
- No provision for on site waste storage
- Inappropriate location of extract duct.

213/14 NHDC DRAFT HOUSING & HOMELESSNESS STRATEGY 2013 – 2018 CONSULTATION:

Members considered the Questionnaire and noted that the results were due the next day and, therefore, a joint committee response was required. Members agreed the following response:-

Question 1	No
Question 2 (a)	Yes
Question 2 (b)	Yes
Question 3 (a)	Yes
Question 3 (b)	Yes
Question 4 (a)	Yes in principle, but is 10700 a sensible figure for the district. Social housing should be provided for people who already live or come to work in Royston. Concerns raised are over-development of the area.
Question 4 (b)	Yes

ROYSTON TOWN COUNCIL

Question 5 (a)	Yes
Question 5 (b)	Yes
Question 6 (a)	Yes
Question 6 (b)	Yes

The Committee suggested that information in respect of energy saving grants and assistance should be more readily available for local people. The draft strategy shows that NHDC are trying to manage housing future requirements for the area which is very difficult.

214/14 E-PLANNING:

Members discussed the NHDC Questions and Answers regarding E-Consultations in order to decide the way forward for future meetings.

Options available:-

1. On screen with just location plan printed in house.
2. Printed A3 size in house (some plans printed and option of some plans on screen).
3. Printed A1 size by commercial printers. The Committee will need to recommend to the Finance Committee that a budget is allocated for this.
4. Ask applicant for copy of plans & design statement.

Members considered Mary Caldwell's responses to the questions posed to her at the recent conference of the North Hertfordshire Town & Parish Association, and it was agreed that the best way forward was to obtain a larger screen. It was also agreed to ask the Finance Committee to agree that any funding available from the NHDC be used for this purpose. The Town Clerk was asked to obtain quotations.

215/14 UPDATED LIST OF PLANNING DECISIONS:

Members received an updated List of Planning Decisions.

The Town Clerk also reported that the Appeal in respect of The Horse & Groom had been refused. Councillor F. J. Smith said he would be writing to the Press on his views that the land bordering on the Baldock Road and the railway line should belong in Hertfordshire.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 2nd December 2013 and closed the meeting at 8.10 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 18th November 2013 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor R. Smith (Town Mayor in the Chair)
Councillors Davidson, Freeman, Harrison, Hulström-Allen, Inwood, Mayne, Palmer and F. J. Smith
Mr. G. Burnell, Town Manager, Mr. G. Palmer, Chairman of the Arts Festival Management Committee, Town Clerk, Deputy Town Clerk, Committee Administrator and 2 Members of the Press in attendance.

The Reverend Heidi Huntley led the meeting in prayer.

ROYSTON ARTS FESTIVAL:

Mr. Graham Palmer, Chairman of the Arts Festival Management Committee addressed the Council and said that it was over four years since he had addressed the Council and he brought Members up to date with the Festival's activities. Over 20 different venues had been used. 99% of feedback questionnaires rated the festival as good-excellent. It is about the people of the town and the community and this has strengthened with good publicity as a result. There had been over 5,000 visitors with some new to the town. He went on to say that they would like support in kind from the Council and asked if Members would consider waiving the rent for the use of its halls and rooms for community groups involved in the festival. He also asked if it was possible to have bunting over the town next year to advertise the Festival. His final request was to ask if it was possible to use the Town Crest on the flags that are given out for the concert on the last evening of the Festival events.

The Town Mayor thanked Mr. Palmer for his attendance saying that the Festival had been an excellent event and that his request would be taken on board and discussed at a meeting of the Finance Committee.

Members spoke of the excellent Festival and how busy the town had been during that week.

Mr. Palmer was asked to put a request in writing in respect of the use of the Town Crest on the flags and other items. Mr. Palmer then left the meeting.

216/14 APOLOGIES:

Apologies for absence were received from Councillors Beaver, Berry, Burt, Davison & Phillips, District & County Councillors Hill & Hunter, District Councillors Davidson and Green.

217/14 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had attended 31 events representing the Town and he particularly mentioned the many events relating to the Arts Festival and had been pleased to see how busy Royston was during this time. His Charity Quiz Night had raised £429.56 and donations at the Civic Reception had raised £166.56. The Royston Band had been appreciated at his Reception and he had been pleased to meet the many volunteers who contribute so much to Royston.

He had been honoured to be a judge at the Hertfordshire Young People of the Year Awards at Herts Regional College in October. He had placed a wreath on the War Memorial at the Remembrance Sunday ceremony on 10th November and the on 11th had attended a short ceremony and placed a wreath at the American War Memorial in Priory Memorial Gardens.

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Other events were: attending the Opening of Wetherspoons public house at 7.00 a.m. and Studlands Rise School as part of Democracy Week with Councillor Hill where the children had asked many questions of his work as Town Mayor.

He was planning to have a Mayor's Charity stall at the Christmas Fayre in the High Street on Saturday, 7th December and a Mayor's Quiz Night on 7th February 2014. The Race Night would not now take place but he hoped to replace it with another charity event.

He was enjoying his time as Town Mayor and was looking forward to the Christmas events. He concluded his report by thanking the Town Hall staff for helping with his Charity Events and the Civic Reception.

218/14 MINUTES:

- It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 2nd September 2013 (minutes 139/14 to 145/14) subject to the amendment in minute 145/14 that "The Chairman" should read "Bureau Manager for the Area".
- It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 30th September 2013 (minutes 169/14 to 174/14).

219/14 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held
- 9th September 2013 (minutes 146/14 to 151/14) be adopted as a correct record into the workings of the Council.
 - 7th October 2013 (minutes 175/14 to 182/14) be adopted as a correct record into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meetings Finance Committee held
- 23 September 2013 (minutes 152/14 to 156/14) be adopted as a correct record into the workings of the Council.
 - 30 September 2013 (minutes 157/14 to 168/14) be adopted as a correct record into the workings of the Council.

220/14 MINUTES OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD INTO THE WORKINGS OF THE COUNCIL:

- (a) It was **RESOLVED** that the minutes of the meetings of the General Purposes & Highways & Transport Committee held on
- 14 October 2013 (minutes 188/14 to 196/14) be approved and adopted as a correct record into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on

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- 28th October 2013 (minutes 197/14 to 209/14) be approved and adopted as a correct record into the workings of the Council.

(c) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on

- 4th November 2013 (minutes 210/14 to 215/14) be approved and adopted as a correct record into the workings of the Council subject to the addition in minute 214/14 that a request should be made for copies of plans for the applicant.

221/14 ROYSTON FIRST BID COMPANY – RE-BALLOT:

The Town Manager updated Members on the details of the re-ballot for the BID Company for 2014-2019. He asked for the support of the Town Council in the second term of the BID as shown in the Draft Business Plan & Prospectus that had been circulated, and to receive a letter of support from the Town Mayor to go as part of the Prospectus.

Members then asked questions and showed their appreciation and support of all that the Royston BID had achieved over the last four years. Councillor F. J. Smith said that Royston BID had done excellent work and proposed that the Town Council strongly support the Royston BID to continue and that a Letter of Support from the Mayor be included in the Prospectus, this was unanimously agreed.

222/14 DATES OF MEETINGS FOR 2014:

Members noted the following dates of meetings for 2014.

- Planning Meeting: 12th May 2014
- Finance Meeting: 19th May 2014
- Full Council: 19th May 2014
- Elections: 22nd May 2014
- Annual Full Council Meeting (New Mayor): 2nd June 2014

223/14 REVIEW OF POLLING DISTRICTS. PLACES AND POLLING STATION LOCATIONS:

Members agreed that the current Polling Stations and Districts seem to be working well with the three wards and it was proposed, and unanimously agreed to inform the NHDC that the Town Council would support the current arrangements. It was confirmed that the new Ivy Farm development would be in the Heath Ward and the Fairview development in the Palace Ward.

224/14 CLERK'S REPORT:

The Town Clerk reported that the HCC Library Consultation was on their website and responses should be received by the 2nd December 2013. It was agreed that Councillors should make their own individual responses.

NHDC were also doing a survey on their web-site and councillors were encouraged to make their own individual responses.

225/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

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Councillor Freeman had not attended a recent meeting of Royston CAB but had received details and the new Bureau Manager took over on November 1st 2013. The Royston office would be a more active office in the future with greater use of the Royston rooms. Lottery funding had been received for a 2 year project.

The Town Mayor reported on his attendance at a committee meeting of the North Herts Association of Town, Parish and Community Councils representing the Town Council. The meeting was to review the Conference held in October prior to requesting a meeting with NHDC to follow up outstanding points. However, prior to the meeting Stuart Izzard NHDC Development Officer had contacted the Association Chairman to explain that NHDC would no longer financially support NHAPTCC in providing the venue for the bi-annual meetings at Mrs. Howard Memorial Hall or NHDC offices for the annual Conference. The committee are very concerned at this withdrawal of support and the Chairman had spoken to the Chief Executive Officer at NHDC (David Scholes) and a meeting is to be arranged in due course. The Town Mayor said he would keep the Town Council informed.

226/14 EXCLUSION OF THE PRESS AND PUBLIC:

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

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227/14 ROYSTON FIRST BID COMPANY: UPDATE:

Geraint Burnell updated Members on the proposed project of a Visitors Centre for Royston. Royston First would provide some funding and the Cave Trust Fund had been approached for further funding and they have agreed to provide some funding towards the project. He now needs to go back to the Royston First board to see if more money would be forthcoming which would enable the project to run for two years instead of one. Funding is required to cover rents, rates and staffing etc. Two properties had been viewed and the better of the two will probably require a five year lease so the other property might be easier to negotiate. He suggested that the funds could be transferred to the Town Council as the Council had the mechanism for signing a lease contract and payroll etc. Staff would be on a fixed term contract. GB said that he would like to be able to transfer the funding to RTC for two years rent etc before the end of this Bid year.

Members discussed the proposal and were in favour of a Visitors Centre in Royston but also said that funds would need to be available for the dilapidation process at the end of lease.

It was proposed that the Town Council agree to a notice of intent in principle to support the creation of the Visitors Centre project providing it does not come with any financial liability to the council. This was unanimously agreed.

Members then asked to consider the Town Council position re on-going projects in the failure of the BID renewal for a second term.

GB reported that at the end of the current term of the BID there will be some surplus funds and it is being considered that these be allocated for the continuation of some of the projects already running. The funds will need to be transferred to a responsible body to be able to make payments. He asked if RTC would consider being holder of the funds.

Following discussion it was proposed that the Town Council acknowledge that they have a responsibility to consider the position in the failure of the BID renewal, this was unanimously agreed.

There being no other business the Town Mayor said the next meeting of Full Council would be held on the 13th January 2014 and closed the meeting at 8.30 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 25 November 2013.

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

228/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver and Berry.

229/14 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 28th October 2013 (minutes 197/14 to 209/14) were approved for signature by the Chairman.

230/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

The minutes of the Markets Working Party meeting held on 14th November 2013 were received into the workings of the Council. Councillor R. Smith said that the Market Manager was disappointed that he rarely saw Councillors at the Markets.

231/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts for November 2013 in the sum of £50,700.31 for payment.

232/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

- (v) Members noted the Bank Reconciliation for October 2013.
- (vi) Members noted Income & Expenditure for October 2013.

233/14 INCOME FROM CAR PARKING:

Members noted the income raised from Market Place & Angel Pavement car parks for the first quarter as follows:

August	£2,927
September	£2,832
October	£2,812

The Town Clerk reported that she had asked for the income to be transferred from the District Council but this had not yet been received. Councillor R. Smith asked what the payment terms are from NHDC but the Town Clerk was unsure of this and was asked to contact NHDC and request the monies due to the Town Council were paid.

