

ROYSTON TOWN COUNCIL

MINUTES of the **ANNUAL GENERAL MEETING** of Royston Town Council held on Monday 15 May 2006 in the Heritage Hall of the Town Hall at 7.15 p.m.

PRESENT: Councillor Bill Prime (in the Chair)
Councillors Barton, Beardwell, Berry, Burt, Davidson, Gaillard, Grimes Harrison, Lill, Phillips, Prime and Smith.
In attendance Town Clerk and Deputy Town Clerk.
20 members of the public and 1 member of the press.

Councillor Prime took the Chair

The Reverend Leslie Harman led the meeting in prayers.

01/07 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

Before asking for nominations for the next Town Mayor, Councillor Prime took the opportunity to rejoice in the fact that we lived in a democratic society. However, this also had a down side in that there had to be losers at the elections. He was particularly sorry to see that District Councillor Davidson and Town Councillor Baker had not been returned to office. Both had made considerable contributions to local government in Royston.

Councillor Prime confirmed that he had attended 147 engagements and raised £6,000 for his charities, the Frank Letts Blind Fellowship and Royston & South Cambridgeshire HomeStart. He and Kath had enjoyed a wonderful 12 months. He thanked everyone for their help and support and went on to present gifts to the Mayoress, Celia and Susan. Last but not least he presented books of raffle tickets to the incoming Town Mayor.

Councillor Prime then asked for nominations for the position of Town Mayor for the year 2006/2007.

It was then proposed by Councillor Barton, seconded by Councillor Harrison and **RESOLVED** that **COUNCILLOR LYNN BERRY** be Town Mayor for the year 2006/2007.

02/07 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:

The Town Mayor then made and signed her Declaration of acceptance of office and took over the Chairmanship of the meeting. She congratulated Councillor Prime on his year of office particularly his encouragement for the schools and young people.

It was then proposed by Councillor Berry, seconded by Councillor Barton and **RESOLVED** that:

- (a) The Council places on record its sincere appreciation of the service rendered to the Town by Councillor Bill Prime as Mayor of Royston from 2005 to 2006.
- (b) That the Council is very mindful that Councillor Prime has during that period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the Town.
- (c) That the Common Seal of the Council be affixed to the above Resolution and that it be signed by the Town Mayor and the Town Clerk.

It was further proposed by Councillor Berry, seconded by Councillor Barton and **RESOLVED** that the Town Council place on record its sincere appreciation of the service rendered to the Town by Mrs. Kath Prime in support of the Town Mayor from 2005 to 2006.

In concluding this item on the agenda the Town Mayor announced that her Consort for the year would be her husband David.

03/07 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

It was proposed by Councillor Burt, seconded by Councillor Harrison and **RESOLVED** that Councillor Barton be appointed Deputy Mayor.

04/07 REPORT FROM THE TOWN CLERK REGARDING PERSONS DULY ELECTED TOWN COUNCILLORS ON 4TH MAY 2006 AND READING OF DECLARATIONS:

The Town Clerk confirmed the outcome of the election held on 4 May 2006. Elected to Heath Ward were Councillors Barton, Burt, Davidson, Gaillard and Kennedy. Elected to Meridian Ward were Councillors Grimes, Harrison, Lill, Phillips and Smith. Elected to Palace Ward were Councillors

Beardwell, Berry, Inwood, Mayne and Prime. The Councillors present then read and made their Declarations of Office.

In answer to a question from Councillor Burt the Town Mayor explained that once a Councillor had signed the declaration he was entitled to carry out his duties. A Councillor had 28 days from the date of appointment (which is 4 days after election) to sign the declaration of office. She further confirmed that Councillor Inwood had signed his declaration and that Councillor Kennedy would be back in this country in time to sign his declaration with the required timescale.

05/07 TO RECEIVE APOLOGIES FOR ABSENCE:

The Town Clerk reported apologies for absence from Councillors Inwood and Kennedy.

06/07 TO APPOINT COMMITTEES FOR THE ENSUING YEAR:

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

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

and that the following Councillors be appointed to the Planning Committee:

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

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

Councillor Chris Barton (Chairman)
Councillor Mike Harrison (Vice Chairman)
Councillor Liz Beardwell
Councillor Peter Burt
Councillor Lindsay Davidson
Councillor Elizabeth Gaillard
Councillor Robert Inwood
Councillor Rod Kennedy
Councillor Peter Lill
Councillor Marguerite Phillips

07/07 TO CONSIDER AND DECIDE ON THE DELEGATION OF POWERS AND DUTIES OF COMMITTEES AS FOLLOWS:

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

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

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

08/07 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:

It was proposed by the Councillor Berry, seconded Councillor Barton and **RESOLVED** that the following appointments be made to outside bodies for the ensuing year.

Sports Council	Graham Palmer
Twining Association	Councillor L. Berry (President)
Old People's Day Centre	Bill Davidson
Coombes Community Association	Councillor B. Prime
Royston Citizens Advice Bureau	Councillor P. Burt
Local History Society	Councillor P. Mayne
Friends of Royston Museum	Councillor E. Gaillard
Scouts Council	-
Home Start	Councillor W. Prime
Chamber of Commerce	Councillor E. Gaillard
	Bill Davidson
Town Centre Forum	Councillor R. Kennedy
	Councillor E. Gaillard
Royston Society	Councillor R. Kennedy
Meridian Youth Centre	Councillor L. Berry
Community Network Team	Bill Davidson

09/07 TO INSPECT THE SCHEDULE OF DEEDS AND TRUST INSTRUMENTS HELD BY THE COUNCIL:

The Town Clerk reported the following deeds and trust instruments.

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

010/07 TO APPROVE THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 10 APRIL 2006:

It was proposed by Councillor Harrison, seconded by Councillor Barton and **RESOLVED** that the minutes of the meeting of the Council held on 10 April 2006 (minutes 352/06 to 357/06) be approved and signed as a correct record.

11/07 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor explained how happy and proud she was to take up her appointment as Mayor. She confirmed that her children had helped her in deciding what charities she would support. These would be Meldreth Manor School and Royston Day Centre. She went on to anticipate that everyone would support her in fund raising for the charities.

12/07 PRESENTATION TO THE OUTGOING TOWN MAYOR:

Councillor Baker, Editor of the Royston Crow, made a presentation to the outgoing Town Mayor. This was a contribution to the Mayor's charity. Councillor Baker also made a contribution to the 2006 May Fayre. Councillor Baker went on to congratulate Councillor Prime for his marvellous year as Mayor and wished the new Town Mayor every success in her year of office. He was also appreciative of the kind comments made by the outgoing Mayor about him and Bill Davidson.

The meeting closed 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 7.55 p.m. on Monday, 15 May 2006.

PRESENT: Councillor Berry (Town Mayor in the Chair).
Councillors Beardwell, Burt, Gaillard, Grimes, Harrison, Mayne, Prime and Smith.

Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

13/07 APPOINTMENT OF CHAIRMAN:

Before making a proposal for the Chairman Councillor Burt expressed the feelings of many Councillors when he said that ex Councillor Baker had been a much valued member of the Council and would be sorely missed.

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

Councillor Mayne took the Chair.

14/07 APPOINTMENT OF VICE-CHAIRMAN:

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

15/07 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Inwood.

16/07 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.

17/07 SIGNATORIES FOR CHEQUES:

The Committee noted that the signatories for cheques for the ensuing year would be Councillors Mayne, Berry, Harrison and Celia Walpole.

18/07 MUSEUM ADVISORY SUB-COMMITTEE:

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

Les Baker, Councillors Berry, Beardwell, Davidson, Lill, Mayne and Prime. Les Baker to be Chairman and Councillor Beardwell Vice-Chairman.

19/07 TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE:

It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the following Members be appointed to serve on the Town Council Premises/Human Resources Sub-Committee:-

Councillors Berry, Barton, Gaillard, Grimes, Harrison and Smith. Councillor Berry to be Chairman and Councillor Harrison Vice-Chairman.

20/07 LEETE CHARITY COMMITTEE:

It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the following Members be appointed to serve on the Leete Charity Committee:-

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

21/07 COMMUNITY CHEST AWARDS SUB-COMMITTEE:

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

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

22/07 CAVE TRUSTEES:

It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the following Members be appointed to serve as representatives to the Cave Trustees:-

Councillors Berry and Prime.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.05 pm. on 15 May 2006.

PRESENT: Councillor Berry (Town Mayor in the Chair).
Councillors Barton, Beardwell, Burt, Davidson, Gaillard, Harrison and Phillips.
Town Clerk, Deputy Town Clerk and Committee Administrator in attendance.

23/07 APPOINTMENT OF CHAIRMAN:

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

Councillor Barton took the Chair.

24/07 APPOINTMENT OF VICE-CHAIRMAN:

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

25/07 APOLOGIES FOR ABSENCE:

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

26/07 DELEGATION OF POWERS & DUTIES:

The Committee noted the powers and duties of the Committee as follows:-

- (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.

27/07 ROYSTON IN BLOOM WORKING PARTY:

It was proposed by Councillor Barton, seconded by Councillor Harrison and **RESOLVED** that the following Members be appointed to serve on the Royston in Bloom Working Party:-

Councillors Davidson, Kennedy and Mayne.

28/07 ROYSTON MAY FAYRE WORKING PARTY:

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

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 15th May 2006 at 8.07 p.m. immediately following the meeting of the General Purposes & Highways Committee in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (Town Mayor in the Chair)
Councillors Barton, Davidson, Grimes, Mayne, Phillips, Prime and Smith.
Town Clerk, Deputy Town Clerk, Committee Administrator, 2 Press and 18 members of the Public in attendance.
Councillors Burt, Harrison and Gaillard in attendance.

29/07 APPOINTMENT OF CHAIRMAN:

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

Councillor Prime took the Chair.

30/07 APPOINTMENT OF VICE-CHAIRMAN:

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

31/07 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Kennedy and Lill.

32/07 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.

33/07 MINUTES:

The minutes of the meeting held on Monday, 3 April 2006 (349/06 to 351/06) were approved and signed as a correct record.

34/07 PUBLIC PARTICIPATION:

The spokesperson for the residents of the Heath Avenue and Chilcourt Residents' Association outlined the concerns about the proposed development on the Ling Dynamics site in Baldock Road, and said that even with the amendments it still contravened planning regulations. The group felt that the developers were continually making slightly amended applications in the hope that it would wear down the neighbouring residents.

They considered that the density was too great and that it would have a visual impact especially on the approach into Royston.

Councillor Smith thanked the residents for their attendance and comments.

35/07 PLANNING APPLICATIONS:

(a) 06/00380/1 Ling Dynamics – amended application.

The Committee considered this application for the erection of 49 1 and 2 bedroom flats, 8 affordable dwelling houses and 8 affordable flats and associated infrastructure. All Members voiced their concerns at this proposed development and it was proposed by Councillor Mayne, seconded by Councillor Berry and **RESOLVED:** that the Committee object to this amended application on the same grounds as previously:

- Over development of the site
- Impact on Heath Avenue, Chilcourt, Therfield Heath & area
- Design and quality
- Access and pressures on utilities and local services.

Councillor Burt advised that as a District Councillor he was unable to comment either for or against the proposal as he would be involved with the decision to be made by the District Council. However, he would take into account the comments made.

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

06/00445/1HH 23 Old North Road. (It was noted that this was a retrospective application).
06/00556/1LB No.2 & adjoining premises (former Carpet Shop) John St.
06/00533/1 Land at Ivy Farm, Baldock Road. (It was noted that this was a retrospective application).
06/00517/1HH 8 Ackroyd Road.
06/00543/1 Murketts of Royston, Old North Road.
06/00569/1HH 30 Beldam Avenue.

- (c) 06/00513/1 Land adjacent 28 Priory Close

The Committee had no objection in principle to this application provided that the Planning Officer was able to deal with some concerns about the proposal.

- (d) 06/00408/1HH 8 Masfield

The Committee had no objection to this application provided that the Planning Officer has no concerns about possible encroachment onto local authority land.

- (e) 06/00583/1HH 22 Leete Place

The Committee had no objection to this application provided that the Planning Officer and Hertfordshire Highways are in agreement and there are no problems with access off Old North Road. Members expressed their concerns about the proposed access

- (f) 06/00555/1 Heath House, Princes Mews.

Following discussion during which the Town Clerk reported the Council's previous objections to this application it was agreed to object to the application on the same grounds as previously:-

Over development of the site with increased traffic in an already congested area, and change of use for the site.

Councillor Burt confirmed that this application had been called in and would be decided by Royston and District Area Committee rather than under delegated powers.

- (g) 06/00586/1LB 11a High Street.

The Committee objected to this application on the grounds that it did not comply with the Shop Fronts Guide.