234/14 INTERNAL AUDIT 2013-2014:

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Members noted the report from the Internal Auditor for the first part of the Internal Audit 2013-2014 and congratulated staff on the outcome.

235/14 DRAFT BUDGET 2014-2015:

Members discussed the draft budget noting that agency reimbursement for the admin officer would no longer be received from March 2014. The Town Clerk asked members to note that the Christmas Lights will need to be upgraded soon and that an option for increase in allotments rents should be planned next year as a notice a year in advance is required to be given to allotment tenants.

The proposed Precept is £264,600 although this may change as the Band D Equivalent Households new figure is not available until February 2014, if the number of these Band D properties increases than the increase cost per household will be lower.

It was then agreed to accept the draft budget for 2014-2015 with the proviso that some figures may be changed before it is finalised.

236/14 SCREEN & PROJECTOR FOR COMMITTEE ROOM:

The Town Clerk reported on her investigations in respect of a screen and projector for the committee room. There would not be any funding available from the Royston Area Committee for the cost for screen and projector for e-planning. The cost of this equipment is in the region of £900. It would be possible for the Town Council to purchase a screen within the current year's budget and it was agreed to purchase the screen and to obtain the projector during the next year's financial budget.

237/14 ROYSTON ARTS FESTIVAL:

(a) Members discussed the request from the Royston Arts Festival Management Committee to produce hand-waving flags for the finale concert featuring the town crest. It was agreed they could use the Crest but not the Coat of Arms.

(b) Members then discussed the request to waive booking fees for the Town Hall and Market Hill Rooms for organisations involved with the festival over the week in which the Festival runs. It was agreed that this would set a precedent and that the Town Council could not waive booking fees.

(c) Members also discussed the request to give priority to bookings from organisations involved in festival-activities over the week in which the festival runs and to close this priority booking mid-May. It was agreed that they could be allowed to have priority over the gaps in the booking diary.

(d) The Council was also asked to consider purchasing and displaying bunting in the town centre over the festival week. It was agreed that the Festival Committee approach Royston First in respect of this item.

238/14 EXCLUSION OF PRESS AND PUBLIC:

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

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239/14 WICKER HALL/CEMETERY:

The Town Clerk reported that the transfer and selling of Site A would be completed on Wednesday, 27th November 2013.

A meeting of the Working Party had been scheduled for the 25th November 2013 but had been postponed as the expected information had not been received. The Town Clerk was asked to chase this up in order that it can be reported at the next meeting of the Committee.

The Town Clerk reported that the District Council had informed her that there would not be any funding from them towards the cemetery development as it would be against their policy as they have already provided a burial ground for the residents of Royston at Wilbury Hills.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 25 November 2013 at 7.59 p.m.

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

240/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Berry.

241/14 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 29th July 2013 (minutes 116/14 to 122/14) were approved as a correct record.

242//14 CROSS TOILETS:

The Town Clerk reported that the door counters were being vandalised and asked if it was necessary to have them repaired as it was known the toilets were well used. Following discussion, it was agreed that the use of the door counters could be discontinued.

The Town Clerk listed the work required to improve the facility at a cost of £1,120. It was agreed to go ahead with this but review plans for more radical improvements next year.

243/14 GREEN STREET ALLOTMENTS:

Members received the notes of the meeting between Royston Town Council and Members of the Royston Allotments and Gardens Association held on 16th September 2013.

The Town Clerk reported that in respect of the vandalism and the claim for compensation for the damages to greenhouses from HCC the sum of £100 had been given to two allotment holders.

The quote for removal of the laurel hedge had not yet been received.

244/14 MARKET HILL ROOMS:

The Town Clerk reported that all work on the Market Hill Rooms had now been completed and the halls are back in use by the hirers.

The building next to MHR is about to be renovated and it has been reported that there has been some water penetration and therefore some building works will involve the roof/gutters of Market Hill Rooms. It was agreed that this should be at no cost to the Town Council.

245/14 EXCLUSION OF PRESS AND PUBLIC: In view of the confidential nature of the business about to be transacted, it was proposed by the Chairman, seconded by Councillor R. Smith and **Resolved** that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies/Admission to Meetings) Act 1960.

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246/14 TOWN HALL:

The Town Clerk reported that quotations were still awaited for the external re-decoration of the Town Hall.

247/14 GREEN STREET ALLOTMENTS:

The Town Clerk updated Members on the present situation in respect of a fence that border the allotment site.

Despite many requests to the allotment tenant of plot 3d2 to remove materials away from the boundary fencing of their plot it still had not been done. The Town Clerk asked RAGA if they could remove it as the owner of the fence whose property border the site had complained to the council and claimed it was rotting his fence. RAGA have removed the pile of compost and rubbish onto plot 3d2. A termination letter has now gone out to the tenant of 3d2 as the plot is not being cultivated.

The Town Council will also remind tenants that there must be a 2 ft. boundary between plots and neighbouring fences.

In respect of the neighbouring fence the owner had been offered £300, 7 years ago, which he had refused. Following discussion it was proposed and agreed that £300 would be offered to him again as a contribution towards the repair of his fence.

Councillor Harrison asked for his vote against to be minuted.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 2nd December 2013 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor. Palmer (in the Chair)
Councillors Davison, Freeman, Hulström-Allen, F. J. Smith & R Smith.
County & District Councillors Hill, Green & Hunter, Deputy Town Clerk and
Committee Administrator in attendance.

248/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Berry, Grimes and Phillips and the Town Clerk.

249/14 MINUTES:

The minutes of the meeting held on Monday, 4th October 2013 (210/14 to 215/14) were approved and signed as a correct record subject to the amendment in minute 214/14 – E.Planning following the words *larger screen* in the second paragraph, the following be added :- to *ask all commercial and large developments applicants for copy of plans. Householder applications okay to view on screen projector.*

250/14 PLANNING APPLICATIONS:

The Committee had no objections to the following applications:

- (a) 13/02631/1 17A Mill Road. Assuming the visitors' parking is for all the houses and not just house 1.
- 13/02567/1 Johnson Matthey Plc, Orchard Road. Councillor F. J. Smith declared an interest.
- 13/02653/1 59 High Street.
- 13/02261/1HH 29 Serby Avenue. The poor quality of plans was noted.
- 13/02676/1 Land to the rear of 69 Melbourn Road. Members noted that residential use of the garages would have been preferred to residential use by adjacent dwelling.

- (b) 13/02680/1 35 Market Hill.

Members objected to this application on the grounds that it is a busy junction on a main road, near a zebra crossing and the tables & chairs will be a distraction to traffic. Members were also concerned that the tables & chairs will be a health & safety hazard to members of the public using the footpath and the ones already there should be removed.

- (c) 13/02630/1HH 11 Kipling Road.

Members objected to this application on the grounds that no comment could be made due to lack of information.

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- (d) 13/02664/1HH 28 The Close.

Members were unable to support this application due to the poor design.

251/14 UPDATED LIST OF PLANNING DECISIONS:

Members received an updated List of Planning Decisions.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 6th January 2014 and closed the meeting at 7.38 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 23 December 2013.

PRESENT: Councillor F. J. Smith (in the Chair)
Councillors Burt, Davidson, Davison, Harrison & R. Smith, County & District
Councillors Hill and Hunter, District Councillor Green, Town Clerk, Deputy Town
Clerk and Committee Administrator in attendance.

252/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Berry, Inwood, Mayne and District Councillor Davidson.

253/14 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 25th November 2013 (minutes 228/14 to 239/14) were approved for signature by the Chairman. In answer to a query from Councillor R. Smith in respect of minute 233/14 – Income from Car Parking, the Town Clerk reported that payments for August to November had now been received, it was noted that VAT is included in the amounts received.

Councillor Hill reported that the council would also be eligible for a proportion of the 'Free After Free' funding which came from the HCC Locality Budget.

254/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

The minutes of the Premises/Human Resources Sub-Committee meeting held on 25th November 2013 were received into the workings of the Council. It was confirmed that in respect of minute 247/14 – Green Street Allotments, the sum of £300 had now been accepted by a neighbour of the allotments.

255/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts for December 2013 including the Supplementary List in the sum of £56,732.23 for payment. Members noted that the resurfacing of the Market Place car park had been done well but Councillor Davison said that there was a small area that needed attention and the contractor should be asked to tidy this up.

256/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

(vii) Members noted the Bank Reconciliation for November 2013.

(viii) Members noted Income & Expenditure for November 2013.

257/14 ROYSTON'S TOWN TRAIL GUIDE:

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The Town Clerk reported that the previous reprints of the Town Trail Guide had been paid for with a grant from Royston & District Area Committee. A further reprint of the current guide would now cost £200. The Town Clerk reported that following discussions with the Royston First Bid Co they have offered to update the original guide and also cover the cost of printing. Members were grateful for this offer, and their thanks go to Royston First and the offer was accepted. Councillor F J Smith wished to be involved with the update.

258/14 DBS (Disclosure and Barring Service) POLICIES:

The Town Clerk explained the reason for the policies. The Policy Statements on the recruitment of ex-offenders and DBS Certificates was then agreed and adopted.

259/14 WICKER HALL SITE:

The Town Clerk reported that the sale of Site A land has now been completed. The funds received will be ring-fenced towards the development of the new cemetery.

It was **Resolved** to approve the recommended contractor to provide a written scheme of investigation (WSI) which needs to be submitted to the County Council Historic Environment Unit (HEU) for approval prior to commencement of fieldwork for the clearance of the cemetery site at a cost of £484.00.

260/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davison reported on his attendance at a meeting of the Therfield Conservators meeting, and said that the report was available in the Town Council office. He then asked if the Town Council had anything they wanted to report to the next meeting in January. Members agreed there was nothing to report or ask.

261//14 EXCLUSION OF PRESS AND PUBLIC:

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

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262/14 30 KNEESWORTH STREET:

The Town Clerk reported that there had been a few enquiries regarding the sale of the premises but nothing serious. The agents have suggested that in the meantime a rent review should be undertaken. The Town Clerk reported that the agents had suggested that a rental increase of £1,000 to £1,500 per annum would be appropriate. The agents could act for the council for a fee of £850 + vat and would be happy to deduct 50% of this fee from their sale fee of the property, assuming a successful sale is completed.

After discussion it was **Resolved** to instruct the agents to proceed with the rent review as offered and to ask them to continue their marketing of the building.

263/14 MARKET MANAGER:

The Town Clerk informed the Members that the Market Manager had handed in his resignation that day. Members were sorry to learn this news, as he had been effective in his job as Market Manager.

The Committee Members thanked him for his services and asked if he would be flexible to help out until a replacement is employed. It was agreed that an advertisement be placed in the local newspapers as quickly as possible.

There being no further business the Chairman wished everybody a Happy Christmas and declared the meeting closed at 7.48 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 6th January 2014 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

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

Councillor Berry thanked Councillor Palmer for standing in for her as Chairman over the last few months and for this meeting.

264/14 APOLOGIES FOR ABSENCE:

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

265/14 MINUTES:

The minutes of the meeting held on Monday, 2nd December 2013 (248/14 to 251/14) were approved and signed as a correct record.

266/14 PLANNING APPLICATIONS:

(a) 13/02831/1 15 High Street.

Councillor R. Smith was concerned at the lack of space for storing the refuse bins and that there is no designated area shown for the storage of them. A right of way alongside the shop must be kept clear. He was also concerned on the positioning of the vent shown. After further discussion it was agreed that the Committee objects to the change of use for this shop and that the shop should continue to be marketed for retail use.

(b) 13/02832/1 15 High Street

Members discussed this application but had the same remarks to make in respect of bin storage, ventilation and the right of way. The Committee agreed not to support this application on the grounds it should be marketed for retail use.

(c) 13/02884/1HH 30 The Close

Members agreed to object to this application on the grounds that it was an over development of the area and that the first floor front extension was inappropriate for the area.

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

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13/02873/1HH 17 Quail Walk
13/02879/1HH 16 Cedar Crescent Cllr. Davison declared an interest.
13/02982/1HH 18 Hollies Close. It was noted that this application was not available to view on the web-site.
13/02950/1HH 2 Serby Avenue

(e) 13/02023/1 Land at 22 Heathfield.

It was agreed to defer consideration on this application until the next meeting of the Committee when further details would be available.

267/14 UPDATED LIST OF PLANNING DECISIONS:

Members received an updated List of Planning Decisions. Councillor R. Smith noted that in respect of 11 Kipling Road and despite their decision to comment that the plans were difficult to see on the web-site and therefore they were unable to make a decision on the application, the District Council had given conditional permission.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 3rd February 2014 and closed the meeting at 7.39 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 13 January 2014.

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

268/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver and Inwood, County & District Councillors Hill and Hunter, District Councillors Davidson and Green.

269/14 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 23rd December 2013 (minutes 252/14 to 263/14) were approved for signature by the Chairman.

270/14 DRAFT BUDGET & PRECEPT 2014-2015:

The Chairman went through the draft budget. In respect of the Museum Non-Budget items, appreciation was expressed to the Friends of the Museum for their help in purchasing items for the museum. Members noted that the interior and exterior work had also been completed at Market Hill Rooms.

The Chairman then went on to the Summary of Precept Charges, in particular he referred to Budget 2 and 4 figures and pointed out that the CTRS funding is expected to be reduced. The Chairman then explained that in order to purchase the Market Place at £300,000 as previously agreed by the council, the simplest way to purchase would be to take out a loan from the Public Loan Board over 25 years. This would mean that an annual payment of £15,000 for rent of the Market Place would no longer be required and it would be replaced with a payment of approx £19,700 per annum to cover the loan repayments. He therefore asked members to consider Budget 4 where the precept required was £272,900.

Based on the average number of Band D households the increase would equate to £2.43 per annum, approximate weekly increase of £0.05.

Councillor Burt asked if he was required to declare an interest as a District Councillor regarding the CTRS funding. The Town Clerk replied that as the Town Council were not considering the CTRS but only the Town Council budget and precept to be raised, she did not in her opinion consider it was necessary.

The Chairman then proposed that the Budget 4 figures for 2014-2015 be agreed and that these figures be recommended to Full Council and that a Precept of £272.900 be raised from North Hertfordshire District Council. Councillor Mayne seconded the proposal and it was unanimously agreed.

There being no further business the Chairman declared the meeting closed at 7.30 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 13th January 2014 in the Committee Room, Town Hall, Royston at 7.35 p.m.

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

The Reverend John Fidler led the meeting in prayer.

271/14 APOLOGIES:

Apologies for absence were received from Councillors Beaver, Hulstrum-Allen & Inwood, County & District Councillors Hill & Hunter & District Councillors Davidson and Green.

272/14 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had attended 14 events in the town and district since his last report which included the NHDC Civic Service at Knebworth, the Buntingford Lights of Love Ceremony, the Volunteer Centre AGM in Royston, Herts Sports Awards at Hatfield. He considered that the visits to places outside Royston important and helps to promote Royston.

He had also enjoyed being at the Christmas Fayre and the switching on of the Christmas Lights, this had been a popular event and the public especially enjoyed the skating rink. At Christmas he had been very impressed with his attendance at the Richard Cox House and the care given there and at St. Georges Nursing Home. He also visited Mary Barfield House New Year's Day. Further events were: witnessing the signing of the Town Band lease for Tannery Drift School site, Meridian School Prize Giving and a Town Twinning meeting.

The funds raised for his Charities to date stand at £1,451.74.

Future events: Quiz Night on 7th February 2014 in the Town Hall, Civic Service at St. John the Baptist Church on 16th February, Pancake Race in the Priory Memorial Gardens on Saturday, 1st March 2014 and the Annual Town Meeting on Thursday, 13th March 2014.

273/14 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 18th November 2013 (minutes 216/14 to 227/14).

274/14 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held
 - 2nd December 2013 (minutes 248/14 to 251/14) be adopted as a correct record into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held
 - 25 November 2013 (minutes 228/14 to 239/14) be adopted as a correct record into the workings of the Council.

275/14 MINUTES OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD INTO THE WORKINGS OF THE COUNCIL:

ROYSTON TOWN COUNCIL

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held
- 23rd December 2013 (minutes 252/14 to 263/14) be adopted as a correct record into the workings of the Council. The Town Clerk pointed out that these Minutes were approved by the Finance Committee earlier this evening.

276/14 PROPOSED BUDGET & PRECEPT 2014-2015:

Councillor F. J. Smith presented and reiterated the salient points of the proposed budget (Budget 4) for 2014-2015 which has been recommended for approval and adoption by the Finance Committee. He explained that in order to purchase the Market Place the council requires £300,000 and the simplest way to raise the money for the purchase would be to take out a loan over 25 years this would save the council having to continue to pay £15,000 rent annually, therefore it is required that the Town Council consider Budget 4, it means buying an asset and not paying rent for years to come, members were then asked if they had any comments or questions. He then referred members to the Summary of Precept Charges and informed members that the Finance Committee have recommended that the precept figure in Budget 4 of £272,900 be approved and adopted as the precept to be raised from the District Council for 2014-2015. Based on the average of Band D households, this would equate to an increase of £2.43 and a weekly increase of less than £0.05 a week.

It was then unanimously **RESOLVED** that the Council approve the recommendation of the Finance Committee and approve and adopt the Budget 4 figures as they stand for 2014-2015 and that a Precept for 2014-2015 of £272,900 be raised from North Hertfordshire District Council.

277/14 CLERK'S REPORT:

The Town Clerk reported that the Cross public conveniences should be redecorated this week. The May Fayre application for licences etc. had been processed and now organisations and community groups were asked to make applications for stalls on the day. The Town Council was still looking for a Market Manager.

278/14 ROYSTON FIRST BID:

The Town Mayor spoke of the necessity to support the renewal of Royston First Bid as a lot had been achieved during the last four/five years and plans were being made for the future, if the Bid renewal is successful. The closing date for voting is the 6th February 2014. Several Members spoke of the achievements made and Councillor F. J. Smith urged everybody to show their support and agreed that the Town Council gives a YES vote response for all its properties for the renewal of the BID and to congratulate them on the work done so far. It was then unanimously **RESOLVED** to give Yes votes for each of the town council's properties.

279/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson spoke of the achievements of the Volunteer Centre and at the recent AGM and the improvements since their move to the offices at the Town Hall. More Volunteers were coming forward as a result of the move, and the website had recently been updated.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 20th January 2014.

PRESENT: Councillor Harrison (in the Chair).
Councillors Burt, Davidson, Freeman, Inwood, Mayne & Palmer.
County & District Councillors Hill & Hunter, District Councillor Davidson, 2 Members of the Public, Town Clerk and Committee Administrator in attendance.

PUBLIC PARTICIPATION:

The Chairman welcomed everybody to the meeting and invited Mr. MacAdam to address the Committee.

Mr. MacAdam spoke of his concerns in respect of the cleanliness of the High Street, that it was not acceptable and that the cleaning needs of the town centre should be identified.

The Chairman explained that at the Royston Tidy Up day, various issues were noted and put forward to the District Council who deals with these matters.

Mr. John Meadows then addressed the Committee on behalf of cyclists and thanked both the Town and District Council for the improvements to cycle ways and paths that have been put in place so far. Since the underpass was built there has not been any noticeable development, the cycle path should have been extended up to the A505. The path for walkers or cyclists on the road up to McDonalds and Ivy Farm development is unacceptable and there is no public transport on that route either. Improvements need to be made to help crossing over the A505. He asked why the bridge near the Ivy Farm development can't be used for a cycleway across the A505 and why can't Section 106 money be used for this.

The Chairman invited County Councillor Hill to speak and she informed the meeting that the bridge was privately owned and that it was not a public footpath. The District Council now has the details of the owner and this is being investigated and a feasibility study will be carried out regarding crossings over the A505. The Chairman thanked Mr. Meadows for his attendance and he left the meeting.

280/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Phillips.

281/14 MINUTES:

The minutes of the meeting of the Committee held on 14th October 2013 (minutes 188/14 to 196/14) were approved and signed by the Chairman

282/14 REPORTS OF WORKING PARTIES:

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

- 22nd October 2013
- 19th November 2013

ROYSTON TOWN COUNCIL

283/14 HIGHWAYS ISSUES:

Members received an update from County Councillor Hill in respect of the various highway matters in the town:

- The Underpass was now on a cleaning schedule and any special issues should be reported.
- The re-surfacing of the footpath Ivy Farm/McDonalds was being investigated.
- Problem areas with flooding were carefully being watched in Burns Road and Newmarket Road.
- Potholes were being attended to as quickly as possible and in answer to a question she said that the dip in the Old North Road was also being investigated. Resurfacing work has been done in Garden Walk and Icknield Walk and was scheduled for other parts of the town. The locality budget has put money towards the resurfacing of roads and a full list of work that has been carried out is on the website.
- There had been 21 grit runs so far.
- The free salt to local communities had been helpful and she thanked the Town Council for their help with storage and also thanked Councillors Davidson and Hunter for their help with distribution.
- The High Street was due for improvements and any urgent work was being dealt with immediately. She also assured Mr. MacAdam that the action plan that came from the Royston Tidy-Up day, had been passed to the Royston Area Committee and action was being taken to see who was responsible for the various issues. There had been a proposal from the Royston Area Committee that contact would be made with the Town Clerk to agree that a joint working party could be set up to go through the list of issues.
- Ongoing meetings with Sustran and Cycling Groups were being held re the A10 cycle campaign from Royston to Cambridge and crossing for the A505 near Ivy Farm, McDonalds and Tesco. The footpath from Ivy Farm to McDonalds should be sorted out by the end of March.

Councillor Freeman asked about the repair work at Fish Hill Square and County Councillor Hill said that the paving would be replaced in due course but tarmac was to make it safe in the meantime.

Councillor Davidson mentioned the paving around the Health Centre too and Councillor Hill said this could be reported.

County Councillor Hill was thanked for her report.

284/14 COMMUNITY FORUM:

Councillor Davidson reported on the event and that it had been a success with 48 people attending with 38 groups represented and it was hoped to hold an annual event. There was still some funding remaining from the 2012 funds. Councillor Davidson was thanked for her hard work with the Forum.

ROYSTON TOWN COUNCIL

285/14 HERTFORDSHIRE'S TRAVEL PLAN GUIDANCE FOR BUSINESS & RESIDENTIAL DEVELOPMENT: CONSULTATION.

Members noted the Hertfordshire's draft Travel Plan Guidance for Business and Residential Development document. This can be viewed at; <https://consult.hertsdirect.org/consultations/> Deadline for comments 28th February 2014. Comments can be given to the Town Clerk.

286/14 HERTFORDSHIRE COUNTY COUNCIL WASTE ALLOCATIONS DOCUMENT:

Members noted the Consultation on Schedule of Proposed Main Modification. Link www.hertsdirect.org/docs/pdf/w/wsamod193 Deadline for responses 17th February 2014. Any comments to be given to the Town Clerk.

287/14 OUTSIDE ORGANISATIONS:

Councillor Davidson reported on school visits that were being arranged and was grateful to all the councillors who would be attending especially the County and District Councillors.

Councillor Freeman reported on the Town Twinning meeting and said there was a lot to discuss in respect of the forthcoming visit of Grossalmerode and the celebration of the 40th Anniversary. The date had now been scheduled for 3-7 October 2014. There was also a planned visit to La Loupe in May.

Councillor Burt proposed the formation of joint Working Party with NHDC in respect of the issues in the Town Centre, this was agreed. Town Council Members to be Councillors Harrison, Davidson, Freeman and Palmer.