36/07 CONFIRMATION OF PLANNING APPLICATIONS ALREADY CONSIDERED:

The Committee confirmed the action of the Chairman of Planning and the Town Clerk in having no objection to the following applications:

06/0046/1HH 23 Gage Close
06/00470/1HH 20 Mill Road
06/00449/1HH 5 Shrubbery Grove.

37/07 AMENDED PLANNING APPLICATION 06/00095/1 Unit 1 & 2 The Maltings, Green Drift:

The Committee considered this amended application but it was agreed to object as the same reasons still stood with traffic conditions and the unsuitability of the site for a nursery.

38/07 APPEAL: 05/01901/1 Land south of A505 and north-west of Greenfield

The outcome of the above appeal was noted. The decision of the Appeals Committee was to reject the recommendation of the Royston and District Area Committee and refuse permission for the proposal.

There being no further business the Chairman closed the meeting at 8.55 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.13 p.m. on Monday, 22 May 2006.

PRESENT: Councillor Mayne(in the Chair).
Councillors Beardwell, Berry, Burt, Grimes, Harrison, Inwood, Prime & Smith
Town Clerk, Deputy Town Clerk, Committee Administrator & 1 Member of the Press in attendance.

Apologies for absence were received from Councillor Gaillard.

39/07 MINUTES:

The minutes of the meeting of the Finance & General Purposes Committee held on Monday, 24 April 2006 (minutes 363/06 to 371/06) were approved and signed by the Chairman.

40/07 MINUTES – LEETE CHARITY TRUSTEES MEETING:

The minutes of the meeting of the Leete Charity Trustees held 24 April 2006 were accepted.

41/07 MINUTES – TOWN PREMISES SUB-COMMITTEE:

The minutes of the meeting of the Town Premises Sub-Committee held 24 April 2006 (minutes 372/06 to 379/06) were accepted.

42/07 MINUTES – MUSEUM ADVISORY SUB-COMMITTEE:

The minutes of the meeting of the Museum Advisory Sub-Committee held 20 April 2006 (minutes 358/06 to 362/06) were accepted.

43/07 MAY ACCOUNTS FOR PAYMENT:

The May accounts in the sum of £23,896.00 were approved for payment following clarification by the Town Clerk on certain items for the benefit of the new Councillors.

44/07 MONTHLY INCOME & EXPENDITURE AND BANK RECONCILIATION FOR APRIL 2006:

The Deputy Town Clerk explained that the end of the year was March 31st and the reasons for the different accounts held by the Town Council. The Income & Expenditure & Bank Reconciliation for April 2006 were then noted.

45/07 INDUCTION EVENING FOR NEW COUNCILLORS:

The Town Clerk suggested the date of July 17 2006 for the Induction Evening. It was anticipated that Mary Caldwell of the District Council's Planning Department could attend, and this was agreed.

46/07 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were no reports from representatives on this occasion.

47/07 EXCLUSION OF THE PRESS & PUBLIC:

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

48/07 TOWN CRIER:

The Town Clerk explained that the Town Crier had completed three years of duties and a decision was required as to the future. He had indicated his willingness to continue in this post. Members said he had done an excellent job during his term in post.

Following discussion it was proposed by Councillor Prime, seconded by Councillor Berry and RESOLVED that Graham Pfaff be appointed for another three years with the proviso that the situation should be reviewed at that time.

49/07 STAFF MATTERS:

- (a) Advertising, salary scale & job description for an Assistant to the Town Clerk.

The Town Clerk circulated details of the post of Assistant to the Town Clerk (copies attached to the minute book) that will be required following the promotion of Deputy Town Clerk to Town Clerk when the present Town Clerk retires at the end of the year. These details had been set out by the Working Party earlier in the year.

It had been agreed that an Assistant should be appointed in the first place. If all went well then the post of Deputy could be considered.

The Chairman thanked the Working Party for their hard work in preparing the details for this report and following discussion it was agreed to advertise the post as suggested after the next Bank Holiday with a closing date of 30 June 2006.

The Deputy Town Clerk left the meeting.

- (b) Report on outcome of the meeting of the Working Party on the salary scale for the new Town Clerk and details of job description.

The Town Clerk reported the working party discussions on this item. Following discussion it was proposed by Councillor Berry, seconded by Councillor Harrison and was agreed to proceed as set out in the report (attached to the minute book).

The Committee Administrator left the meeting.

- (c) Committee Administrator.

The Town Clerk reported that the Committee Administrator had been paid £30 per session since taking on the work in 2004. After discussion it was unanimously agreed to increase the sum to £35 per session and to consider a more equitable remuneration that reflected the amount of work carried out at each meeting attended and the preparation of the minutes.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 22 May 2006 at 8.20 p.m.

PRESENT: Councillor Berry (Chairman in the Chair).
Councillors Grimes, Harrison & Smith.
Councillors Beardwell & Inwood, Town Clerk, Deputy Town Clerk, Committee Administrator & 1 Member of the Press in attendance.

Apologies for absence were received from Councillor Gaillard.

50/07 MINUTES:

It was agreed that the minutes of the meeting of the Town Council Premises Sub-Committee held on Monday, 24 April 2006 (minutes 372/06 to 379/06) be held over until the next meeting. This was in order to ensure the approval of the members would be legally correct as there was no-one present who had attended the meeting of the 24 April 2006.

51/07 30 KNEESWORTH STREET:

The Town Clerk explained the background to the sale of a piece of land to the owner of No.28 Kneesworth Street. The owner had found the offer acceptable and the Town Clerk would advise the Council's solicitors. The owner of No.28 had agreed to pay all the expenses involved.

She also reported that the tenant of No.30 Kneesworth Street had asked if he could buy the property. The policy in the past had been to retain the property to receive the rental income. However, it was agreed to place this suggestion on the agenda for 24 July 2006.

52/07 MARKET HILL ROOMS:

The Town Clerk reported that the planning application was in and the Conservation Officer was in discussion with Mike Easton. She understood that the application could be dealt with by delegated powers.

53/07 DATES FOR MEETINGS WITH MUSEUM TRUSTEES AND THE ALLOTMENT ASSOCIATION:

It was agreed to suggest the date of Monday, 19 June 2006 at 7.30 p.m. in the Committee Room, Town Hall for the Trustees meeting.

The meeting was open to all Councillors.

It was also agreed to meet with the Allotments Association at 7 p.m. 6th July 2006.

54/07 ALLOTMENT BUDGET:

The Deputy Town Clerk circulated copies of the Allotment Budget and reported that at the end of the financial year there is £1,000 available.

The Allotment Association had asked for another skip to be made available and also an extension to the water pipe. At present arrangements were being made to remove the asbestos that will cost in the region of £600. A quotation for the water pipe is about £300 with the Allotment Association doing the manual digging of the trench.

Following discussion it was agreed to deal with the asbestos and skip first, and to deal with the pipe when it was clear how much money was left in the budget for the year.

55/07 EXCLUSION OF THE PRESS & PUBLIC:

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

56/07 FENCING ADJOINING THE ALLOTMENTS:

The Town Clerk outlined the situation and explained that she had had no response to her letter to the allotment tenant in respect of his compost heap being too near to a neighbour's fence.

The owner of the house had said it would cost £550 plus VAT for a new fence.

Following discussion it was proposed by Councillor Berry seconded by Councillor Grimes and agreed that the Council make an offer of £300 towards a new fence and ensure the allotment holder removes his compost heap away from the fence.

Councillor Harrison asked that his objection to this proposal be noted.

57/07 TOWN HALL COMPLEX:

The Town Clerk reported that it had been decided at the last meeting to write to the District Council to see how the investigation was going in respect of the Town Hall complex.

It was confirmed that an officers' meeting, of all interested parties was planned for the near future and that by the autumn a public consultation could be arranged.

There being no further business the Chairman closed the meeting at 9.10 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 5 June 2006 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (Town Mayor in the Chair)
Councillors Barton, Grimes, Kennedy, Lill, Mayne & Phillips.
Town Clerk, Deputy Town Clerk, Committee Administrator & 1 member of the Press in attendance.

Apologies for absence were received from Councillors Davidson, Prime & Smith.

58/07 MINUTES:

The minutes of the meeting held on Monday, 15 May 2006 (29/07 to 38/07) were approved and signed as a correct record.

59/07 PLANNING APPLICATIONS:

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

06/00757/1HH	53a Melbourn Road.
06/00642/1HH	22 Garden Walk.
06/00643/1HH	26 Weston Avenue.
06/00747/1)	1 Kiln House Yard & 7 Baldock Street.
06/00748/1LB)	1 Kiln House Yard & 7 Baldock Street.
06/00695/1	Johnson Matthey plc. Orchard Road.
	The Town Clerk clarified the term Organic Chemicals.
06/00776/1HH	18 Minster Road.
06/00798/1HH	24 Layston Park.

60/07 CORRESPONDENCE FROM TEMPLARS GATE RESIDENTS' GROUP RE PLANNING APPLICATION 05/0156/1 – LAND SOUTH OF REDWING RISE:

The Town Clerk explained the background to this application and reported that Twigden had been requested to comply with conditions of the Section 106 agreement. The Deputy Chairman of the Planning Committee had investigated this with the District Council and it was understood the legal process to enforce the 106 agreement had been started. Councillor Kennedy suggested that the District Council be asked to ensure that Twigden deal with the upkeep of the A10 roundabout but the Town Clerk said that the Highways Agency said it was their problem. They were dealing with this within their normal standards of attention.

61/07 NHDC PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT – CONSULTATION DRAFT:

The Town Clerk reported that this document was available for consultation until the 23 June 2006. Following discussion it was agreed that Councillors Kennedy, Grimes and Barton would look at this document and report back their comments to the Town Clerk by the 19 June 2006.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.39 p.m. on Monday, 5 June 2006.

PRESENT: Councillor Barton (in the Chair).
Councillors Beardwell, Harrison, Kennedy & Phillips.
County Councillor Drake, Town Clerk, Deputy Town Clerk, Committee Administrator and one member of the Press in attendance.

Apologies for absence were received from Councillors Burt, Davidson, Gaillard, Inwood & Lill.

The Chairman welcomed Members to the meeting including new Councillors and County Councillor Drake.

62/07 MINUTES:

The minutes of the meeting of the Highways & Transport Committee held on 13 February 2006 (minutes 298/06 to 303/06), and the minutes of the meeting of the General Purposes & Highways Committee held on the 15 May 2006 (minutes 23/07 to 28/07) were approved and signed as a correct record.

63/07 COMMUNITY SAFETY PLAN:

The Town Clerk reported the response from the Chief Fire Officer to the Town Council's letter in respect of their concerns at the reduction of two fire officers and the manning of the Fire Station over the weekends.

Despite the assurance that fire cover for Royston would be adequate the Committee had misgivings and following discussion and input from County Councillor Drake and all Members, it was agreed to make a reply. This would ask for confirmation that the retained fire fighters covering the weekends would be fully trained to cover all fire hazards.

64/07 THE BOUNDARY COMMITTEE FOR ENGLAND:

The Town Clerk reported that we had responded to the initial consultation and that small changes were recommended to the wards in Royston. She confirmed that the District Council was meeting to consider the recommendation for the whole District. During the discussion members re-iterated their original comments to the consultation and were disappointed that the Boundary Committee for England had not accepted our comments that the ward boundaries should remain as they are at this time.

65/07 COLD CALLING FREE ZONES:

The Chairman spoke of a system of cold calling free zones operated in Sandy and wondered if it could be operated in Royston.

Following discussion it was agreed that the Town Clerk research into the possibility of this system being suitable for Royston and report back to the next meeting.

66/07 CONSULTATION – PROPOSED MERGER OF THE HERTS/ESSEX/BEDS POLICE FORCES:

The Town Clerk reported that this Consultation with statutory bodies closes on the 11 August 2006.

Following discussion it was agreed that Councillor Harrison and the Town Clerk discuss and consider the reply to the Consultation.

67/07 MELBOURN STREET - 7½ TONNE WEIGHT LIMIT:

The Town Clerk explained the background to this item for the benefit of new Members. It had been decided to write to the District Council for support on this. County Councillor Drake advised that Hertfordshire Highways had yet to receive information from the District Council. He went on to confirm that Melbourn Street was to be resurfaced soon and suggested that the Town Council ask for the best possible surface to be provided particularly near to the Royston Cave.

The Royston and District Committee had considered the matter and agreed to support our request.

68/07 RAILWAY CROSSING:

County Councillor Drake said that the situation remained the same as last meeting but a feasibility study was in hand.

69/07 HERTFORDSHIRE LOCAL TRANSPORT PLAN 2006/27-2010/11 :

The Town Clerk reported that the Plan was available in the office for Members' perusal.

70/07 PARKING IN GRANTHAM CLOSE:

The Town Clerk reported receipt of a letter from the Highways Agency who stated that this road was not their problem. The District Council dealt with this road as it was a private road and the Engineer had said that his department was reviewing the parking regulations.

71/07 CIVIC CAR PARK – FAMILY CAR PARKING SPACES:

There had been requests for family car parking spaces to be available in the Civic Car Park and following discussion it was agreed to write to the District Council to ask if this could be considered.

72/07 PARKING AT ICKNIELD WALK SCHOOL:

The Town Clerk reported that a reply had been received from the Hertfordshire Highways confirming that they were looking at all school areas in respect of parking. It was noted that the schools where accidents had occurred were being investigated but it was agreed that a reply be sent to thank them for the reply but that the Town Council would like to see all schools in Royston checked out before any accidents happened.

73/07 SUN HILL:

The Chairman explained the background to the traffic management at Sun Hill but said that other areas had complained of the congestion caused especially at rush hour times. Following discussion on whether or not to suggest the re-introduction of a right turn at the bottom of Sun Hill it was decided to leave this item for consideration until after the de-trunking of the A10 which was due shortly.

There being no further business the Chairman closed the meeting at 8.43 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 26 June 2006.

PRESENT: Councillor Mayne (in the Chair).
Councillors Beardwell, Gaillard, Grimes, Inwood, Prime & Smith
In attendance Town Clerk, Deputy Town Clerk, Committee Administrator, Councillors Barton & Kennedy, Mr. B. Davidson & 1 Member of the Press
Apologies for absence were received from Councillors Berry, Burt & Harrison.

74/07 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 22 May 2006 (minutes 39/07 to 49/07) were approved and signed by the Chairman.

75/07 MINUTES – LEETE CHARITY TRUSTEES MEETING:

The minutes of the meeting of the Leete Charity Trustees held 22 May 2006 were accepted.

76/07 MINUTES – TOWN PREMISES/HUMAN RESOURCES SUB-COMMITTEE:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held 22 May 2006 (minutes 50/07 to 57/07) were accepted.

77/07 JUNE ACCOUNTS FOR PAYMENT:

The June accounts in the sum of £22,131.84 were approved for payment following clarification by the Deputy Town Clerk on queries from Councillors Smith and Grimes.

78/07 MONTHLY INCOME & EXPENDITURE AND BANK RECONCILIATION FOR MAY 2006:

After the Deputy Town Clerk had responded to questions from Councillors Prime and Grimes, the Income & Expenditure & Bank Reconciliation for May 2006 were then noted.

79/07 ANNUAL RETURN 2005/2006:

The Chairman confirmed that the Internal Auditor had visited to complete his review of the books and to sign the Annual Return. He thanked the Deputy Town Clerk in respect of the excellent work in producing all the necessary paperwork to be sent to the External Auditor once the Annual Return had been approved by the Council

Councillor Smith raised concerns about the figures supplied to members and after discussion and intervention by the Town Clerk and Councillor Prime it was agreed his concerns would be addressed at the proposed induction evening on 17th July.

After some other questions had been answered the Chairman signed the Statement of Assurance.

80/07 OUT-TURN OF THE 2005/2006 BUDGET:

The Committee noted the out-turn of the 2005/2006 budget.

81/07 MAYORAL CHAIN OF OFFICE:

The Town Clerk reported on this item and confirmed that five people had confirmed their willingness to donate links to the Chain of Office. This with the £176 already in the fund meant more than half of the estimated cost of £600 including VAT for the provision of 10 links had been raised. In view of this it was agreed to proceed with obtaining the new links to the Chain of Office and to seek further donations. It was confirmed the insurance would need to be increased to cover the new links.

82/07 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were no reports from representatives on this occasion.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 26 June 2006 at 7.50 p.m.

PRESENT: Councillor Barton (in the Chair).
Councillors Gaillard, Grimes, Harrison & Smith.
In attendance Town Clerk, Deputy Town Clerk, Committee Administrator, Councillor Kennedy & 1 Member of the Press

Apologies for absence were received from Councillor Berry.

83/07 MINUTES:

It was agreed that the minutes of the meeting of the Town Council Premises Sub-Committee held on Monday, 24 April 2006 (minutes 372/06 to 379/06) and the minutes of the Town Premises/Human Resources Committee meeting held on 22 May 2006 (minutes 50/07 to 57/07) be approved and signed by the Chairman.

Following a query from Councillor Grimes the Town Clerk confirmed she had researched the rules for approving and signing the minutes and that it was in order for members to approve the minutes.

84/07 MARKET HILL ROOMS:

The Town Clerk reported that there were one or two matters in relation to the planning application that were being discussed by the Architect, Conservation Officer and Planning Officer, but by next week there should be some information available.

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

85/07 TOWN HALL COMPLEX:

The Town Clerk said there was nothing to report at the present time and confirmed that Members would be kept up to date.

86/07 EXCLUSION OF THE PRESS & PUBLIC:

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

87/07 30 KNEESWORTH STREET:

The Town Clerk reported her research regarding the possibility of disposing of 30 Kneesworth Street to the tenant. After considering the loss of income from the letting, the need, in the event of selling, of obtaining the best possible price, and the fact that any funds obtained would have to be used for community good and not simply to be used for general activities, it was agreed not to proceed to a sale. Members agreed that the rental income was valuable to the Council and should be retained.

88/07 FENCING ADJOINING THE ALLOTMENTS:

The Town Clerk reported that negotiations with the owner of the fence continued. Although some work had been done by the allotment holder it was not satisfactory. It had also come to light that another allotment holder had put rubbish up against the fence.

Following the discussion it was agreed the Council should continue to press for the rubbish to be moved and to obtain the assistance of the Allotment Association on this matter. It was further agreed to research the matter of whether or not the costs involved in this matter would come from Allotment rents or general admin.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM SUB-COMMITTEE** held on Thursday, 29th June 2006 in the Museum at 7.30 p.m.

PRESENT: Mr. L. Baker (in the Chair).
Councillors Davidson, Mayne & Prime
Museum Trustees: P. King, P. Ketteringham, J. Smith, P. Smith and M. Lawrence
Friends of Royston Museum: S. Thrussell
History Society: B. Skyrme
In attendance: Cllr. E. Gaillard, C. Kaszak (Curator) and C. Walpole (Town Clerk)

Apologies for absence were received from: Councillors Beardwell, Berry, Lill and Mrs. R. Allwood (Museums Officer, NHDC)

The Chairman welcomed Councillor Lindsay Davidson to the Committee. All those in attendance then introduced themselves.

The Chairman went on to thank Christine Whitbourn for her work on the catalogue of the Whydale Etchings. Peter Ketteringham supported this and praised the presentation of the booklet. It was agreed to write to Christine expressing the Committee's sincere thanks.

It was reported that it was thirty years this week since the Museum officially opened at the Town Hall. Peter Ketteringham, Philip Smith and Shirley Thrussell were involved at the very beginning and were still very much involved with the Museum. Councillor Mayne, as leader of the Council, confirmed support of the Council to the Museum.

89/07 CURATORS REPORT: (copy attached to the minute book):

Carole, in going through her report, highlighted the increasing number of visits to the Museum website and the fact that 38% of them were from the USA and Canada. There was also a great interest in Whydale.

Patrick Candler, Head of Community Development and Cultural Services at North Hertfordshire District Council had visited with Roz Allwood and had been most impressed with the Museum. Carole reported that Ivor Williams was in the process of translating a 17th century book relating to the town overseer and constable. The original is presently housed in the Museum but it may need to be donated to the Record Office in Hertford or Cambridge.

The Whydale Etchings catalogue/booklet is to be reviewed in the Print Quarterly and there will be an article in the July edition of Hertfordshire Life.

Carole advised members of the position regarding a Whydale Etching that had been wrongly accessioned into the collection rather than being on loan. A request had been received from the donor for the etching to be returned. To comply with the request the Museum Sub-Committee and the Trustees needed to agree. This was dealt with at the meeting and approval given for the etching to be returned.

In concluding her report Carole confirmed she had purchased a postcard of Royston Show 1901 for the collection. She then thanked the Friends of the Museum and in particular Peter King for his work in watering the containers in the courtyard so they were in good condition for the Royston-in-Bloom competition.

The Chairman thanked Carole for the report.

90/07 JACK'S WAR ROYALTIES: Draft policy on use of the royalties

Members considered the draft and after discussion agreed to recommend the policy to the Finance Committee.

The Chairman suggested that a meeting be arranged with John Street to consider where else the book could be promoted and the future distribution of the royalties.

91/07 WHYDALE COLLECTION:

Carole reported her investigation into the possibility of the Museum's Whydale Collection being known as the National Collection. It was a complex undertaking and it was agreed Carole should continue to research this with the Museums' Association.

92/07 ANY OTHER BUSINESS:

Carole confirmed that the oil paintings in the collection had been photographed for inclusion in the Hertfordshire book of the National collection of oil paintings in public ownership. It was understood that Hertfordshire Council is not allowing the oil paintings in its ownership to be included. This will leave a considerable gap in the prestigious publication. It was agreed that a letter be sent to David Beatty, Leader of Hertfordshire County Council asking why they had made this disappointing decision. The correspondence to be copied to County Councillors Drake and Hunter.

Councillor Prime reported that during a twinning visit to La Loupe he had given a copy of Jack's War to the Mayor who had been delighted with it.

Members were reminded of the meeting of the North Hertfordshire District Council's Arts, Heritage and Cultural Forum to be held on 11th July 2006 at Hitchin Town Hall at 7.30 p.m. It was stressed that it was important for Town Councillors to attend this meeting. The discussions on the future of the North Hertfordshire Museum Service and provision could have a considerable impact on Royston and the Museum. It was agreed to write to members of the Finance Committee.

The matter of the possible move of the Museum to the Town Hall complex was raised again. The Chairman confirmed that there was nothing further to report at this time.

Philip Smith asked if further consideration could be given to making the Museum into a charitable trust as this might help in obtaining grant aid.

93/07 DATE OF NEXT MEETING

Thursday, 19th October 2006

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 10 July 2006 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Barton, Berry, Davidson, Grimes, Kennedy, Phillips & Smith.
In attendance: Deputy Town Clerk, Committee Administrator & 1 Press .

Apologies for absence were received from Councillors Lill & Mayne.

94/07 MINUTES:

The minutes of the meeting held on Monday, 5 June 2006 (58/07 to 61/07) were approved and signed as a correct record.

95/07 PLANNING APPLICATIONS:

(a) 06/01035/1 Land at eastern edge of Royston, south of A505.

The Committee noted that this application had been put back at present and that it may come back to the meeting as a consultation from the County Council.

(b) 06/00896/1 Land to the rear of The White Bear PH, Kneesworth St.

Following discussion it was agreed not to have any objection subject to the Highways' agreement that the access is satisfactory.

Councillor Grimes attended the meeting at 7.23 p.m.

(c) 06/00915/1 7 Lower King Street.

The Committee objected to this application on the grounds that it was against a change of use and that originally there had been a condition that this plot should remain as a shop.

(d) 06/01012/1AD Tesco Stores, Old North Road

The Committee objected to this application on the grounds of safety and that the illuminated signs would be a distraction to drivers.

(e) 06/01013/1AD Tesco Stores, Old North Road

The Committee objected to this application on the grounds of safety and that the illuminated signs would be a distraction to drivers.

(f) 06/01014/1HH 1 Corvus Close.

The Committee agreed to object to this application on the grounds that it was out of keeping with the area and overlooking nearby properties.

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

06/00816/1HH	4 Masefield Way.
06/00953/1HH	97 Green Drift.
06/00914/1	Land between 35-37 Upper King Street.
06/00952/1HH	2 Morton Street.
06/00979/1HH	49 Green Street.
06/01008/1	2 Baldock Street.
06/01000/1	42 Kneesworth Street.

96/07 DECISIONS MADE BY THE CHAIRMAN & TOWN CLERK ON PLANNING APPLICATIONS:

The Committee noted the decisions made by the Chairman and Town Clerk on the following applications:-

06/00834/1HH	24 Palace Gardens
06/00838/1HH	22 Eastfield Road
06/00704/1	67 Kneesworth Street
06/00687/1	Johnson Matthey, York Way
06/00841/1	Johnson Matthey, York Way/Beverley Close

97/07 LETTER TO PLANNING OFFICE, NHDC – PLANNING APPLICATION 06/00380/1- LING DYNAMICS SYSTEMS, BALDOCK ROAD:

The Committee noted the letter sent to the Planning Officer at North Hertfordshire District Council re planning application 06/00380/1, Ling Dynamics Systems, Baldock Road.

98/07 PANEL REPORT ON THE EXAMINATION IN PUBLIC INTO THE DRAFT EAST OF ENGLAND PLAN:

The Deputy Town Clerk reported receipt of the Panel Report on the Examination in Public into the Draft East of England Plan that was on public view and also available in the Town Council office.