There being no further business the Chairman said the next meeting would now be held on 12th May 2014 and he closed the meeting at 8.03 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 27 January 2014.

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

288/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt and Mayne.

289/14 MINUTES:

The minutes of the meeting of the Finance Committee, held on Monday, 13th January 2014 (minutes 268/14 to 270/14) were approved for signature by the Chairman.

290/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

Members received the notes of the Markets Working Party meetings held 8th January 2014 and the 15th January 2014 into the workings of the Council. The Town Clerk confirmed to Councillor R. Smith that there had not been any further response regarding meetings in respect of road closures.

291/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts for January 2014 in the sum of £46,512.39 for payment.

292/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

- (i) Members noted the Bank Reconciliation for December 2013.
- (ii) Members noted Income & Expenditure for December 2013.

293/14 TOWN CRIER NEWSLETTER:

Councillor Davidson reported that Johnson Matthey had confirmed that they would fund one page of the newsletter for another year. She was still waiting to hear from The Listing. Councillor Phillips was not able to continue to do the layout for the newsletter and the Town Clerk had agreed to deal with this in the meantime, but Councillor Davidson asked if any of the councillors could help in this matter. The Chairman said that a letter of appreciation should be sent to Johnson Matthey and to make sure that this item is placed on the next agenda of the Finance Committee. Councillor Phillips was also thanked for her hard work over the last few years.

The newsletter was then approved subject to the deletion of Councillor Hulström-Allen's address.

ROYSTON TOWN COUNCIL

294/14 NORTH HERTS ASSOCIATION OF TOWN, PARISH & COMMUNITY COUNCILS:

Councillor R. Smith reported on the fact that he had previously told the Committee that there had been information given to NHATPA that the NHDC would not be supporting the Association in future. The Chairman and Vice Chairman had met with David Scholes and it appeared that this had been incorrect information given to the Association and that support would continue to be given. David Scholes would be attending the Associations' AGM on 5th February at Howard Hall, Letchworth, 7.30 to 9 p.m. and all Councillors were invited to attend. Councillor R. Smith then reported that he would be standing down from his place on this Association and he would like to recruit a Member from the Town Council to replace him. He would be pleased to give details to any interested Member of the Town Council. The Chairman thanked him for his report and attendance at these meetings and that he felt it was important to have a representative on this Association. It might be best to appoint somebody after the forthcoming elections.

295//14 EXCLUSION OF PRESS AND PUBLIC:

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

ROYSTON TOWN COUNCIL

296/14 30 KNEESWORTH STREET:

The Town Clerk reported that there had not been any interest in the sale of 30 Kneesworth Street and had been advised by the agents that the Town Council consider reducing the sale price to £275,000.

In regards to the rent review no further progress had been made, the agents are suggesting starting a proposed increase at £17,250 per annum with a possible outcome of £16,250 per annum agreed.

Following a full discussion it was **Resolved** to advise the agents to leave the sale price as it is but to continue with the rent review.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 27 January 2014 at 7.42 p.m.

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

297/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Hulström-Allen.

298/14 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 25th November 2013 (minutes 240/14 to 247/14) were approved as a correct record.

299//14 CROSS TOILETS:

The Town Clerk reported that the Cross toilets were in the process of being redecorated.

300/14 GREEN STREET ALLOTMENTS:

The Town Clerk reported that three quotes had been received for the removal of the laurel hedge for £1,420, £720 and £650. Following discussion it was **Resolved** to accept the quote of £650 and arrange for the work to be carried out.

In respect of the boundary fence the neighbour had accepted the offer of £300 and had signed an agreement that this was in final settlement. Allotment holders have also been informed that there must be a 2ft. gap between their allotment and the boundary fence.

301/14 REVIEW OF MAINTENANCE PLAN:

Members received the review of the maintenance plan and what is included in the budget for 2014-2015.

There being no further business the Chairman declared the meeting closed at 7.52 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Royston Museum Thursday 30th January 2014 at 7.p.m.

PRESENT: Councillors: Lynn Berry, F John Smith & Robert Inwood
Museum Trustees: Peter Ketteringham, Phil Smith, Peter Franks, Mike Lawrence and Jenny Smith
Friends: Shirley Thrussell
History Society: Neville Chuck
Mr. L. Baker NHDC Representative
Town Council Officers: Susan Thornton-Björk Town Clerk and Sarah Russell Museum Curator & Ros Allwood

302/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Philip Mayne and Peter Burt,

303/14 MINUTES:

The minutes of the meeting held Thursday 10th October 2013 were approved for signing by the chairman.

304/14 CURATORS REPORT: (copy attached to the minute book):

The curator added to her report as follows;

The TimeTrackers group has now become the Youth Membership Group. The group has broadened out the topics it is involved with which are more related to the museum. All of the original members are still attending.

The committee was then shown a short video of the pilot dance workshop to which seven Mums' and toddlers had attended. The organisation is trying to get funding to continue.

The curator has been successful in obtaining a grant from HAM for money to support the design and printing of a publicity leaflet for the museum. A local designer has been selected to do the work and Members were then shown an image of a first design, the leaflet will be A4 size, glossy and folded in three. Members commented that the writing down the side of the page was not very clear. A number of comments were raised about leaflets already in production which included the Friends, History Society and the Cave. The curator was advised to coordinate with the appropriate people. She was also advised to make contact with Royston First as they are proposing to set up a Visitor Centre soon and they are updating the Town Trail leaflet. The museum leaflet would focus on what the museum has to offer in its collection and contain general information about the museum, so it will have a long shelf life. It will also refer people to the museum web-site for details about exhibitions and events.

The Museum Forward Plan is now due to be reviewed and the curator said it will take some time as she plans to consult with Volunteers, Councillors, Trustees, Businesses and visitors before completing it.

Peter Ketteringham informed members that at Wimpole Hall an archaeology dig was taking place and that they were looking for somewhere to put on a temporary exhibition of the finds.

ROYSTON TOWN COUNCIL

Shirley Thrussell said she would try and find the correct contact person and pass it on to the curator.

The committee requested that the council review the Sunday opening hours and approach Royston First to see if they would provide the funding.

The curator then explained she had attend some initial training in regards to improving the museum shop and an opportunity has arisen in that SHARE were offering a Bursary for 3 curators to attend a Conference in March about museum trading and also a Trade Fair for shop stock. She had obtained an application form and it requires a statement from either a Trustee or member of the Committee in support of the application. Philip Smith agreed to do the statement and Peter Franks offered any help that was required.

305/14 VOLUNTEER POLICY:

Members reviewed the updated policy and agreed that it covered all points and agreed to recommend the policy to the Finance Committee for adoption. Copies will then be given to all museum volunteers.

306/14 FINANCE:

Members noted the income and expenditure figures for the museum. A request was made for a report to show how much profit is made through the shop to see if it is worth financing. The curator explained she was working with the Deputy Town Clerk on new spreadsheets. There is lots of stock that is unsellable and been in the museum for a very long period. The curator was asked to identify the unsellable stock and report back to the next meeting.

307/14 ANY OTHER BUSINESS:

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

Date of next meeting May 1st 2014.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 3rd February 2014 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (in the Chair)
Councillors Freeman, Hulström-Allen, Phillips, F. J. Smith & R Smith.
County & District Councillors Hill & Hunter, District Councillors Green & Davidson,
District & Town Councillor Inwood, 5 Members of the Public,
Town Clerk and Committee Administrator in attendance.

PUBLIC PARTICIPATION

Dr. Karen Noble addressed the Committee in respect of Item 5 – Planning application 13/03037/1 – 70 Tannery Drift.

She considered that the development proposed was not within planning guide lines. The houses in the area are well spaced with large gardens and this development is unsightly and out of keeping with the area. It is cramped and the garden is not large enough for a 4 bedroom house; windows overlook No.72, and the development's height and closeness to Dr. Noble's boundary will over-shadow and cause loss of light. She feels that the details are incorrect and the proposed driveway is not properly addressed in the plans. She asked that the Members consider her comments when making their deliberations on the application.

Then Mr. Proctor addressed the Committee in respect of the same planning application and spoke in favour of the development saying that it was a modest dwelling and will be attractive in the street scene. The development is mindful of the neighbours and the windows are west/east facing to avoid overlooking neighbours. The No.72 windows are looking at right angles to the proposed dwelling and there are no windows overlooking No.74. There will not be any loss of the right of way usage. He believes that the design makes the best possible use of the site and will provide a modest dwelling and enhance the street scene.

The Chairman thanked them for their attendance.

308/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Davison and Palmer.

309/14 MINUTES:

The minutes of the meeting held on Monday, 6th January 2013 (264/14 to 267/14) were approved and signed as a correct record.

310/14 PLANNING APPLICATIONS:

Members agreed to take item J 70 Tannery Drift first in order that the two speakers could leave afterwards if they so desired.

- (a) 13/03037/1 70 Tannery Drift

ROYSTON TOWN COUNCIL

The Town Clerk reported that the NHDC Planning Officer had indicated that this application would not be supported. Details in the pre-application advice confirm that the applicant had already been informed of this. Members discussed the various issues with the development and all agreed that:

- it was an overdevelopment of the site
- the building would appear a cramped development
- it is out of keeping of the street scene and
- does not improve the character of the area.
- All the car-parking was located at the front and it did not allow for any landscaping

Councillor R. Smith raised his concerns about the planning statement submitted and referred to para 5.14 that the proposals have been discussed with the Town Council. Para 6.12 states that comments have been received from neighbours, Ward Members and the Town Council and they are largely supportive of the proposals. The Town Clerk confirmed that the Town Council had not been consulted. Councillor Freeman reported that she had been contacted and said she was unable to express a view on the application until it was discussed at a Committee meeting.

County and District Councillor Hill asked to speak and said she had been contacted but no opinion was expressed. She explained that District and Town Ward Councillors can listen to applicants and objectors views and explain the process but if they express an opinion for or against the application outside of a committee meeting, this would prejudice them from voting in a meeting.

Finally, it was agreed that the Town Council object to this application on the grounds as stated above.

Four members of the public then left the meeting.

(b) 13/02023/1 Land at 22 Heathfield

Members discussed this application and it was agreed to object on the grounds that it was:

- A back-land and inappropriate development
- Over-development of the site
- Out of keeping with the area
- Shared access

(c) 13/02855/1 Tesco Stores Ltd. Old North Road.

The Committee objected to this application on the grounds that the proposed services are already in the High Street and that the proposal would have impact on the vitality of the town. It was also noted that it would change the appearance of the front of the store and it would be a loss of further parking spaces to accommodate the extra facilities. Parking spaces had already been lost to car-washing and Click & Collect facilities.

(d) 13/02788/1AD Tesco Stores Ltd. Old North Road.

Members objected to this application and said that it would not be required if the previous application was refused.

ROYSTON TOWN COUNCIL

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

14/00051/1	Old Bull Inn, 56 High Street
14/00052/1LB	Old Bull Inn, 56 High Street
13/02987/1LB	Royston Manor House, 14 Melbourn Street
13/02994/1	Royston Manor House, 14 Melbourn Street.
13/03089/1HH	6 Sun Hill.
14/00002/1HH	2 Yeats Close.
14/00154/1	Heath Farm, Wicker Hall, Briary Lane.
13/02951/1	Unit 10, Orchard Road.
13/02844/1	Cam Store Ltd.,Enterprise Park, Jarman Way
14/00185/1HH	12 Mallard Road.

311/14 UPDATED LIST OF PLANNING DECISIONS:

Members received an updated List of Planning Decisions. Councillor R. Smith said he was disappointed that the District Council had chosen to grant Standard Conditional Permission to Applications 13/02664/1HH, 28 The Close and 13/02680/1, 35 Market Hill, both of which had been objected to by the Town Council.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 3rd March 2014 and closed the meeting at 7.50 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 24 February 2014.

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

312/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver and Davison.

313/14 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 27th January 2014 (minutes 288/14 to 296/14) were approved for signature by the Chairman following confirmation that in respect of minute 293/14 The Listing and Johnson Matthey had agreed to sponsor the Town Crier Newsletter, and the Committee recorded their thanks to both sponsors.

314/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

(a) Members received the minutes of the Museum Advisory Sub-Committee held 10th October 2013 (minutes 183/14 to 187/14) into the workings of the Council. The Town Clerk reported that in respect of the CCTV that needed to be replaced she had obtained three quotations, the highest one in the sum of £3,282 and lowest for £860. It was agreed to accept the lowest quotation.

The Town Clerk informed the Members that the Curator had that day been admitted into hospital for an emergency operation, and that volunteers would be opening the museum. Members sent their best wishes to the Curator.

Councillor R. Smith noted that the minutes stated the disappointment that only two councillors had attended the meeting and asked that this situation be improved. The Chairman said that there had been another meeting since that meeting and attendance had improved.

(b) Members received the minutes of the Premises/Human Resources Sub-Committee meeting held 27th January 2014 (minutes 297/14 to 301/14) into the workings of the Council.

315/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts for February 2014 in the sum of £33,302.50 for payment, following a clarification to Councillor R. Smith.

316/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

- (i) Members noted the Bank Reconciliation for January 2014.
- (ii) Members noted Income & Expenditure for January 2014. The Town Clerk clarified the first 4 items under Expenditure to Councillor R. Smith

ROYSTON TOWN COUNCIL

317/14 HERTFORDSHIRE COUNTY COUNCIL LOCALITY BUDGET SCHEME:

The Town Clerk reported that the Council's application under the Scheme had been successful and that a grant of £500 had been awarded from Councillor Hill's Locality Budget towards the cost of the site clearance for the proposed Wicker Hall cemetery. Members thanked Councillor Hill for this grant.

318/14 ELECTION COSTS 2014:

Members noted that the estimated costs for the Town Council election in May 2014 excluding polling cards were approximately £7,000;

Members noted the following options available for polling cards were:-

- a) Polling Cards not required
- b) Stand alone poll cards just for Royston Town Council at a cost of approximately £4,000 (including postage)
- c) Single poll card advertising all three elections Town, District and European at a cost of approximately £1,300.

It was proposed by the Chairman, seconded by Councillor R. Smith and **Resolved** that Option (c) be agreed.

319/14 ROYSTON & DISTRICT MUSEUM & ART GALLERY VOLUNTEERING POLICY:

Members approved and adopted the Museum's Volunteering Policy as recommended by the Museum Advisory Sub-Committee, subject to some minor adjustments in respect of conflicting wording re expenses to volunteers.

320/14 INFORMATION SECURITY POLICY:

Members approved and adopted the Town Council Information Security Policy.

321/14 ROYSTON TOWN COUNCIL 3 YEAR PROPERTY MAINTENANCE SCHEDULE:

Members received the Maintenance Schedule and noted that under the column for 2015/2016 – Cave there was a misprint that should read £2,000.

Also noted was the need for the Town Hall roof area to be repaired. It was agreed in principle to accept the Maintenance Schedule subject to detailed approval each year as budgets are set.

322/14 30 KNEESWORTH STREET:

The Town Clerk updated Members on the sale of the property and as there was little interest the Agent had suggested auction was a way forward. Following discussion it was agreed to continue as before and review the position at the next meeting.

323/14 MARKET PLACE:

Members considered the option of applying for a loan to purchase the Market Place and the processes involved as updated by the Town Clerk and the two reports which had been circulated. Members considered that public opinion could be gauged at the Annual Town Meeting. The Town Clerk confirmed that the vendor was aware of the Council's current position and was willing to be flexible.

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Members were of the opinion that the land should be purchased to keep it safe for Royston people. It could be put out into the public domain for discussion and comments invited by email or in writing to the Town Clerk.

324/14 HOLOCAUST DAY MEMORIAL:

Members considered the request for the planting of a tree in Priory Memorial Gardens for future Holocaust Day Memorial Services.

Members agreed that it was felt necessary to have some sort of memorial and it was agreed to have a marker/plaque, but not necessarily a tree, and to seek the views of the District Council.

325/14 ROYSTON TOWN HALL SIGNAGE:

Members discussed the installation of a permanent sign on the front of the Town Hall and to incorporate Royston Picture Palace. The Committee was in favour of a sign and as Royston First would be paying for this sign it was agreed to ask them to come back to the Committee with ideas and designs.

There being no further business the Chairman declared the meeting closed at 8.07 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 3rd March 2014 at 7.23 p.m. in the Committee Room, Town Hall, Royston.

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

326/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Davison, Palmer & Phillips and the Town Clerk.

327/14 MINUTES:

The minutes of the meeting held on Monday, 3rd February 2014 (308/14 to 311/14) were approved and signed as a correct record.

328/14 PLANNING APPLICATIONS:

The Chairman informed the Members that the description for item (f) was incorrect and should read as follows:-

56 Melbourn Road – Full Permission Householder – Conversion of 3 bed semi-detached house into 2 bed flats and 1 bed flat.

(a) 14/00239/1 Units 3 and 4 Orchard Road.

Councillor R. Smith spoke of his concerns that access to this development will be from Orchard Road which is part residential and that there would be a lot of transport movement. There was also little detail about the usage. He suggested that the District Council should establish what the traffic movements will be and that the Committee should request this to be monitored after twelve months.

Councillor F. J. Smith said that vehicles should be asked to gain access via York Road. County Councillor Hill said that Sat Navigation systems take drivers via the Orchard Road access.

The Committee then agreed to have no objection to the use of the site as described but the access needs to be decided and monitored over the next twelve months.

(b) 14/00054/1 47-49 High Street.

Members discussed this application and were unable to support it preferring to see it revert back to A1 category.

(c) 14/00055/1LB 47-49 High Street.

The Committee agreed that it was not relevant to deal with this application until the previous application had been sorted.

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

14/00288/1HH 34c Kneesworth Street

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14/00217/1HH	14 Mill Road
14/00326/1	56 Melbourn Road
14/00232/1	Land at Recreation Ground and BMX Track, Burns Rd.
14/00148/1HH7	Priory Lane. The Committee had no objection subject to the Highways' approval.
14/00473/1	Land between 12 & 14 The Close.
14/00355/1HH	6 Betjeman Road.

329/14 S/0098/14/FL- LAND TO THE SOUTH OF BURY FARM, SPRING LANE, BASSINGBOURN:

The Committee had no objection to this application but had concerns in respect of the landscape appraisal, paragraph 2.5 where Johnson Matthey was mentioned.

330/14 UPDATED LIST OF PLANNING DECISIONS:

Members received an updated List of Planning Decisions but had concerns at the way in which decisions of the Town Council were reported. They would prefer to see 'no objection' rather than 'supported' as the right phraseology was not being used.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 7th April 2014 and closed the meeting at 7.56 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 17th March 2014 in the Committee Room, Town Hall, Royston at 7.15 p.m.

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

The Reverend Chris White led the meeting in prayer.

331/14 APOLOGIES:

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

332/14 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had attended 11 events since his last report including the Holocaust Service on the 27th January, the Arts Festival AGM, Royston Technology Tournament at Melbourn, the Mayor's Quiz Night that had raised £831.21 for his charities, a Town Twinning meeting, the Royston Civic Service and a retiring collection had raised £220.15, the Herts County Youth Choir at Hatfield, the Pancake Race at Priory Memorial Gardens, the Annual Town Meeting, the Studlands School Big Pedal event and the Royston Football Club Corporate Day.

The total number of Civic engagements attended since May 2013 is now 82 with 18 outside the environs of Royston. The funds for his Charities to date stand at £2,906.19.

Future events included the Mayor's Charity Dinner to be held at YUVA Restaurant the next evening, Youth Concert at Cambridge on the 21st March, Holy Saviour Church Choir concert on the 22nd March at the Methodist Church, Official Food Bank opening on the 29th March at The House, Royston, NHDC Civic Reception on Friday, 4th April at Little Wymondley, Sport Royston Spring Fayre on Sunday, 8th April at the Leisure Centre, Blooms Night on 10th April in Heritage Hall, Bluebird Care Community Engagement on 11th April at Coombes Community Centre, May Fayre on Monday 5th May in Priory Memorial Gardens and the Town Twinning visit to Villaneuva de la Canada 14th to 17th May 2014.

Councillor Davidson congratulated the Town Mayor on his hard work as Town Mayor.

333/14 MINUTES:

- It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 13th. January 2014 (minutes 271/14 to 279/14).

334/14 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

(a) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held:

- 6th January 2014 (minutes 264/14 to 267/14) be approved and adopted as a correct record into the workings of the Council.

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- 3rd February 2014 (minutes 308/14 to 311/14) be approved and adopted as a correct record into the workings of the Council.

(b) It was **RESOLVED** that the minutes of the meetings of the Finance Committee held:

- 13 January 2014 (minutes 268/14 to 270/14) be approved and adopted as a correct record into the workings of the Council.
- 27th January 2014 (minutes 288/14 to 296/14) be approved and adopted as a correct record into the workings of the Council.

335/14 MINUTES OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD INTO THE WORKINGS OF THE COUNCIL:

(c) It was **RESOLVED** that the minutes of the meetings of the General Purposes & Highways & Transport Committee held on:

- 20th January 2014 (minutes 280/14 to 287/14) be approved and adopted as a correct record into the workings of the Council subject to the amendment of the name MacAdam to McAdam.

(d) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on:

- 24th February 2014 (minutes 312/14 to 325/14) be approved and adopted as a correct record into the workings of the Council.

(e) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on:

- 3rd March 2014 (minutes 326/14 to 330/14) be approved and adopted as a correct record into the workings of the Council.

336/14 TOWN COUNCILLOR'S RESIGNATION:

Councillor F. J. Smith informed Members that a letter of resignation had been received from Councillor Grimes but as the town council's elections were within six months there would not be any need for a by-election to be called. He proposed that a letter with good wishes and thanks for his work as a Town Councillor be sent to him, seconded by Councillor Burt and agreed.

337/14 MEMBERS REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:

Members received the report on the effectiveness of the internal audit controls and Councillor F. J. Smith reported that the Council's finances and financial procedures are in place and under control and he proposed that the report from the Working Party be approved together with the Town Council Risk Management document, seconded by Councillor Harrison and unanimously agreed.

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338/14 ELECTRIC VEHICLE RECHARGING INFRASTRUCTURE AT THE CIVIC CAR PARK:

The Town Clerk reported that the NHDC had been successful in obtaining central government grant funding for the installation of two electric vehicle (EV) re-charging posts for the Civic Centre Car Park, King James Way. These will be in position by the end of March.

339/14 CLERK'S REPORT:

The Town Clerk reported the following:-

- The car-park area around the Town Hall would be resurfaced next week
- The Town Twinning with Grossalmerode for the 40th anniversary would take place 3 – 7 October 2014, and the Town Council would need to consider an appropriate gift.
- A new Market Manager had now commenced work and was getting to know the market traders.
- At the Town Meeting residents had shown that they were in favour of the Town Council taking out a loan to cover the purchase of the Market Place. Further comments have been requested from residents and details were available on the council's web-site. The local newspapers had also published an article asking residents to give their views to the council.
- The May Fayre was being planned and offers of help from Councillors to steward would be appreciated.
- Election papers were available from the office.