99/07 RESPONSES TO NHDC PLANNING OBLIGATION SUPPLEMENTARY PLANNING CONSULTATION:

The Committee confirmed the responses to the NHDC Planning Obligation Supplementary Planning Consultation.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of **ROYSTON TOWN COUNCIL** held on Monday 17th July 2006 in the Heritage Hall of the Town Hall at 7.15 p.m.

PRESENT: Councillor Lynn Berry (in the Chair)
Councillors Barton, Davidson, Gaillard, Grimes, Harrison, Inwood, Lill, Mayne, Phillips, Prime and Smith.
In attendance Town Clerk and Deputy Town Clerk.

The Reverend Averil Lauckner led the meeting in prayers.

APOLOGIES: Apologies were received from Councillors Burt, Beardwell and Kennedy

100/07 TOWN MAYOR'S ANNOUNCEMENTS

In making her announcements the Town Mayor highlighted the following events:

The Annual General Meeting for Hertfordshire Scouts
Wood Green Animal Shelter Animal Awareness Day
The Chairman of Hertfordshire County Council's Annual Garden Party
and having her photograph taken at Roysia School with the winner of the Royston-in-Bloom Competition.

She thanked Councillor F.J. Smith for attending the Twinning Association A.G.M. and the Deputy Mayor for attending the Buntingford Town Council Civic Reception and the Parish Church's annual fete whilst the Mayor was on holiday.

The Town Mayor went on to confirm dates for her Charity Quiz on 18th November 2006, the Charity Golf Day on 22nd September at Barkway Golf Club and the Civic reception on 15th September 2006.

In conclusion the Town Mayor thanked the Brian Racher Trust for a donation of £1,000 to her charity to be used for Royston Day Centre.

101/07 PRESENTATION OF RESOLUTION TO TOWN MAYOR 2005-2006:

The Town Clerk reported that an error had been made in the resolution by the calligrapher and that a further resolution would be prepared and presented at a later date.

102/07 TO APPROVE THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 15TH MAY 2006

It was proposed by Councillor Barton, seconded by Councillor Mayne and **RESOLVED** that the minutes of the meeting of the Town Council held on 15th May 2006 (minutes 01/07 to 12/07) be approved and adopted as part of the true workings of this Council.

103/07 DECLARATION OF INTEREST

No declarations were made.

104/07 TO RECEIVE MINUTES OF COMMITTEES THAT HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- a) It was proposed by Councillor Barton, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the General Purposes and Highways Committee held on 15th May 2006 (minutes 23/07 to 28/07) be approved and adopted as a true record.
- b) It was proposed by Councillor Prime, seconded by Councillor Grimes and **RESOLVED** that the minutes of the meeting of the Planning Committee held on 15th May 2006 (minutes 29/07 to 38/07) be approved and adopted as part of the true workings of this Council.
- c) It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the Finance Committee held on 22nd

May 2006 (minutes 39/07 to 49/07) be approved and adopted as part of the true workings of this Council.

- d) It was proposed by Councillor Prime, seconded by Councillor Smith and **RESOLVED** that the minutes of the meeting of the Planning Committee held on 5th June 2006 (minutes 58/07 to 61/07) be approved and adopted as part of the true workings of this Council.

105/07 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD

- a) It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the Finance Committee held on 15th May 2006 (minutes 13/07 to 22/07) be approved and adopted as a true record.
- b) It was proposed by Councillor Barton, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the General Purposes and Highways Committee held on 5th June 2006 (minutes 62/07 to 73/07) be approved and adopted as a true record.
- c) It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the Finance Committee held on 26th June 2006 (minutes 74/07 to 82/07) be approved and adopted as part of the true workings of this Council.
- d) It was proposed by Councillor Prime, seconded by Councillor Smith and **RESOLVED** that the minutes of the meeting of the Planning Committee held on 10th July 2006 (minutes 94/07 to 99/07) be approved and adopted as part of the true workings of this Council.

The Town Mayor thanked everyone for attending and closed the meeting at 7.35 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 24 July 2006.

PRESENT: Councillor Mayne (in the Chair).
Councillors Beardwell, Burt, Grimes, Harrison, Inwood & Smith
In attendance Town Clerk, Committee Administrator, Councillor Kennedy, Mr. B. Davidson & Mr. L. Baker.

Apologies for absence were received from Councillors Gaillard and Prime

106/07 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 15 May 2006 (minutes 13/07 to 22/07) and 26 June 06 (minutes 74/07 to 82/07) were approved and signed by the Chairman.

107/07 MINUTES – TOWN PREMISES/HUMAN RESOURCES SUB-COMMITTEE:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held 26 June 2006 (minutes 83/07 to 86/07) were accepted.

108/07 MINUTES – MUSEUM ADVISORY SUB-COMMITTEE:

The minutes of the Museum Advisory Sub-Committee held on 19 January 06 (minutes 273/06 to 276/06) and 29 June 2006 (minutes 89/07 to 93/07) were presented to the meeting by Mr. Baker as the Chairman.

He explained Jack's War Royalties and that the Committee had recommended that the policy would be that proceeds from the sales go to conservation and purchase fund and should not be used for the general administration of the Museum and that this should be identified in the Museum Accounts. When the original agreement with the publisher had been signed this had been a clause. This recommendation was now put forward to the Finance Committee for approval. The policy (a copy attached to the minute book) was approved.

Councillor Kennedy was invited to speak on the minutes of the 19 January and he said that he wished to confirm that he had in no way criticised the Museum staff but that he was concerned that the Museum Budget be looked at more closely.

The Chairman thanked Councillor Kennedy for his comments.

It was then proposed by Mr. Baker, seconded by Councillor Beardwell and agreed that the minutes of the meeting of the Museum held on the 19 January 2006 be signed as a correct record.

Mr. Baker then reported that at the meeting held on the 29 June 2006 there had been some discussion on the Hertfordshire book of the National Collection of Oil Paintings in public ownership. This would include the Museum collection of oil paintings. It appeared that the County Council would not allow the oil paintings in its ownership to be included and it was recommended that the Town Council write to the Leader of Hertfordshire County Council, with copies to County Councillors Drake and Hunter, expressing disappointment at this decision. However, the County Council had since reviewed its decision and would be included.

Mr. Baker also mentioned the many numbers of visitors to the Museum and the increased web visits confirming that the Museum was of very great interest to many people.

Members agreed that the Town Council should support the Museum.

It was then proposed by Councillor Smith, seconded by Councillor Grimes and agreed that the Minutes of the meeting of the Museum Advisory Sub-Committee held on the 29 June 2006 (minutes 89/07 to 93/07) be approved and signed by the Chairman.

109/07 JULY ACCOUNTS FOR PAYMENT:

The July accounts in the sum of £20,019.22 were approved for payment.

110/07 MONTHLY INCOME & EXPENDITURE AND BANK RECONCILIATION FOR JUNE 2006:

The Income & Expenditure & Bank Reconciliation for June 2006 was noted. The Town Clerk said that she would let Councillor Grimes know the answer to his question in due course.

111/07 INTERNAL AUDITOR'S LETTER REGARDING THE 2005-2006 YEAR END AUDIT:

The Town Clerk reported receipt of a letter from the Internal Auditor in respect of his work in connection with the 2005-2006 Year End Audit.
The Internal Audit had now been completed and was in order.
Councillor Harrison congratulated the Town Clerk and Deputy Town Clerk for their excellent work and all Members agreed.

112/07 RECOMMENDATION FROM THE TOWN PREMISES SUB COMMITTEE & ROYSTON ALLOTMENTS ASSOCIATION FOR PROVISION OF A FURTHER TAP:

The Town Clerk reported that a further tap had been required for some time and the Allotments Association had suggested that if the Town Council would supply the fittings required they would be willing to dig and put in this pipework. An estimate of £300 had been obtained for this and there were sufficient funds available in the budget for this work.
Councillor Grimes asked if the other problem at the allotments should be resolved before incurring further costs, but the Town Clerk said that the ongoing problem would take some time to resolve and that this £300 could be afforded.
The Town Clerk reassured Councillor Burt that a contractor would deal with the actual connection of the tap and, therefore, all pipework would be checked.
It was then proposed by Councillor Berry, seconded by Councillor Harrison and agreed that this work proceed.

113/07 MEETING WITH THE TRUSTEES OF THE MUSEUM:

The date for the meeting with the Trustees of the Museum was agreed for the 28 September 2006. The meeting was open to all Councillors.

114/07 REPORT ON COUNCILLORS PRIME & SMITH'S ATTENDANCE AT THE NORTH HERTS DISTRICT COUNCIL ARTS, HERITAGE & CULTURAL FORUM HELD 11 JULY 2006:

Councillor Smith reported on attendance at this meeting at which reports from Museums in the area were received. The Royston Museum Trustees gave a presentation on behalf of Royston Museum.
He felt that Royston Museum could be overlooked in the scheme of things and said that the Town Council must support Royston Museum as fully as possible.
There were five areas of activities to be researched.
Councillor Smith said that the Town Council must support the Trustees in putting their case to NHDC and other Members of the Committee agreed.
Councillor Smith and Councillor Prime wished to be part of the projects regarding Strategy and Museum Facilities. The Museum Trustees were also to attend the workshops.
The Chairman thanked Councillor Smith for his report and all were unanimous in giving their support to Royston Museum.

115/07 QUALITY COUNCIL:

The Town Clerk reported that Councillor Davidson had expressed her interest in investigating the possibility of this Council being a Quality Council.
This had created much interest at the Induction Meeting recently and, therefore, it was on the agenda for the Finance Committee to consider.
This matter was discussed some time ago and at that time it was not considered appropriate to apply. There could be financial input direct from the Government if the Council became a Quality Council.

There followed much discussion and Councillor Smith summarised the benefits as follows:
Improving standards, to work more closely with other groups and to enable the Councillors to work more effectively in representing the community.
It was agreed that a plan was necessary and that a working party should be set up to consider this and bring back a report to the meeting of the Finance next April.
Members put forward were Councillors Davidson, Phillips, Grime, Smith, Inwood, Mayne and Kennedy.

Councillor Kennedy had been involved in previous discussions and reminded Members that there could be changes in local government in the future that would allow the Town Council to be in a better position to look at Quality Council status.

116/07 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Kennedy reported on a recent meeting of the Forum.

There was concern that the Farmers' Market held recently had not been as well supported on this occasion. The possibility of holding a Food Fair had been discussed.

Car Parking had been discussed again and other ideas were being put forward. There was the suggestion that the Town Council and the Town Centre Forum take over the running of the main Market. Improvements for the Market were almost ready but awaiting final details from the District Council

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 24 July 2006 at 8.30 p.m.

PRESENT: Councillor Berry (in the Chair).
Councillors Grimes, Harrison & Smith.
Town Clerk, Committee Administrator, Councillors Kennedy & Mayne & 1 Member of the Press in attendance.

Apologies for absence were received from Councillors Barton & Gaillard.

118/07 MINUTES:

It was agreed that the minutes of the meeting of the Town Council Premises/Human Resources Sub-Committee held on Monday, 26 June 2006 (minutes 83/07 to 88/07) be approved and signed by the Chairman.

119/07 MARKET HILL ROOMS:

The Town Clerk reported on the planning application for Market Hill Rooms and showed Members a copy of the revised plan. At the request of the Conservation Officer an amendment had been made to the proposed roof.

Councillor Grimes asked if the Council could appeal against this and Councillor Smith asked if there was a budget figure available. The Town Clerk said that as soon as the application was passed then work could be done on preparing figures.

120/07 TOWN HALL COMPLEX:

The Town Clerk reported no further information on this matter.

Councillor Kennedy advised that the 2006/2007 Budget for the District Council did not identify any funding for work on the Complex. It was agreed to seek information from the District as to why the Complex was not identified in the forward plan. Any correspondence to be copied to members of the Royston & District Area Committee.

121/07 MEETING WITH RAGA – 6 JULY 2006:

Members received the notes of the meeting with RAGA on 6 July 2006. It was noted that Councillor Grimes had given his apologies to this meeting.

122/07 EXCLUSION OF THE PRESS & PUBLIC:

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

123/07 FENCING ADJOINING THE ALLOTMENTS:

The Town Clerk reported on the current position. She had approached the Allotments Association and was now intending to go to NALC for advice.

She would write to the owner of the fence to say that as he had refused the goodwill offer it was now withdrawn and legal advice was being sought.

In reply to a question the Town Clerk reported that the rubbish had not been removed.

124/07 ASSISTANT TOWN CLERK POST:

The Town Clerk reported that there had been a good response to the advertisement with 12 applications being received. A short list of seven people was compiled. There were at least three good applicants. The unanimous decision of the interview panel was to appoint Hazel Cook. Subject to acceptable references she would start work in October.