Members discussed the anniversary of the twinning with Grossalmerode and a gift and Councillor F. J. Smith said that this important 40th anniversary should be marked in some way. He thought a plaque similar to the blue plaques that are on significant properties within Royston would be appropriate. It was agreed to discuss this at the next meeting of the Finance Committee and the suggestion put to the Town Twinning Association. A scrapbook covering the 40 years of Royston was another idea put forward. County Councillor Hill said that there may be some funding available and the Town Clerk said that there was some money in the budget.

There being no other business the Town Mayor informed the Members that the next meeting of the Full Council would be held on the 19th May 2014 and closed the meeting at 7.50 pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 31st March 2014.

PRESENT: Councillor F. J. Smith (in the Chair)
Councillors Burt, Davidson, Davison, Inwood, Mayne & R. Smith.
County & District Councillors Hill & Hunter, District Councillors Davidson & Green,
1 Member of the Press, 4 Members of the Public, Town Clerk, Deputy Town Clerk and
Committee Administrator in attendance.

PUBLIC PARTICIPATION:

Mr. Rod Kennedy addressed the committee and stated that he fully supported the council purchasing the Market Place however, he queried the Council reserves on the Town Council budget and said that there had not been a need to increase the precept this year. There should not be a need to take out a loan to purchase the Market Place as the money from the car parking would cover this cost. The Chairman said it was important to have reserves in case of unforeseen circumstances.

Councillor Davison responded by saying that Mr Kennedy had not taken into account the expenditure required in running the markets and car-parking such as rates, staff, cleansing and resurfacing etc.

The Chairman said that his comments are taken on board and asked Mr. Kennedy to listen to the discussion as the subject came up at the meeting later.

340/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Berry and Harrison.

341/14 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 24th February 2014 (minutes 312/14 to 325/14) were approved for signature by the Chairman.

342/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

Members received the minutes of the Museum Advisory Sub-Committee held 30th January 2014 (minutes 302/14 to 307/14) into the workings of the Council. Councillor Davidson was assured that improvements to the Museum Shop were to be investigated.

343/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts and supplementary list for March 2014 in the sum of £61,952.75 for payment following a clarification to Councillor R. Smith in respect of items under the Museum heading.

344/14 INCOME & EXPENDITURE AND BANK RECONCILIATION:

- (i) Members noted the Bank Reconciliation for February 2014.
- (ii) Members noted Income & Expenditure for February 2014.

345/14 MUSEUM WARDENS – SUNDAY OPENINGS:

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The Town Clerk explained that there was money in the budget for Bank Holiday weekend openings but a request had come from the Museum Advisory Sub-Committee that it should also be open Sunday afternoons in line with the Cave summer opening times. Following discussion it was agreed that Royston First be asked if there could provide funding for this and if not then the budget should be increased to cater for this. County Councillor Hill said that an approach could be made to the Locality Budget and she was thanked for this suggestion.

346/14 TOWN TWINNING – 40TH ANNIVERSARY OF TWINNING WITH GROSSALMERODE:

The Chairman explained that it had been suggested that medallions be given out to the people coming from Germany to Royston but it was considered that a Blue Plaque which could be placed on their Town Hall would be more appropriate. Councillor R. Smith confirmed that the Twinning Association was in agreement that this would be better than the medallions for individuals as it was something for the town. It was then agreed that two plaques be purchased, one for the Royston Town Hall and one for Grossalmerode Town Hall at a cost of £407 to include the art update. There would be an additional cost for the fixing to the Town Hall. It was agreed that these details be pass on to the Town Twinning Association.

347/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Burt reported on his attendance at a meeting of the Royston & District Local History Society and said that the Society would be celebrating its 50th anniversary in 2015 and that plans were being made to celebrate this occasion.

Councillor Phillips reported that a Royston Sports Fayre was to be held on the 6th April 2014 at Meridian School and Royston Leisure Centre from 10 a.m. to 4 p.m.

348/14 EXCLUSION OF PRESS AND PUBLIC:

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

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349/14 STAFF MATTERS:

The Chairman asked Members to approve the 2014-2015 salary scales and pension contributions policy as circulated which included the increment increases for the Curator, Town Clerk and Deputy Town Clerk. Following discussion and explanations it was proposed by Councillor R. Smith, seconded by Councillor Davidson and **Resolved** to approve the salary scales for 2014-2015 and pension contributions policy as per attached sheet.

It was agreed that after the elections when new councillors would be appointed information should be given to them explaining how the salary scales were managed.

In answer to a query the Town Clerk explained that the Town Manager would have to have a new contract with Royston First and negotiations were going ahead.

There being no further business the Chairman declared the meeting closed at 7.55 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Extra-Ordinary Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 31st March 2014 in the Committee Room, Town Hall, Royston at 7.57 p.m.

PRESENT: Councillor R. Smith (Town Mayor in the Chair)
Councillors Burt, Davidson, Davison, Freeman, Inwood, Mayne, Hulström-Allen,
Palmer, Phillips & F. J. Smith
District Councillors Davidson & Green,
Town Clerk, Deputy Town Clerk & Committee Administrator in attendance
1 Member of the Press

350/14 APOLOGIES:

Apologies for absence were received from Councillors Beaver, Berry & Harrison.

351/14 PURCHASE MARKET PLACE, ROYSTON:

The Chairman asked Councillor F. J. Smith to update Members on this item.

Councillor F. J. Smith referred members to the report circulated previously and explained that the purchase of the Market Place had been well received at the Annual Town Meeting and good comments had also been received through the office and also personally. It was essential to get this approval from the townspeople in order to obtain a loan and he drew attention to the criteria for borrowing by Town and Parish Councils as also shown in the report.

Following a full discussion it was unanimously **Resolved** that the Town Council purchased the Market Place at the agreed price of £300,000 and that a loan be acquired in order to complete the purchase from the Public Works Loan Board with repayments over a 25 year period. The budget and precept set for 2014-2015 was sufficient to afford the repayments required.

Councillor F. J. Smith said that the Town Council officers would now carry out the business of obtaining the loan of £300,000 and hoped things would now move along quickly.

There being no other business the Town Mayor closed the meeting at 8.02 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday, 31st March 2014 at 8.05 p.m.

PRESENT: Councillor Davison (in the Chair).
Councillors Davidson, Hulström-Allen & R. Smith
1 Member of the Press, Town Clerk, Deputy Town Clerk, & Committee Administrator in attendance.

352/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Berry and Harrison.

353/14 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 27th January 2014 (minutes 297/14 to 301/14) were approved as a correct record.

354//14 GREEN STREET ALLOTMENTS:

The Town Clerk reported on the six monthly meeting with the Allotments Association and everything seemed to be in good order.

- The laurel hedge including roots have now been removed
- There had been some further cases of vandalism.
- The Town Council were asked if some funding could be available towards a toilet on the site, and it had been agreed that this would be considered when the accounts for the year had been finalised. Some funds had been raised but £600 was still required.
- The Allotments Association Open Day was to be held on the 25th May 2014.
- Coombes Hole verges had not been maintained
- The Royston in Bloom Working Party will be asked if it is possible to plant 2/3 trees at Coombes Hole.
- The Association had arranged a water circulation on site.
- There were now 56 people on the waiting list.

355/14 PLANTATIONS:

Currently the town council has an agency agreement to maintain both Green Walk and Stile Plantation and pays a set figure to NHDC on a yearly basis. The Town Clerk reported that NHDC had suggested that the Town Council go direct to the contractors for work on the plantations in the future. This would help the town council's budget to go further. Following discussion the Town Clerk was asked to obtain various quotations for the work on the plantations directly from the contractors used by NHDC.

356/14 MARKET HILL ROOMS:

The Town Clerk reported that there had been complaints about how the heating is controlled at Market Hill Rooms. She had received a quote to install a digital thermostat in the hall at sum of £286. Councillor Davison said he thought this was high and would investigate the problem.

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357/14 TOWN HALL:

Heating: The Town Clerk reported that there were problems with heating in the Town Hall some work had already been done but this had not cured the problem and she would be having a meeting with the heating engineers.

Roof: The roof tiles have now been fixed.

Flies: The Town Clerk reported that there was a problem with flies in the upper hall and she would be contacting a Pest Control company to see if anything can be done.

Exterior Decoration: Quotations have been requested just to do the redecoration of window frames and doors of the exterior of the Town Hall.

Signs: Copies of designs for signage to the Town Hall to advertise the cinema were circulated and following discussion Members decided to refer this matter back to Royston First and to ask for the designs to be in keeping with the building.

358/14 ASBESTOS SURVEY – TOWN COUNCIL PROPERTIES:

The District Council had done an asbestos survey on their buildings and asked if the Town Council would like to have a survey carried out on its properties. The Museum, Market Hill Rooms and the Town Hall have now been done at a cost of £138 per building and we await the reports.

There being no further business the Chairman declared the meeting closed at 8.35 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 7th April 2014 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (in the Chair)
Councillors Davison, Freeman, Phillips, F. J. Smith & R Smith.
County & District Councillors Hill and Hunter, District Councillor Davidson, 2 Members of the Press, 3 Members of the Public, Deputy Town Clerk and Committee Administrator in attendance.

PUBLIC PARTICIPATION:

Three members of the public addressed the committee in respect of planning application 14/00780/1, Tesco Express, 26 Market Hill, installation of plant equipment to first floor.

Mr. Clive Porter spoke of the noise that would emanate from the installation of this plant equipment, and that it was very near to the Corn Exchange and the businesses there, and also near to the elderly persons' homes at Kennedy Court. This equipment was on the first floor and should be placed in the roof void.

Mr. Jonathan Perkins then spoke along the same reasons as before and said that the noisy equipment would affect the traders nearby.

Mr. Sam Hogg addressed the Members and said that the noise would affect his customers in the Corn Exchange and spoil their enjoyment of sitting outside the café. He asked if the Planning Committee would ask for a proviso to avoid excessive noise.

359/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beaver, Hulström-Allen & Palmer & the Town Clerk.

360/14 MINUTES:

The minutes of the meeting held on Monday, 3rd March 2014 (326/14 to 330/14) were approved and signed as a correct record.

361/14 PLANNING APPLICATIONS:

The Chairman informed the Members that she would take Agenda Item 4 (o to r) next so that the members of the public could leave after the discussion should they wish to do so. Also noted Agenda Item 4 (i) 2 Baldock Street and (i) on supplementary agenda had been withdrawn.

(a) 14/00750/1 Tesco Express, 26 Market Hill

Members had a full discussion on the installation of security bollards in front of store. Councillor R. Smith felt that a better proposal would be to have a fence at the curve of the pavement and double yellow lines. Councillor F. J. Smith said it would narrow the pavement for pedestrians and he would prefer to see just double yellow lines. Following a vote,

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proposed by Councillor F. J. Smith, seconded by Councillor J. Davison, it was agreed to object to the bollards and ask for double yellow lines to be placed along the full frontage.

(b) 14/00780/1 Tesco Express, 26 Market Hill

Members discussed the installation of plant equipment to first floor and Councillor R. Smith said that the noise would be great tending to get worse as the equipment aged, and the visual impact was not good and he and Councillor Davison said that the Committee must object to this. The Chairman did not see any reason to object but to make sure the noise levels are monitored. It was put to the vote that the Committee object on the grounds of appearance, noise and disturbance and that this matter should have been with the original application. Proposed by Councillor F. J. Smith, seconded by Councillor R. Smith and resolved with one vote against the motion by Councillor Berry.

(c) 14/00748/1 Tesco Express, 26 Market Hill

Members discussed the installation of ATM and associated works but felt that it would obstruct the pavement and cause car parking problems, and that there were already four ATM installations within the town. It was proposed by Councillor F. J. Smith, seconded by Councillor Davison and agreed to object on these grounds, with two votes against. Councillors Berry and Freeman had their votes against noted.

(d) 14/00749/1 Tesco Express, 26 Market Hill

Members discussed the installation of the new shop front and agreed that the type of signage within the conservation area should be queried. Councillor Davison was concerned that the bin store was now shown exposed and only for four bins. It was agreed to object to this application on the grounds that care should be taken in the type of signage within the conservation area, and that the bin storage area is not clear: the planning application elevations showed the residential bins now exposed when on the original plans they were housed, the number of residential bins were questioned and the siting of the commercial waste bins was not clear.

The public left the meeting at 7.55 p.m.

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

14/00678/1	Units 1 & 2 Newark Close subject to there being no increase in noise levels
14/00602/1AD	11 Kneesworth Street
14/00260/1	Johnson Matthey Plc, Orchard Road. Councillor F. J. Smith declared an interest and took no part in the discussion.
14/00499/1HH	30 The Close
14/00446/1HH	7 Downlands
14/00444/1HH	10 Days Close (Members commented that the plans were not helpful in showing the relationship to properties around this household.)
14/00585/1HH	2a Stamford Avenue
14/00560/1HH	13 Eastfield Road
14/00627/1HH	60 Heathfield

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14/00635/1HH	50 Melbourn Road (if the windows direction is acceptable)
14/00659/1HH	4 Skylark Place
14/00404/1HH	43 King James Way
14/00769/1LB	2 Fish Hill
14/00615/1	50-52 High Street
14/00813/1HH	2 Eastfield Road, subject to the ridge height being in keeping with the surrounding area.
14/00806/1HH	11 Woodlands
14/00723/1HH	8 Owen Drive

362/14 STREET NAMING:

Members considered the following street naming:-

SN/14/00002 Site A Burns Road – 124 dwellings. Members wished to see suffixes and considered that the Town Council wished to do its own recommendations and it was agreed to ask for more time to consider and research the names.

SN/14/00001 Site B, Thackeray Close – 22 dwellings. Members also wished to see suffixes and asked that the Town Council have more time to consider names and do some research.

BNN/14/00004 Rear of 8 High Street, access from Melbourn Street. Again the Committee wished to do its own research and make recommendations.

363/14 PLANNING DECISIONS:

Members received an updated List of Planning Decisions

364/14 APPEALS:

Members noted the following Appeals:

- (a) Appeal Ref: APP/X1925/A/14/2216159 – 15 High Street
- (b) Appeal Ref: APP/X1925/A/14/2216165 – 15 High Street
- (c) Appeal Ref: APP/X1925/A/14/2216192 – 15 High Street

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 12th May 2014 and closed the meeting at 8.25 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 28th April 2014.

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

365/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Beaver.

366/14 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 31st March 2014 (minutes 340/14 to 349/14) were approved for signature by the Chairman.

367/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

Members received the minutes of the Premises/Human Resources Sub-Committee held 31st March 2014 (minutes 352/14 to 358/14) into the workings of the Council

368/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts and supplementary list for April 2014 in the sum of £62,061.73 for payment following a clarification to Councillor Harrison in respect of items relating to exhibition sales at the Museum.

369/14 TOWN CRIER NEWSLETTER:

Members approved the June newsletter for publication following a request from Councillor Mayne to amend the Market *Square* to Market *Place*.

Councillor Berry was pleased to note the text amendments and Councillor Davidson reported that the poppy seeds would be planted shortly.

370/14 MUSEUM WARDENS – SUNDAY OPENINGS:

The Town Clerk reported that the Royston First Bid Co had agreed to fund the Museum's Sunday openings throughout the summer of 2014 with a proviso that the museum acts as an Information Centre on the Sundays. The Chairman said that there had been a good number of people visiting the Museum last Sunday. The Town Clerk said that the number of visitors to the Museum on Sundays and Bank Holiday Mondays would be monitored. Members agreed that the Sunday openings would be carried out by wardens as in the past. Councillor Davidson asked if the council could have an update from the Curator and the Chairman said that this would be done when the new Councillors are in place.

It was agreed to send a letter of thanks to Royston First.

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371/14 TOWN PREMISES/HR COMMITTEE:

Members considered, (i) to include the Human Resources Committee within the Finance Committee and (ii) to consider the change of name of the Town Council Premises Sub-Committee to Town Council Properties Sub-Committee and this would also include the new Wicker Hall site and proposed cemetery.

- (i) After a full discussion it was agreed to incorporate HR within the Finance Committee meeting and that a small group of Councillors (three) be responsible for HR discussions before matters are brought to the Finance Committee. It would be appropriate to include the Chairman of the Finance Committee in the group.
Councillor Burt said that the Cemetery should not be included in the Properties section until the whole business was completed and it was agreed to keep the Cemetery Working Party as it is for the time being.
- (ii) It was then agreed to change the name of the Town Council Premises Sub-Committee to Town Council Properties Sub-Committee.

372/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Berry reported on her attendance at the Scouting St.George's Day parade on the 27th April 2014. There had been a big turn out of all 6 Scout Groups in Royston with the two newest from Orwell and Harston. Two Rangers were absent due to the fact that they were representing Royston in Japan. The ceremony was very enjoyable with sketches showing the link between St.George and Baden Powell's Scouting Movement. Celebrations took place for the three Leaders who had attained certificates for woodcraft and lanyards proving they had completed all the necessary training. The lanyards were presented by the Assistant County Commissioner who gave an interesting insight as to how knowledge was passed on. The District Commissioner was leaving after 25 years and would be missed and hard to replace. Councillor Berry said it was her last event as the Council's representative and that she had enjoyed attending the various functions. The incoming Town Mayor would be invited to join them at the AGM on 16th June 2014 and also the new Council representative. Councillor Berry was thanked for her report and for her work as the Council's representative.

373/14 EXCLUSION OF PRESS AND PUBLIC:

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

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374/14 STAFF MATTERS:

The Town Clerk reported that as from October the minimum wage would be increased to £6.50 per hour and it was noted that one member of staff would be under the minimum wage. It was agreed that this be rectified and the new rate to commence from the current year.

Deputy Town Clerk left the meeting.

The Town Clerk then reported that the Deputy Town Clerk had given notice that she will be retiring at the end of June 2014. She would be taking some leave due to her and would be leaving her post on the 20th June 2014.

The Town Clerk asked if she could do an internal advert first to ascertain if there would be anyone already employed by the council interested in applying for the position of Finance Officer and Assistant Town Clerk and do the necessary training. She had prepared the necessary advertisement to go into the next week's paper otherwise.

After a full discussion it was agreed to advertise internally first. If no-one applied then to advertise as required. It was agreed there should be a total three Councillors and the Town Clerk on the interview panel. It was agreed Councillors would be the Leader of the Council F. J. Smith, L Berry and John Davison.

Councillor Berry suggested that maybe a temporary member of staff could be recruited if the position was difficult to fill permanently.

The Members congratulated and thanked the Deputy Town Clerk for her hard work over the years and wished her a Happy Retirement.

There being no further business the Chairman declared the meeting closed at 7.55 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Royston Museum Thursday 1st May 2014 at 7.p.m.

PRESENT: Councillors: Lynn Berry, F John Smith
Museum Trustees: Peter Ketteringham, Peter Franks, Mike Lawrence
Friends: Shirley Thrussell
History Society: Neville Chuck
Mr. L. Baker NHDC Representative
Town Council Officers: Susan Thornton-Björk Town Clerk, Sarah Russell Museum Curator & Ros Allwood

375/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Robert Inwood & Philip Mayne and Trustees Jenny Smith, Phil Smith.
Councillor Peter Burt had passed on his apologies for late arrival.

376/14 CURATORS REPORT: (copy attached to the minute book):

The curator had little to add to her report and asked if there were any questions. Concerns were raised on the condition of the Royston Crow newspaper editions dated 1914 to 1918 as the paper was very fragile. The museum is now having to limit the number of times they are being viewed in order to preserve them. A move to having the papers digitalised was suggested, the curator was asked to investigate this and it was suggested that maybe the Photographic Society could help with this. Les Baker reminded the committee that there were two collections of the Crow and that all the editions from 1950 onwards were on permanent loan to the museum and there is a letter on file confirming this and the curator was asked to locate the letter. It was also noted that the library have editions of the Crow on Microfilm.

The museum had received an award from the Round Table of £300 towards helping to support the Young Curators Group and Mother and Toddlers Group.

377/14 MINUTES:

The minutes of the meeting held Thursday 30th January 2014 were approved for signing by the chairman. Comments were made by Trustees again of not enough Councillors attending the museum's committee meetings.

378/14 FINANCE:

Members were pleased to see that it came in under budget for the year 2013-2014 and that the budget for 2014-2015 had not been reduced.

There is a lot of shop stock that is unsellable and has been in the museum for a very long period, some items have been written off as unsellable. The curator was also taking stock out to sell at events and a promotion for Jacks War is planned and it will be put on offer.

The shop area has been re-arranged to display the goods better and the curator plans to replace the stock with things that are more appropriate to the museum and its displays etc.

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379/14 SUNDAY OPENING 2014:

The Town Clerk informed members that Royston First had agreed to fund the costs involved for the Sunday opening.

The curator said she had concerns over having two wardens on without a member of staff present. After further discussion it was agreed that a defined role needs to be agreed with a temporary contract for these wardens who are paid, to enable them to be treated as a member staff because they take on the responsibility and security of the museum. There should also be volunteers in the museum on Sundays to support the wardens. The curator will do a job description and arrange training for the wardens.

It was reported that figures for Sunday opening during 2012 were very low, it is hoped they will be increased this year.

380/14 ROYSTON TAPESTRY UPDATE:

Volunteers are working regularly on the penultimate section of the tapestry.

Martin Kaszak will be doing the final scene soon. The final drawing will reflect the style of the first scene. Members agreed that there should also be a record document of the story of the tapestry, how its designs were created and how it was made etc so that the history of its creation is not lost.

Thoughts and plans need to be discussed about what happens when it is finished. Various ideas had been put forward. After further discussion it was agreed that a small group should be formed to discuss what the purpose and the best use of the tapestry would be for the future and to report back to the next meeting.

Ros Allwood said that there were various streams of smaller lottery grants available and that she could provide advice for funding applications.

381/14 ANY OTHER BUSINESS:

Town Twinning; The curator was asked if she could produce a scrap book for the 40th anniversary of Town Twinning with Grossalmerode. She will make contact with the Twinning Association about this.

The curator showed the committee a booklet about the Wimpole Hall project.

Les Baker gave a vote of thanks to Cllr L Berry for chairing the committee over the years as she was now standing down as a Councillor. Councillor Berry thanked members for their support over the years and hoped that the new Council members will support the museum. She also gave thanks to Councillor Philip Mayne who was also standing down from the council.

There being no further business the Chairman informed the Committee that the next 2 meetings were on Thursday 3rd July 2014 and Thursday 11th September 2014 and closed the meeting at 8.17pm.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 12th May 2014 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

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

382/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Hulström-Allen.
Apologies for late arrival were received from Councillor Palmer.

383/14 MINUTES:

The minutes of the meeting held on Monday, 7th April 2014 (359/14 to 364/14) were approved and signed as a correct record subject to the word 'curve' in the second line of text under (a) 14/00740/1, Tesco Express, 26 Market Hill, being amended to 'kerb'. Councillor Davison reported that he had queried the minutes of the last meeting as he did not realise that the full minutes did not go to NHDC. Comments that were sent were brief but fine.

384/14 PLANNING APPLICATIONS:

(c) 14/00879/1 Tesco Express, 26 Market Hill

Following discussion it was agreed to object to this alteration of opening hours and the hours agreed in the Appeal decision should remain.

(d) 14/00912/1 15 High Street

Following discussion it was agreed to object to this application on the grounds that it should remain as retail shop. Concerns were raised about the lack of bin storage area and that the vent from the kitchen was of head height.