Councillor Mayne thanked the Town Clerk for arranging the interviews so well, and the Chairman thanked Councillors Davidson and Mayne for being on the interviewing panel.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 7 August 2006 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Barton, Berry, Davidson, Grimes, Kennedy, Lill & Smith.
Town Clerk, Committee Administrator, County Councillor Drake, Town Councillors Beardwell, Harrison & Gaillard, 3 Members of the Public & 1 Press in attendance.

Apologies for absence were received from Councillors Mayne & Phillips.

125/07 MINUTES:

The minutes of the meeting held on Monday, 10 July 2006 (94/07 to 99/07) were approved and signed as a correct record.

126/07 DECLARATION OF INTEREST:

Councillor Grimes declared an interest in Item 5 (c) - 8 Ascot Road.

127/07 PUBLIC PARTICIPATION:

Mr. Procter was invited to speak on Item 5 (b) Meridian Works.
Mr. Procter, representing the owners of the site, set out the background to this outline application. The Established commercial use in an area with several houses around made for conflicting uses. He confirmed that the present use by the taxi firm and the engineering firm was uncontrolled. However, he also confirmed that a change of use to residential would be contrary to current planning regulations.
He went on to confirm that the owners had now identified a new site within Royston.
Mr. Procter then answered questions put by members and was thanked for his presentation and attendance.

128/07 PLANNING APPLICATIONS:

(a) 06/01029/1HH 30 The Close.

The Committee had no objections to this application but would prefer to see a pitched roof in place of the flat roof.

(b) 06/01087/1 Meridian Works, Barkway Road.

The Committee discussed this application in some detail. The Committee recognised that the application did not comply with current regulations but felt in the circumstances residential development would be the most appropriate use for this site.

(c) 06/01112/1CAC Heath House, Princes Mews.

The Committee objected to this application on the grounds that it should remain as an important commercial building in the town.

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

06/01056/1HH	8 Ascot Road.
06/01055/1HH	2 Valley Rise.
06/01149/1HH	26 The Warren.
06/01120/1	Land opposite to 5-29 Jarman Way.
06/01118/1	Land adjacent to Freeman Court, Jarman Way.
06/00126/1	Edgley, Grange Bottom.
	The Committee suggested that the mature trees be retained.
06/01055/1	Johnson Matthey Plc. Orchard Road.

129/07 APPEAL – SITE AT 1 ANGEL PAVEMENT:

The Town Clerk reported receipt of this Appeal and confirmed she would advise members in due course of the conclusion of the Planning Inspectorate.

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

N.B. Minute 129/07 Appeal Site at 1 Angel Pavement

The appeal was dismissed by the Inspector as the proposed A2 use (Financial and Professional Services) would be contrary to Policy 43 of the Local Plan

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.08 p.m. on Monday, 7 August 2006.

PRESENT: Councillor Barton (in the Chair).
Councillors Beardwell, Burt, Davidson, Gaillard, Harrison, & Kennedy.
County Councillor Drake, District Councillors Hill & Hunter, Town Councillors Berry, Grimes, Smith, Mr. B. Davidson, Town Clerk, Committee Administrator and one member of the Press in attendance.

Apologies for absence were received from Councillors Inwood, Lill and Phillips and apologies for late arrival were received from Councillor Burt.

130/07 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on the 5 June 2006 (minutes 62/07 to 73/07) were approved and signed as a correct record.

131/07 NOTES – ROYSTON IN BLOOM WORKING PARTY:

The notes of the meeting of the Royston in Bloom Working Party held on the 7 June 2006 were accepted. However, after heated discussion it was agreed to refer the notes of the meeting of the 6th July to the working party for clarification.

132/07 COMMUNITY SAFETY PLAN:

The Town Clerk reported the response from the Chief Fire Officer to the Town Council's letter in respect of their concerns at the reduction of two fire officers and the manning of the Fire Station over the weekends. County Councillor Doug Drake welcomed the end of the strike and the provisions made at Royston Fire Station. He felt that this led to no loss of cover for Royston, and South Cambridgeshire villages.

133/07 PUBLIC CONSULTATION – DRAFT EAST OF ENGLAND PLAN:

The Town Clerk reported that there was a 12-week consultation period from 19 July to 11 October 2006 in respect of the review of provision of Gypsy and Traveller Caravan Sites. Following the end of the public consultation there would be a draft policy submitted. Following discussion it was agreed that the Town Clerk obtain a copy of the consultation document and Councillors Harrison, Barton and Kennedy would look at this and give their recommendations.

134/07 COLD CALLING FREE ZONES:

Information on cold calling free zones had been obtained and it appeared that it could be useful. Following discussion it was agreed that the Town Clerk contact PC Mingay and that the Chairman and Town Clerk would continue investigations.

135/07 CONSULTATION – PROPOSED MERGER OF THE HERTS/ESSEX/BEDS POLICE FORCES:

The Town Clerk reported that the Home Secretary did not intend to continue with this proposed merger.

136/07 MELBOURN STREET - 7½ TONNE WEIGHT LIMIT:

The Town Clerk had discussed this matter with the Chairman of the Royston & District Area Committee and confirmed that the Town Council had lobbied for this for some time. District Councillor Hill confirmed that this would go forward to the Highways Partnership for consideration under the discretionary budget.

137/07 DISABLED PARKING SPACES ON MARKET DAYS:

Councillor Harrison reported that several parking spaces for market stalls took up the disabled parking bays on market days and, therefore, more were required. It was agreed to enquire whether alternatives were available on market days.

Councillor Burt arrived at 8.40 p.m.

138/07 HERTFORDSHIRE POLICE AUTHORITY – POLICING PLAN FOR 2006-2007:

The Town Clerk reported that the Plan was available in the office for Members' perusal.

139/07 PROVISION OF FAMILY CAR-PARKING SPACES IN THE CIVIC CAR PARK:

The Town Clerk reported that she had received a response from the District Council and it appeared that although supermarkets were required to provide family car-parking spaces in their car parks, the District Council were not required to do so.

To provide 6 spaces would result in the loss of 10 parking spaces.

Councillor Burt said that this would reduce the number of spaces for the public and people would use these spaces whether or not they had a family with them.

It was agreed to reply expressing our disappointment at the result of our request.

140/07 PARKING AT ICKNIELD WALK SCHOOL:

The Town Clerk reported that Hertfordshire Highways were looking at the problems in this area and were investigating ways to help some of the residents who had difficulty with getting in and out of their driveways.

The school had been in touch with the School Traffic Co-ordinator and it was hoped that there would be some improvements made in the autumn.

141/07 PUBLIC CONVENIENCES IN THE WARREN CAR PARK:

District Councillor Hill was invited to speak to the meeting. She reported that it had been proposed to close down these conveniences but a counter proposal had been made that other options be investigated, and that the public conveniences be retained in the Warren car park.

She asked for the Town Council's support in this proposal.

Following discussion it was agreed that the Town Council support the Royston & District Area Committee, and that a letter of this support should be sent to the following:-

Chief Executive, North Herts District Council
The Portfolio Holder (Sarah Wren, Housing & Environmental Officer)
The Waste Portfolio Holder (Lynda Needham)
Copy to the Leader of the Council.

There being no further business the Chairman closed the meeting at 8.56 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, 21 August 2006.

PRESENT: Councillor Mayne (in the Chair).
Councillors Beardwell, Berry, Harrison, Prime & Smith
Deputy Town Clerk, Committee Administrator & one member of the Press in attendance.
Apologies for absence were received from Councillors Grimes, Inwood and Burt.

142/07 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 24 July 2006 (minutes 106/07 to 116/07) were approved and signed by the Chairman subject to amendments to minute 115/07 in respect of Quality Council. It was noted that although Councillor Mayne had volunteered to be part of the Working Party, he had withdrawn his offer as it was considered that only six members were required. The correction of Councillor Grimes' name was also noted.

143/07 MINUTES – TOWN PREMISES/HUMAN RESOURCES SUB-COMMITTEE:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held 24 July 2006 (minutes 106/07 to 116/07) were accepted.

144/07 MINUTES – LEETE CHARITY TRUSTEES COMMITTEE:

The minutes of the meeting of the Leete Charity Trustees Committee held 24 July 2006 were presented to the committee, but it was noted that the declaration of interest from Councillor Berry and she that she had left the meeting had not been included in the minutes. It was agreed that the minutes would be redrafted to include these notes and present back to the committee for acceptance.

145/07 AUGUST ACCOUNTS FOR PAYMENT:

The August accounts in the sum of £19,703.05 were approved for payment following clarification by the Deputy Town Clerk on certain items.

146/07 MONTHLY INCOME & EXPENDITURE AND BANK RECONCILIATION FOR JULY 2006:

The Income & Expenditure & Bank Reconciliation for July 2006 was noted. The Deputy Town Clerk explained that items marked Agency referred to the North Hertfordshire District Council.

147/07 DONATION – TOWN TWINNING RECEPTION:

The Committee considered the donation for the Twinning Reception for visit from Grossalmerode on the weekend of September 29 2006. It was proposed by Councillor Berry, seconded by Councillor Harrison and agreed that the sum of £100 be donated to this Reception.

148/07 TOWN COUNCIL SIGNATORIES:

Following discussion it was agreed that the Deputy Town Clerk be placed on the approved list of signatories for signing of cheques and movement of Town Council funds in readiness for her move to Town Clerk.

149/07 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Prime reported on his attendance at the AGM of HALC. This very professional organisation was up to date in obtaining information on resources available and this information was available on their website.

Prior to closing the meeting the Chairman expressed his disappointment of a letter sent to the press from Councillor Davidson in respect of Quality Town Council and considered that this was rather premature.

There being no further business the Chairman closed the meeting at 7.37 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 11 September 2006 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Smith (in the Chair)
Councillors Berry, Grimes, Kennedy & Phillips.
Town Clerk, Deputy Town Clerk, Committee Administrator, County Councillor Drake,
Town Councillor Gaillard & 1 Press in attendance.

Apologies for absence were received from Councillors Barton & Mayne.

150/07 MINUTES:

The minutes of the meeting held on Monday, 7 August 2006 (125/07 to 129/07) were approved and signed as a correct record.
The Chairman drew attention to the NB in respect of minute 129/07 – Appeal Decision – 1 Angel Pavement.

151/07 PLANNING APPLICATIONS:

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

06/01365/1	Land at the South end of Anglian Business Park, Orchard Road.
06/01336/1AD	Tesco Stores Ltd., Old North Road, Petrol Filling Station.
06/01337/1AD	Tesco Stores, Old North Road.
06/1341/1HH	37 Heron Way.
06/01471/1HH	31 Mill Road.
06/01484/1HH	158 Princes Mews.
06/01288/1HH	52 Heathfield.
06/01720/1HH	8 Foxglove Bank.
06/00678/1HH	21 Newmarket Road.
06/01737/1LB	39-41 Upper King Street.
06/01588/1HH	6 Furze Grove.
06/01718/AD	Tesco Stores Ltd., Old North Road.
06/01714/1	11 Church Lane.

(b) 06/01439/1 Land between (in the gardens of) 31 & 33 Mill Road.

The Town Clerk reported receipt of a letter of objection on this application that stated the development would make an impact on neighbouring properties and on the road. Following discussion the Committee agreed it had no objection provided Hertfordshire Highways found the proposals acceptable.

(c) 06/0146/1 Land to rear of 4 Kneesworth Street.

Following discussion the Committee had strong objections to this application on the grounds that there was difficulty of access and that there was not any parking provided.

(d) 06/01462/1CAC Land to the rear of 4Kneesworth Street.

The Committee objected to this demolition.

(e) 06/0956/1 Land adjacent Royston Town Football Club, Garden Walk.

The Committee had no objection to this application provided that the type of Floodlighting was acceptable to the Environmental Health Officer and that there would be restricted lighting times.

152/07 DECISIONS MADE ON PLANNING APPLICATIONS BY CHAIRMAN & TOWN CLERK:

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

06/01063/1HH 12 Turpins Ride.
06/01143/1HH 24 Serby Avenue.
06/01283/1HH 109 Garden Walk.

There being no further business the Chairman closed the meeting at 7.59 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Extra Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 11 September 2006 at 8 p.m.

PRESENT: Councillor Berry (in the Chair).
Councillors Gaillard, Grimes & Smith.
Town Clerk, Deputy Town Clerk, Committee Administrator, Councillor Kennedy & Mr. M. Easton in attendance.

Apologies for absence were received from Councillors Barton & Harrison.

153/07 EXCLUSION OF THE PRESS & PUBLIC:

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

154/07 MARKET HILL ROOMS:

The Chairman introduced Members to Mr. Mike Easton who was the architect involved in the Market Hill Rooms project.

The Town Clerk circulated copies of information produced by Mr. Easton.