(c) 14/01077/1 3 Orchard Road

The Committee objected to this application on the grounds that it was an over-development of the site, the development appeared to encroach onto the pavement and the access of Orchard Road is close to a dangerous point in the road and too near to the corner.

(d) 14/01092/1PN The Maltings, Green Drift

Members were aware that they could not object to the change of use but had reservations on the application as it did not show adequate parking facilities, there was lack of storage space for refuse bins and also raised concerns over the safety of the site and refuse collections and traffic flow. They do not agree with the number of proposed apartments.

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

- 14/00708/1 Johnson Matthey Plc, Orchard Road. Councillor F. J. Smith declared an interest and took no part in the discussion.
- 14/00861/1 The Mount, 6 Sun Hill.
- 14/00829/1 5 The Quadrant, Newark Close
- 14/01028/1HH 1 Orchard Way

Members raised concerns again over the poor plans and lack of visibility on line.

- 14/00689/1HH 18 St. Mary's Park

Members raised concerns again over the lack of visibility of the online plans

- 14/00935/1HH 41 Mill Road
- 14/00724/1HH 1 Blake Close
- 14/00869/1HH 2 Roan Walk
- 14/00825/1HH 9 Stamford Avenue

385/14 STREET NAMING:

Members noted the following allocation of official addresses:-

- (a) SN/14/00002 - Location - Site A, Burns Road – 124 dwellings

- Sassoon Street
- Binyon Way
- Lee Lane
- Grenfell Gardens
- McCrae

The least favoured was Grenfell Gardens and Lee Lane.

- (b) SN/14/00001 -Location – Site B, Thackeray Close – 22 dwellings

- Tynan Close

- (c) BNN/14/00004 - Location –Rear of 8 High Street, access from Melbourn Street

- Talbot Yard

386/14 PLANNING DECISIONS:

Members received an updated List of Planning Decisions

- 387/14 S/0461/14/CW** Land adjacent to Royston Sewage Treatment Works, A505, Melbourn – Construction of new inert waste recycling facility.

Following a full discussion by all Members it was agreed to object to this application on the grounds that there will be noise from generators and machinery, dust, heavy traffic, odour and

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the visual impact of the area, as it would be near to a residential development in Royston. The application report is inaccurate saying the site is surrounded by farmland as there are flats in Royston that already overlook the site and there will be further development of houses next to the A505 in this area.

Concerns were raised over the lorry movements (23 per day) entering and exiting the site daily which will cause traffic flow problems on the busy A505 bypass.

Members' views are that Royston needs more control over what happens on its northern boundary and that the council views should be considered and that they should be asked for more input on planning applications within 1 mile of the Cambridgeshire boundary. The council recommends that this land should be transferred from Cambridgeshire to Hertfordshire.

It was agreed to invite the County Councillors for Melbourn and Bassingbourn to meet with Royston Town Council and Royston's County Councillor to discuss planning issues and how Royston is being affected by what happens on the other side of the A505 bypass.

County and District Councillor Hill said that she would pass on comments at a meeting she was due to attend shortly with them.

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 2nd June 2014 and closed the meeting at 8.14 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 19th May 2014.

PRESENT: Councillor F. J. Smith (in the Chair)
Councillors Berry, Burt, Davidson, Harrison, Inwood & R. Smith.
Town Councillors Freeman & Hulström-Allen, 2 Members of the Public, 1 Member of the Press,
Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

PUBLIC PARTICIPATION:

Mr. Graham Palmer, Chairman of Royston Arts Festival, addressed the Committee enlarging upon his request previously circulated. He explained that this year's Festival is themed around Heroes & Villains, and it was hoped to establish a permanent art trail around the town. These would be portrayed on a ceramic tile and pupils from Greneway, Roysia and Meridian Schools would be involved. He asked if the Council would allow two of these plaques to be placed on the external walls of the Town Hall and Market Hill Rooms. These would be the size of A4 paper and various names to be shown included E.H.Whydale, Harold Ackroyd, V.C., Alison Balsom, Joseph Beldam, Jack Halstead, Henry Andrews, Thomas Cartwright, etc.

Questions were asked in respect of funding and how it would affect the Blue Plaques trail and the Chairman said that the Committee would discuss Item 9 on the Agenda in respect of this request next. It was then agreed to take item 9 first.

388/14 CREATIVE ROYSTON – ROYSTON ARTS FESTIVAL:

Members discussed Mr. Palmer's presentation and his letter requesting permission to place two plaques showing the Heroes & Villains of Royston on the Town Hall and Market Hill Rooms. Members approved the idea and agreed that the Arts Festival could go ahead and place two of the plaques on the Town Council buildings but to consult with the council about the location first. It was also agreed that the council could help with the locations for the plaques.

389/14 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Davison,
County & District Councillors Hill and Hunter and District Councillor Green.

390/14 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 28th April 2014 (minutes 365/14 to 374/14) were approved for signature by the Chairman subject to the amendment that in the list of those present Councillor Phillips was not present but Councillor Harrison was present.

391/14 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:

- (i) Members received the minutes of the Museum Advisory Sub-Committee meeting held 1st May 2014 (minutes 375/14 to 381/14) into the workings of the Council. Councillor R. Smith noted that comments were made again about not enough Councillors being present.

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- (ii) Members received the minutes of the Markets Advisory Sub-Committee meeting held 26th March 2014 and 8th May 2014.

392/14 ACCOUNTS FOR PAYMENT:

Members **Resolved** to approve the accounts for May 2014 in the sum of £31,934.02 for payment.

393/14 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- (i) Members noted Bank Reconciliation for End of March 2014 and
- (ii) Members noted Income & Expenditure for End of March 2014.

394/14 YEAR END INCOME & EXPENDITURE AGAINST BUDGET 2013-2014:

Members noted the Year End Income & Expenditure against Budget 2013-2014 and it was agreed that the ring-fenced funds be carried forward for expenditure in 2014-2015.

395/14 2012 BUDGET:

Following discussion it was agreed that £300 from the 2012 budget be used by the Royston in Bloom Working Party towards refurbishing benches and information boards at the Plantations, it was agreed that this sum be made accessible to Royston in Bloom.

396/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson updated Members on her School Visits – Spring Term 2014 Report previously circulated. These had been very successful and Councillor Davidson thanked Alan Fleck for his support. He had now retired but his successor was willing to continue being supportive of the project.

Councillor Davidson reported on the Royston Volunteer Centre and said that there would be an Open Afternoon on Wednesday, 4th June 2014 and all volunteers in the town were invited.

397/14 EXCLUSION OF PRESS AND PUBLIC:

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

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398/14 STAFF MATTERS:

The Town Clerk reported that an appointment had been made internally for a Finance Assistant and Assistant to the Town Clerk to replace the Deputy Town Clerk's position. Training would be going ahead and an advertisement has been placed in the local press for a replacement for the Admin/Receptionist.

The Town Clerk also reported that the Committee Administrator had indicated she wished to retire from her post as minute taker and writer but would stay to help if required during the change-over of Council.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 19th May 2014 in the Committee Room, Town Hall, Royston at 7.50 p.m.

PRESENT: Councillor R. Smith (Town Mayor in the Chair)
Councillors Berry, Burt, Davidson, Freeman, Harrison, Hulström-Allen, Inwood, Palmer and F. J. Smith.
Town Clerk, Deputy Town Clerk, Committee Administrator and 1 Member of the Public in attendance.

The Town Mayor led the meeting in prayer.

399/14 APOLOGIES:

Apologies for absence were received from Councillors Davison & Phillips, County & District Councillors Hill & Hunter and District Councillor Green.

400/14 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that since his March report he had attended 11 events which included the YUVA Charity Dinner that raised £404 for his charities, Youth Makes Music concert in Cambridge, and a concert at the Methodist Church that raised £199 for his charities. He had attended the opening of the Royston Food Bank, NHDC Civic Reception, Easter celebrations at the Coombes Community Centre, poppy seed scattering at the Grossalmerode Gardens, official opening of Luxury Cat Hotel at Therfield, the May Fayre that had been very successful and very recently the Town Twinning visit to Villanueva de la Canada that had been a very enjoyable visit.

He had attended 93 events in all with 23 of those outside Royston. The total raised for charity to date was £3,709.20 and he thanked all those who had given so generously.

He said that forward events included Grossalmerode visit to Royston in October to celebrate the 40th anniversary of twinning with Royston. There will be a civic reception in the Town Hall on Sunday, 5th October 2014 and he hoped that the Town Council would offer the use of the Town Hall free of charge to the Twinning Association. He then thanked his fellow councillors and the Town Hall staff for their support during his year as Mayor and said how enjoyable the year had been and the eight years he had been a councillor. He wished everybody all success in the future.

Councillor Davidson congratulated the Town Mayor and thanked him for his hard work as Town Mayor. She also thanked all the councillors who were standing down for their service to Royston over the years.

401/14 MINUTES:

- It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 17th. March 2014 (minutes 331/14 to 339/14).
- It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 31st March 2014 (Minutes 350/14 to 351/14). Councillor F. J. Smith said that it was good news that permission had now been given to go ahead with obtaining the loan to purchase the Market Place.

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402/14 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held
- 7th April 2014 (minutes 359/14 to 364/14) be approved and adopted as a correct record into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meetings of the Finance Committee held
- 31st March 2014 (minutes 340/14 to 349/14) be approved and adopted as a correct record into the workings of the Council.
 - 28th April 2014 (minutes 365/14 to 374/14) be approved and adopted as a correct record into the workings of the Council.

403/14 MINUTES OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD INTO THE WORKINGS OF THE COUNCIL:

- (a) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on
- 12th May 2014 (minutes 382/14 to 387/14) be approved and adopted as a correct record into the workings of the Council.

404/14 INTERNAL AUDIT REPORT & ANNUAL RETURN 2013-2014:

- i) The Council received the report from the Internal Auditor and the Town Mayor congratulated the Deputy Town Clerk for her excellent work and drew attention to the Conclusion comments on the report. All Members congratulated the staff on achieving such a good report.
- ii) The Council received and approved the Year End Accounts and Supporting Statement for signing.
- iii) The Council agreed and signed the Statement of Accounts of the Annual Return (Section 1).
- iv) The Council agreed and signed the Annual Governance Statement (Section 2) of the Annual Return for 2013-2014.

405/14 CLERK'S REPORT:

The Town Clerk reported that the Council had received approval from DCLG (Department of Communities and Local Government) to obtain a loan in order to purchase the Market Place and the application for the loan from the Public Works Loan Board was already being processed. The agents and the owner of the land were now aware of this and everything was moving ahead for the purchase.

The Town Clerk also reported:

- Allotments Association are holding an Open Day on Sunday 25th May 2014
- The Green Flag judging for Priory Memorial Gardens will be on Friday 6th June

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The Town Clerk gave her thanks to all Councillors for all their efforts and support over the past years where there had been some rewarding and challenging times and also wished all councillors that were standing down well.

406/14 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Freeman reported that she had attended a meeting of the Town Twinning Association and

- A small group would be going to La Loupe on Thursday
- Plans were going ahead to prepare a programme for the Grossalmerode visit in October
- The Town Twinning AGM would be held in Room 11 on the 5th June.

It was agreed for the Town Twinning to make a presentation to the new Council in due course.

407/14 THE LOCAL GOVERNMENT BOUNDARY COMMISSION – ELECTORAL REVIEW OF HERTFORDSHIRE CONSULTATION:

The Town Clerk reported that Members were requested to give their suggestions for new division arrangements by the closing date of 23rd June 2014. A further consultation on the draft recommendations will be held in September 2014.

Councillor F. J. Smith said that we now have a County Councillor for Royston and one for the villages and he could see no reason for this to change. This was unanimously agreed.

The Town Mayor then thanked everybody for their support and Good Luck for those standing for election.

There being no other business the Town Mayor closed the meeting at 8.25 pm.