Mr. Easton then updated Members on the current situation and showed the current plans. The Buildings Regulations Officer had asked for one or two changes that included adjustments to the ramp up to the door for access by the disabled. Mr. Easton said that he considered the ramp would come under the guidelines and be satisfactory. If not then a handrail would need to be put in place.

It had also been suggested that there was a need for an automatic footpad to make the doors open and he would be talking to the officer about this. It may be possible to have a bell push to call somebody to open the door for disabled access when necessary.

Mike Easton would prepare the tenders and circulate to contractors. Returned tenders to be sent to the Town Council offices. It was estimated that work would be commenced early in the new year.

Mr. Easton said he would be prepared to look in on the building work from time to time and he was given a list of the possible contractors and he said he would endeavour to make a guesstimate of overall cost in readiness for the Sub-Committee meeting on 25th September.

Members asked questions in respect of rising damp in the walls and Mr. Easton said he would ask a surveyor to check the building. It was confirmed that the heating had already been dealt with in readiness for the winter.

The Chairman then thanked Mr. Easton for his attendance.

155/07 NEXT MEETING:

Members confirmed that the ordinary meeting of the Sub-Committee would take place on 25 September 2006.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 25 September 2006.

PRESENT: Councillor Harrison (Vice-Chairman in the Chair).
Councillors Berry, Burt, Gaillard, Inwood, Prime & Smith
Town Clerk, Deputy Town Clerk, Committee Administrator, Councillor Davidson & 1 member of the press in attendance.

Apologies for absence were received from Councillors Beardwell, Grimes & Mayne.

156/07 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday, 21 August 2006 (minutes 142/07 to 149/07) and 26 June 06 were approved and signed by the Chairman. Councillor Smith was assured that in respect of minute 144/07 the minutes would be returned to Finance Committee after being re-presented to the Leete Charity meeting.

157/07 SEPTEMBER ACCOUNTS FOR PAYMENT:

The September accounts in the sum of £23,270.17 were approved for payment after the Deputy Town Clerk had clarified two items for Councillor Smith.

158/07 TIMETABLE FOR PREPARING THE BUDGET FOR 2007/08:

The Town Clerk explained that preparation of the Budget was required and that during October the Committee should consider proposals for the Budget and Precept. By the Finance meeting in November the Draft Budget and Precept should be in readiness in order that the December Full Council could approve the budget and declare the Precept to North Hertfordshire District Council.

It was agreed that a meeting between the Chairman and the Town Clerk should take place as a preliminary. Councillor Smith said he wished to be involved, together with Councillor Grimes, and he was asked to put his views to both the Chairman and the Town Clerk. The Town Clerk confirmed she would advise Councillor Grimes of the timescale.

159/07 AUDIT CERTIFICATE AND OPINION FOR THE ANNUAL RETURN YEAR END 31 MARCH 2006:

The Town Clerk reported receipt of the signed Audit Certificate and opinion for the Annual Return, year ended 31 March 2006 from the external auditors, Lubbock Fine. Advice had been given that the minutes should show reference to the necessary regulations when payments are approved, for example the donation to Town Twinning Association. The Chairman on behalf of the Committee, thanked the Town Clerk and Deputy Town Clerk for their work in preparation for the Annual Audit and achieving the excellent result.

160/07 EXCLUSION OF THE PUBLIC & PRESS:

It was proposed by Councillor Berry, seconded by Councillor Prime and **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public and press are excluded and they were instructed to withdraw. This exclusion did not extend to Mr. Les Baker who, as Chairman of the Museum Sub Committee, would remain.

161/07 ROYALTIES ON JACK'S WAR:

The Town Clerk reported on the efforts made over the last few months to obtain royalties due from the publishers on sales of Jack's War.

In August she had informed them that unless the sum of money due was not received by 31 August 2006 advice would be sought from the Finance Committee and the Council's Solicitors.

Street Publishers had requested a meeting with the Town Clerk and Mr. Baker had also attended.

As a result of the meeting it appeared that Streets Printers were going into voluntary liquidation and the Town Clerk had written to the company setting out what was owing to the Town Council.

A cheque had been received for £733.20 being royalties due for the sale of books through the Museum and this had cleared.

Streets Printers had offered us 300 books and John Street 200 books free of charge in lieu of the royalties due on sales of Jack's War achieved by Streets up to the end of August.

The Town Clerk had spoken to Councillors Berry and Harrison and the solicitors who had advised that this was the best possible result that could be expected.

Les Baker explained that the future set up of the firm was that John Street would be running Streets Publishers as a completely separate company and would continue to promote Jack's War and be responsible for paying any future royalties to the Town Council (royalties paid to accrue to the Museum).

Following much discussion and concerns it was proposed by Councillor Prime, seconded by Councillor Smith and agreed to accept the offer of John Street of the sum of money and the books (500 copies).

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

He reminded Members that the meeting with the Museum Trustees was on Wednesday next and urged them to attend.

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 September 2006 at 8.03 p.m.

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

Apologies for absence were received from Councillors Barton & Grimes.

162/07 MINUTES:

Councillor Smith asked if any communication had been received re minute 120/07 – Town Hall Complex.

The Town Clerk reported that she had had a telephone conversation and meeting with the Chief Executive at NHDC on other matters so took the opportunity to ask about this matter. It was hoped to have a reply by the next meeting of the Committee.

It was then proposed by Councillor Smith, seconded by Councillor Harrison and agreed, that the minutes of the meetings of the Town Council Premises/Human Resources Sub-Committee held on Monday, 24 July 2006 (minutes 118/07 to 124/07) and 11 September 2006 (minutes 153/07 to 155/07) be approved and signed by the Chairman.

163/07 DECLARATION OF INTEREST:

Councillor Berry declared an interest in Item 7 and took no part in the discussion on that item.

164/07 ALLOTMENT STRATEGY:

The Town Clerk reported receipt of this from the Allotments Association and it was agreed that copies be circulated to Members before the meeting with the Allotment Association in November.

165/07 EXCLUSION OF THE PRESS & PUBLIC:

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

166/07 FENCE ADJOINING THE ALLOTMENTS:

The Town Clerk reported the latest position on this item. She had met with the Chairman of the Allotments Association and it had been agreed that the Allotments Association would clear the overgrowth and clear the weeds close to the fence.

Work on plot 4D did not appear to have been done for some time and it was intended to ask the tenant to vacate his plot at the end of the year and to ask him to clear his plot.

It was agreed that the owner of the fence involved did not have a genuine complaint and to leave the matter in abeyance.

167/07 ASSISTANT TO TOWN CLERK POST:

The Town Clerk reported that a letter had been received from the applicant chosen for the post saying that due to personal circumstances she would not be able to take up the position. The Town Clerk had discussed the matter with Councillor Berry and the Deputy Town Clerk and an approach had been made to the two runners-up. One no longer wished to be considered and the other had shown some interest. She could start mid November, a bit later than had been hoped.

Councillor Davidson asked if Councillor Berry's involvement would make things difficult but it was agreed that it was not a problem.

Following discussion it was proposed by Councillor Harrison, seconded by Councillor Smith and agreed that the post be offered to this applicant but if necessary to re-advertise then the Town Clerk should go ahead with this.

Councillor Davidson left the meeting.

168/07 MARKET HILL ROOMS:

The Town Clerk reported that Mike Easton had managed to leave some information prior to his holiday and that he was still away. He had been in contact with Timber Preservation Company and there was a quotation of £1,085 + VAT for remedial work to be done.

It was agreed that the Town Clerk write to Mike Easton to accept his offer to oversee work in the sum of £25 an hour.

Councillor Berry was thanked for her offer to ask her husband to give an informal guesstimate of costs of the proposed works as a guide.

It was agreed the Town Clerk should report on an urgent extra item.

169/07 WEEKEND CARETAKER:

The Town Clerk reported that the weekday caretaker had for the last year or so undertaken weekend caretaking duties. This is over and above his normal duties and he has advised that it is not possible for him to continue with this extra work after the end of October. Members thanked Sefton for his help

It was proposed by Councillor Berry, seconded by Councillor Harrison and agreed that the Town Clerk arrange for an advertisement to be placed in the local paper and financial aspects to be decided later.

There being no further business the Chairman closed the meeting at 8.35 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of **ROYSTON TOWN COUNCIL** held on Monday 9th October 2006 in the Heritage Hall of the Town Hall at 7.15 p.m.

PRESENT: Councillor Lynn Berry (in the Chair)
Councillors Davidson, Grimes, Harrison, Inwood, Mayne, Phillips, Prime and Smith.
In attendance County Councillor Drake, Town Clerk and 1 member of the press.

The Reverend Les Harman led the meeting in prayers.

APOLOGIES: Apologies were received from Councillors Beardwell, Gaillard, Kennedy and Lill

170/07 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor reported on the highlights of her year so far:

1. Her evening at the Hertfordshire Youth Ensemble evening of Jazz was a fantastic evening, enhanced by one of the performers being well known to the Mayor
2. The Town Mayor reported a well supported Royston-in-Bloom awards evening and undertook to deliver awards herself to the pubs
3. At the Home-Start Annual General Meeting her eyes were opened to the importance of Home-Start's work and what it meant to the clients
4. She very much enjoyed attending the Civic Reception for the twinning visitors from Grossalmerode
5. Despite the rain her Charity Golf Day had been very successful and raised £2,200 for her charities. She thanked everyone who helped with the organisation
6. In conclusion the Town Mayor reminded members that her Charity Quiz Evening would be held on 18th November. Teams and raffle prizes would be most welcome.

171/07 PRESENTATION OF RESOLUTION TO TOWN MAYOR 2005-2006 COUNCILLOR BILL PRIME

In presenting Councillor Prime (Town Mayor 2005/2006) with the sealed Resolution the Town Mayor complimented Councillor Prime on an excellent year as Mayor.

In reply Councillor Prime confirmed that he had very much enjoyed his year of office.

172/07 TO APPROVE THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 17TH JULY 2006

It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the Town Council held on 17th July 2006 (minutes 100/07 to 105/07) be approved and adopted as part of the true workings of this Council.

173/07 DECLARATION OF INTEREST

No declarations were made.

174/07 TO RECEIVE MINUTES OF COMMITTEES THAT HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- a) It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the Finance Committee held on 24th July 2006 (minutes 106/07 to 116/07) be approved and adopted as part of the true workings of this Council.
- b) It was proposed by Councillor Prime, seconded by Councillor Smith and **RESOLVED** that the minutes of the meeting of the Planning Committee held on 7th August 2006 (minutes 125/07 to 129/07) be approved and adopted as part of the true workings of this Council.
- c) It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the Finance Committee held on 21st August 2006 (minutes 142/07 to 149/07) be approved and adopted as part of the true workings of this Council.

- d) It was proposed by Councillor Smith, seconded by Councillor Davidson and **RESOLVED** that the minutes of the meeting of the Planning Committee held on 11th September 2006 (minutes 150/07 to 152/07) be approved and adopted as part of the true workings of this Council.

175/07 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD

- a) It was proposed by Councillor Harrison, seconded by Councillor Davidson and **RESOLVED** that the minutes of the meeting of the General Purpose & Highways Committee held on 7th August 2006 (minutes 130/07 to 141/07) be approved and adopted as part of the true workings of this Council.
- b) It was proposed by Councillor Harrison, seconded by Councillor Smith and **RESOLVED** that the minutes of the meeting of the Finance Committee held on 25th September 2006 (minutes 156/07 to 161/07) be approved and adopted as a true record.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 16 October 2006 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Barton, Berry, Grimes, Kennedy, Mayne & Phillips.
Deputy Town Clerk, Committee Administrator, Town Councillors Gaillard & Harrison & 1 Press in attendance.

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

176/07 MINUTES:

The minutes of the meeting held on Monday, 11 September 2006 (150/07 to 152/07) were approved and signed as a correct record, subject to the amendment that Councillors Lill & Prime had given their apologies.

177 /07 PLANNING APPLICATIONS:

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

06/01512/1HH	33 Newman Avenue.
06/01766/1HH	59 Sun Hill.
06/01809/1HH	64 Downlands.
06/01812/1HH	27 Priory Close.
06/01856/1	Johnson Matthey Plc, Orchard Road Subject to acoustics control.
06/01887/1HH	12 Limekiln Close.
06/01902/1HH	28 Curlew Crescent.
06/02070/1	Ridgeway & 79 Field Crescent.
06/02047/1AD	Johnson Matthey Plc, Beverley Close and Orchard Road.
06/02094/1AD	Tesco Stores Ltd., Old North Road.

178/07 DECISIONS MADE ON PLANNING APPLICATIONS BY CHAIRMAN & TOWN CLERK:

The Committee confirmed the decision made on the following planning application between the Chairman and the Town Clerk.

06/01890/1	Land opposite Johnson Matthey Plc, Manufacturing Site, York Way.
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179/07 UNDEVELOPED SITES:

The Chairman expressed his disappointment that there were two sites in Royston that remained undeveloped and looking very unsightly in the centre of the town, i.e. Precious Garage site and the Cinema site.

The Committee agreed with his sentiments and it was decided to write to the Planning Officer to ask if the owners of the sites had a duty of care to keep their site in a tidy condition.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.40 p.m. on Monday, 16 October 2006.

PRESENT: Councillor Barton (in the Chair).
Councillors Beardwell, Gaillard, Harrison, Kennedy & Phillips.
Councillor Berry, Deputy Town Clerk, Committee Administrator and one member of the Press in attendance.

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

180/07 DECLARATION OF INTEREST:

Councillor Harrison declared an interest in Item 11 – Tesco Car Park, and would not take part in the discussion or voting thereof.

181/07 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on the 7 August 2006 (minutes 130/07 to 141/07) were approved and signed as a correct record.

182/07 PUBLIC CONSULTATION EAST OF ENGLAND PLAN: Gypsy and Traveller Caravan Sites:

The Chairman and Deputy Town Clerk reported that the Town Clerk had advised that this consultation was on the Draft Project Plan and Statement of Public Participation and not on any content that might be proposed. In the event of any alterations being made to East of England Plan then further consultation will be made. Following the Town Clerk's discussion with County and District Council she felt that the Town Council should wait for any follow up document before making any comment.

The Committee agreed that this was the best way forward and to await further communication.

183/07 COLD CALLING FREE ZONES:

The Deputy Town Clerk advised that the Town Council had not yet received responses to the requests for information.

184/07 DISABLED PARKING SPACES ON MARKET DAYS:

The Deputy Town Clerk reported that there had been a response from the Car Park Manager at North Hertfordshire District Council. He had noted the Town Council's comments and explained that any Blue Badge holder could park in any place free of charge if the disabled parking spaces were not available.

185/07 PROVISION OF FAMILY CAR-PARKING SPACES IN THE CIVIC CAR PARK:

Following the Committee's disappointment at the previous answer from North Hertfordshire District Council the Town Clerk had written again. A similar reply had been received and stating that financial obligation had to be adhered to in respect of this request for family car-parking spaces in the Civic Car Park.

Following discussion the Committee agreed that a letter be sent to the Chairman of the Area District Committee asking for its support in this request.

186/07 PUBLIC CONVENIENCES IN THE WARREN CAR PARK:

The Deputy Town Clerk read a reply from the District Council in respect of this matter explaining the decisions and financial implications.

A suggestion had been made that the Town Council could take on this responsibility if they wished.

Councillor Berry was invited to speak to the meeting and she reported that there was a Cabinet meeting the next day when the Royston Area Committee would be discussing this item. Councillor Beardwell said that there would be a meeting at NHDC on the 30 October in respect of the toilet refurbishment.

There followed discussion during which it was considered that maybe the Town Council should look into the possibility of taking over the responsibility for the toilets in the town but this would only be if there could be a satisfactory financial settlement. Finally it was agreed that an e-mail be sent to the Chairman of the Area District Committee, Chief Executive, North Herts District Council and the Leader of the Council urging them to support the Town Council's view that the Warren Car Park toilets should remain. Councillors Barton, Harrison and Kennedy agreed to look at the toilet refurbishment report.

187/07 NAMING OF DEVELOPMENT OF FLATS – LAND OFF QUEENS ROAD:

Names for this development had been put forward by North Hertfordshire District Council as Albert Court or Monarch Court.

The name of Cain Court had been put forward by a relative of Mr. Arthur L Cain and it was agreed to recommend this name as Mr. Cain had been a Chairman of the Town Council many years ago.

188/07 DETRUNKING OF THE A10, ROYSTON:

The A10 had now been detrunked. County Councillor Drake informed the committee by email that any items of improvement should be put forward to the Highways and also the District Council's Area Committee for approval.

In particular the need for speed signs in London Road and a barrier to protect houses in Barkway Street should be considered.

It was agreed that a letter of thanks be sent to County Councillor Drake and that these suggestions should be followed up and put to the appropriate authorities.

189/07 TESCO CAR PARK:

This item had been referred to the Committee from the Planning Committee and following discussion it was agreed to write to Tesco asking them to consider installing security cameras in the car park and to consider ways of reducing the speed in the car-park.

190/07 CAR SALES ON GRASS VERGES:

The Deputy Town Clerk read a letter about this problem and it appeared that there were not any bylaws in Royston. Following discussion during which Councillor Kennedy said he believed that there was a change in the law it was agreed to write to the Enforcement Officer again and also to the Trading Officer as this was trading on the grass verges.

191/07 RECORD MANAGEMENT POLICY FOR THE TOWN COUNCIL:

It was proposed by Councillor Kennedy, seconded by Councillor Beardwell and agreed to adopt the proposed Record Management Policy for the Town Council.

192/07 HERTFORDSHIRE COUNTY COUNCIL CORPORATE PLAN 2006-2009:

The Committee noted that there was a copy of the Hertfordshire County Council Corporate Plan 2006-2009 available in the office.

193/07 BAA STANSTED PLANE TALK NEWSLETTER:

The Committee noted that there was a copy of the BAA Stansted Plane Talk Newsletter available in the office.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM SUB-COMMITTEE** held on Thursday 19th October 2006 in the Museum 7 p.m.

PRESENT: Mr L Baker (in the chair)
Councillors Mayne, Berry, Beardwell & Prime
Museum Trustees P King, P Ketteringham, J Smith
Friends of Royston Museum: S Thrussell
Local History Society: B Skyrme
In attendance C Kaszak (Curator) Ros Allwood (Museum Officer, NHDC) and S Thornton-Bjork (Deputy Town Clerk)

Apologies for absence were received from: Councillors Smith, Lill, Davidson, P Smith and M Lawrence. Apologies for lateness were given for Councillor Prime.

194/07 MINUTES:

The minutes of the meeting held 29th June 2006 (minutes 89/07 to 93/07) were approved and signed.

195/07 CURATORS REPORT: (copy attached to minute book)

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

Fire Training.

The curator and her assistant had both attended a Fire Training day; they now need to organise a Fire Drill procedure for the museum. Due to new legislation brought in on 1st October the museum now needs to have a Fire Risk Assessment document. This must be a separate document to the current Risk Assessments that are done at the museum. Carole expressed her concerns of whether any of the doors in the museum were fire doors. After further discussion it was agreed to liaise with the Town Council office and see if any further fire training was available to the staff.

Modes Training:

Both the curator and her assistant were going on the Modes Document training. The museum used to subscribe to Modes but the subscription had now lapsed. By attending the training day the curator will be able to see whether the museum should reconsider subscribing to Modes.

Learning Shop: The curator is attending a Web Design course to assist her with the Museum's Web site.

Museum Cellar:

All items stored in the museum were now off the floor in case of future floods.

Jack's War Exhibition:

Copies of the book will be on sale at Hertford Museum. £5 of the selling price will go to Hertford Museum.

Since Carole had produced her report two items have been acquired by the museum:

1. Long Case Clock, Manufactured by a Royston Clock Maker
2. Commemorative glass 'Therfield Beacon Rekindled' 1977, plus book about it and letter of provenance. The book is no 2, no 1 was sent to the Queen Mother.

The chairman thanked Carole for her report.

196/07 JACK' WAR ROYALTIES:

Les Baker reported the position regarding the Royalties on Jack's War Diary. A cheque for £733.32 had been received for the Royalties on the sales of the book through the Museum and there are 500 free copies of the book which are now stored in the Town Hall. The next step was to arrange a meeting with the publisher and see what outlets we could approach to sell our copies. It was agreed that a working party should be set up to explore ways of promoting the book. The Local History Society also has a large number of books for sale, where the profit goes to the museum; perhaps these could be included as well. Ros Allwood would check if the 'Imperial War Museum' had previously been approached to sell the book.

197/07 ARTS MUSEUMS AND HERITAGE STRATEGY WORKING GROUP MEETING:

Peter Ketteringham reported that there had been two meetings of the working group that he had attended; he also reported that Councillor R Smith also attended the first meeting and

Councillor Prime the second meeting. The NHDC Leisure and Cultural Strategy is due to be re-written shortly and the Arts, Museums and Heritage Strategy document will feed in to this document. He was very encouraged with what was being discussed at the meeting and to see that other museums in the North Herts area have similar desires to Royston. There are two more meetings this year with a plan to complete the Strategy document by the end of the year and present it to cabinet in January 2007. Peter said that Royston would benefit by joining in with the NHDC Strategy Working Party and he was finding the meetings very interesting. Royston is part of the Herts Museum Service even though we are independent. Peter informed the committee that he had given a copy of the curators Forward Plan for the Royston & District Museum to Dr Patrick Chandler at the last meeting.

Ros Allwood reported that there had been two very positive meetings and it was good to see the local museums contributing to the discussions. A copy of our Museum Forward Plan was also given to Ros.

Councillor B Prime arrived at 8.10pm.

The issue regarding funding from NHDC for Royston Museum had been brought up at the first meeting of the Working Party, but as it does not come under the North Herts Strategy, it was not discussed. The Trustees requested that the Town Council look into this.

The chairman thanked Peter and other members for attending the meetings.

198/07 LEASE ON MUSEUM:

The Deputy Town Clerk reported that a meeting had been arranged with NPK Holdings to discuss this on the 1st November.

There being no other business the chairman confirmed the next meeting date as Thursday 18th January 2007 and closed the meeting at 8.20pm

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, 23 October 2006.

PRESENT: Councillor Mayne (in the Chair).
Councillors Beardwell, Berry, Gaillard, Grimes, Harrison, Inwood & Smith.
Deputy Town Clerk, Committee Administrator, Councillors Davidson, Kennedy and Phillips & 1 Press in attendance.

Apologies for absence were received from Councillors Burt & Prime.

199/07 MINUTES:

Following a query from Councillor Smith, the Deputy Town Clerk confirmed that in respect of minute 158/07, the Draft Budget and Precept should be ready for approval by the Finance Committee in December to recommend to Full Council in January 2007 and not Full Council in December as indicated in that minute.

Subject to this amendment the minutes of the meeting of the Finance Committee held on Monday, 25 September 2006 were approved.

200/07 MINUTES – TOWN PREMISES/HUMAN RESOURCES SUB-COMMITTEE:

The minutes of the meeting of the Town Premises /Human Resources Sub-Committee held on the 11 September 2006 (minutes 153/07 to 155/07) were accepted.

201/07 OCTOBER ACCOUNTS FOR PAYMENT:

Following the Deputy Town Clerk's response to questions from Councillor Grimes the October accounts in the sum of £23,425.94 were approved for payment.

202/07 INCOME & EXPENDITURE & BANK RECONCILIATION FOR SEPTEMBER 2006:

The Deputy Town Clerk clarified two items for Councillor Smith and then the Committee noted the Income & Expenditure & Bank Reconciliation for September 2006.

203/07 REPORT ON PUBLICATION OF NEWSLETTER:

Councillor Davidson circulated examples of the proposed newsletter prepared by the Working Party and explained how the Working Party envisaged its publication with four issues a year these would be available from central points in the town. This would help towards accreditation as a Quality Town Status.

A full and frank discussion with input from all Councillors followed with some Members having concerns that this was premature in view of the fact that a decision had not been reached on whether to apply for Quality Town Status.

Finally a request was made from the Working Party that the sum of £43 be made available as a one-off payment for the first issue to be published in February 2007. The Working Party would be responsible for the work of producing it and it would be presented to the Leader of the Council and the office for clarification before it was distributed to the public.

The Chairman then put this to the vote and it was carried 4 votes to 3.

The Chairman thanked Councillor Davidson and members of the Working Party for their work in preparing the report.

204/07 REPORT ON ARTS, MUSEUMS AND HERITAGE STRATEGY WORKING PARTY:

Councillor Smith reported on his attendance along with Peter Ketteringham at the meeting of the Arts, Museum and Heritage Strategy Working Party meeting held on 4 October 2006 and reported that Councillor Prime attended the meeting on the 18th October.

Councillor Smith had raised concerns about funding from North Hertfordshire District Council for the running of Royston Museum at the working party meeting and this was minuted but as this was a separate issues it would not be discussed in this working party, further investigation about this are ongoing.

Further meetings are due to take place on the 2nd November and 6th December 2006. It was planned that a report would be finalised by the end of December and presented to the Cabinet Meeting at the District Council in January.

There was to be a representative attending the Museum Facilities meeting commencing next year.

The report was accepted and the Chairman thanked all those who had attended this meeting.

205/07 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Berry reported on the Meridian Youth Centre and explained that it was hoped that improvements could be made to the Centre to make it more comfortable for those who attend. The attendance rate is beginning to show improvement.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 23 October 2006 at 8.25 p.m.

PRESENT: Councillor Berry (in the Chair).
Councillors Gaillard, Grimes, Harrison & Smith

Deputy Town Clerk, Committee Administrator & Councillor Mayne in attendance

206/07 MINUTES:

Councillor Smith asked if any communication had been received re the Town Hall Complex – minute 162/07.

The Deputy Town Clerk reported that a letter had been received that day from Mr. John Campbell, Chief Executive of North Herts District Council, informing that there was nothing to report at this stage but he was urging a meeting as soon as possible with the new PCT.

In respect of minute 167/07 Councillor Berry explained that although the Town Clerk had spoken to her about this subject, she had advised her to speak with Councillor Davidson, as she had been on the interviewing panel.

It was then agreed that the minutes of the meeting of the Town Premises/Human Resources Sub-Committee held 25 September 2006 (minutes 162/07 to 168/07) be amended and returned to the next meeting of the Sub-Committee for approval.

207/07 ROYSTON ALLOTMENT ASSOCIATION:

It was agreed that the meeting with Royston Allotment Association be held on 30 November 2006.

208/07 ASSISTANT TO TOWN CLERK POST:

The Deputy Town Clerk reported that the person appointed to the post of Assistant to Town Clerk would be commencing her duties on 13 November 2006.

209/07 MARKET HILL ROOMS:

The Deputy Town Clerk reported that the District Council had agreed that a bell push at low level would be satisfactory for access by disabled persons.

Mike Easton had sent out further letters for tenders requesting that responses be returned to the council by the end of the month.

There being no further business the Chairman closed the meeting at 8.35 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 13 November 2006 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Barton, Kennedy, Mayne, Phillips & Smith.
Town Clerk, Committee Administrator, Town Councillor Harrison & 1 Press in attendance.

Apologies for absence were received from Councillors Berry, Davidson, Grimes & Lill.

210/07 MINUTES:

The minutes of the meeting held on Monday, 16 October 2006 (176/07 to 179/07) were approved and signed as a correct record, subject to the amendment that the name of Councillor Prime be replaced with Councillor Smith in the list of apologies.

211 /07 PLANNING APPLICATIONS:

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

06/02181/1HH 80 Melbourn Road.
06/02298/1AD 22 Market Hill.

(b) 06/02254/1 7 Lower King Street.

The Town Clerk reported that the Planning Officer, NHDC, had received a request from the developer that this shop unit is changed to residential. NHDC was still opposed to a change but, because there is no other shop in this particular stretch of road, the Council may consider a change.

Following discussion it was agreed to object to this application and that this unit should remain as a shop unit. Efforts should be made to find a tenant, and it was also suggested that the sign 'Marketing Site' above the unit could be confusing.

(c) 06/02237/1HH 1 Corvus Close.

Following discussion it was agreed to have no objections to this application subject to the rear window being modified so that there is no overlooking of adjoining property.

(d) 06/02058/1HH 9 Heron Way.

The Committee agreed to have no objections to this application but wished to record its objections to possible reduction of car parking spaces.

212/07 APPEAL DECISION – 2A LOWER GOWER ROAD:

The Town Clerk reported that the Appeal against the refusal decision on 2A Lower Gower Road for the erection of a single dwelling had been successful.

There being no further business the Chairman closed the meeting at 7.35 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 November 2006 at 7.15 p.m.

PRESENT: Councillor Berry (in the Chair).
Councillors Barton, Gaillard, Grimes, Harrison & Smith.

Deputy Town Clerk, Committee Administrator, 1 Press & Councillors Davidson, Kennedy, Prime & Mayne in attendance.

213/07 MINUTES:

The amended minutes of the meeting of the Sub-Committee held on the 25 September 2006 (minutes 162/07 to 169/07) and the minutes of the Sub-Committee held on the 23 October 2006 (minutes 206/07 to 209/07) were approved for signature by the Chairman.

214/07 EXCLUSION OF THE PRESS & PUBLIC:

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

The press left the committee room.

215/07 MARKET HILL ROOMS:

The Deputy Town Clerk circulated a report on the tenders received for work on the Market Hill Rooms and the Members spent some minutes reading this.

Discussion followed on the merits of each tender and what was included in each tender.

After clarifying certain items including the flooring, kitchen area, roofing etc. it was proposed by the Chairman, seconded by Councillor Harrison and unanimously agreed that Tender 1 in the sum of £99,824 ex VAT be recommended to the Finance Committee for acceptance.

It was further proposed by Councillor Smith, seconded by Councillor Grimes and agreed that there be the added proviso that Mike Easton, who was overseeing the works, be asked to negotiate with the contractors on a reduction in price of the PVC windows and internal doors.

There being no further business the Chairman closed the meeting at 7.30 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, 27 November 2006.

PRESENT: Councillor Mayne (in the Chair).
Councillors Beardwell, Berry, Burt, Gaillard, Grimes, Harrison, Prime & Smith.
Deputy Town Clerk, Committee Administrator, District Councillor Smith, Councillors Davidson, Kennedy & 1 Press in attendance.

Apologies for absence were received from Councillor Inwood and apologies for late arrival from Councillor Burt.

216/07 MINUTES:

Councillor Smith queried the minute 204/07 and the Deputy Town Clerk confirmed that the difference in expenditure was due to a double entry.
The minutes of the meeting of the Finance Committee held on the 23 October 2006 (minutes 201/07 to 207/07) were approved.

217/07 MINUTES – TOWN PREMISES/HUMAN RESOURCES SUB-COMMITTEE:

The minutes of the meetings of the Town Premises /Human Resources Sub-Committee held on the 25 September 2006 (minutes 162/07 to 169/07) and 23 October 2006 (minutes 206/07 to 209/07) were accepted.

218/07 NOVEMBER ACCOUNTS FOR PAYMENT:

Following some questions from Councillors the November accounts in the sum of £25,845.44 were approved for payment.

219/07 INCOME & EXPENDITURE & BANK RECONCILIATION FOR OCTOBER 2006:

The Income & Expenditure & Bank Reconciliation for October 2006 was noted.

220/07 DONATION TO THE ROYAL BRITISH LEGION:

Following discussion it was agreed to make a donation of £50 to the Royal British Legion.

221/07 REPORT ON ARTS, MUSEUMS AND HERITAGE STRATEGY WORKING PARTY:

Councillor Robert Smith circulated his report on the meeting of the Arts, Museums and Heritage Strategy Working Party held on the 9 November 2006. (Copy to go with minutes). Councillor Bill Prime also attended the meeting along with Museum Trustees, Peter Ketteringham and Philip Smith.

The next meeting is on the 6 December 2006 and the final draft strategy would be presented at that meeting. After this meeting organisations would be invited to make comments, and a further strategy meeting on the 5 February 2007 would be held in preparation for the final draft to be presented to the District Council's Cabinet meeting on 27th February 07.
Councillor Robert Smith was thanked for his report.

222/07 ROYSTON PAROCHIAL CHARITIES ACCOUNT:

The Deputy Town Clerk circulated a report on this matter and gave some background to the Charity. (Copy of report to go with minutes) It had been agreed previously to contact the Charity Commission about closing this account and to transfer the small amount of money to the Lee Charity.

Councillor Burt arrived at the meeting at 8 p.m.

Following discussion from all members, District Councillor J Smith was invited to speak. He explained that this Charity had been administered by the Vicar and Church Wardens for many years to help those in need and that it was now sensible to transfer the Charity money in its entirety to the Lee Charity.

It was unanimously agreed that the Town Clerk arranges a meeting with the Trustees of the Parochial Charities to agree for the closure of the Charity Account and the transfer of the money to the Lee Charity.

223/07 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Prime reported that he was standing down as Chairman of the Royston Community Association but would be remaining as Vice-Chairman. He had now been co-opted on to HAPTC and had also attended a meeting of the Friends of the Museum.

Councillor Gaillard reported on a recent meeting of the Chamber of Commerce. Three more members had joined. The Chamber of Commerce website was now up and running www.roystonchamber.org. A wine tasting event was to be held shortly.

Councillor Davidson reported that the Royston Network was being closed down and felt this was most disappointing. The PCT had withdrawn from this organisation.

224/07 EXCLUSION OF THE PRESS & PUBLIC:

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

The press left the committee room and Councillors Davidson and District Councillor J Smith also withdrew.

225/07 MARKET HILL ROOMS:

Councillor Berry gave a report on the decision by the Town Premises/Human Resources Sub-Committee to recommend to the Finance Committee acceptance of Tender 1 in the sum of £99,824 ex VAT.

The Deputy Town Clerk confirmed that the current hirers of Market Hill Rooms would be allowed use of the Town Hall at reasonable costs whilst the work was being carried out.

It was then proposed by Councillor Berry, seconded by Councillor Harrison and unanimously agreed that Tender 1 be accepted.

All members were pleased to see this project was finally getting under-way.

226/07 DRAFT BUDGET PROPOSALS FOR THE YEAR 2007-2008:

The draft budget proposals were circulated to Members and the Chairman asked for comments.

There was some discussion on various items including the need for a new Museum copier, and the suggestion that the Friends of the Museum might be asked to help in this direction.

Councillor R Kennedy was invited to speak, he felt that the minimum Council Tax increase should be 5% and therefore certain items should be cut to bring this about. He had given the Chairman his suggestions for trimming the budget.

Councillors R Smith and P Grimes said they did not feel that they could make any decisions before seeing these suggestions.

The Deputy Town Clerk said that some of Councillor R Kennedy's suggestions had already been included in the draft proposals but some were not feasible, and reminded Members that the time scale for the final decision had to be made at the next meeting in 3 weeks time.

It was finally agreed to allow Members to consider the proposals by Councillor Kennedy and to feed back to the Deputy Town Clerk any comments by the 8 December 2006 so they could be considered before the next meeting of the Finance Committee on the 18th December 06.

There being no further business the Chairman closed the meeting at 9.05 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 11 December 2006 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Barton, Berry, Davidson, Kennedy, Mayne & Smith.
Deputy Town Clerk, Committee Administrator, District Councillor F. J. Smith & 1 Press in attendance.

Apologies for absence were received from Councillors Grimes, Lill & Smith.

227/07 MINUTES:

The minutes of the meeting held on Monday, 13 November 2006 (210/07 to 212/07) were approved and signed as a correct record.

228/07 DECLARATION OF INTEREST:

Councillor Barton declared an interest in item 5 (o) and would not take part in the debate or voting thereon.

229 /07 PLANNING APPLICATIONS:

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

06/02236/1HH	6 Primrose View.
06/02357/1HH	45 Old North Road.
06/02400/1AD	Units 1, Orchard Road.
06/02436/1HH	23 Heron Way.
06/02505/1HH	99 Layston Park.
06/02586/1HH	87 Mill Road.
06/0261/1HH	17 Queens Road.
06/02632/1HH	16 Prince Andrews Close.
06/02655/1HH	103 Redwing Rise.
06/02608/1LB	9 Baldock Street
06/02603/1AD	9 Baldock Street.
06/02541/1HH	30 Beldam Avenue.
06/02671/1HH	26 Aintree Road.
06/02408/1LB)	37-39 Kneesworth Street
06/02407/1)	37-39 Kneesworth Street

Following discussion and noting that the District Council was not happy with the flat roof with which the Committee agreed, it was agreed to have no objection to this application provided that the conservation area issues were properly addressed.

06/02501/1LB)	13 Kneesworth Street
06/02360/1)	13 Kneesworth Street

Following discussion it was agreed to have no objection to these applications subject to satisfactory access and car parking.

(b) 06/0237/1HH 65 Garden Walk.

The Deputy Town Clerk reported that she had received an amended plan from the District Council by e-mail that evening, and it was noted that there had been two objections from the neighbours.

Following discussion the Committee agreed to object to this application on the grounds that it was an over development of the site and insufficient access to the bungalow, and that it was out of keeping with the residential area.

(c) 06/02364/1 Land rear of 13 Kneesworth Street.

Following discussion it was agreed to object to this application on the grounds that it was an over development of the site, difficulty with access and that it was an inappropriate development in the area.

230/07 FORMER HORSE & GROOM PUBLIC HOUSE, BALDOCK ROAD (A505) IN THE PARISHES OF STEEPLE MORDEN & LITLINGTON:

The Committee welcomed this application as it was a needed facility and would make the area more attractive.

231/07 PLANNING APPEAL – ADVERTISING CONSENT APPLICATION 06/00586/1LB – 11a HIGH STREET:

The Deputy Town Clerk reported that this was a notice of Appeal and that the Town Council had asked to be notified of the result.

232/07 A505 TESCO ROUNDABOUT – PROPOSED NEW PUFFIN CROSSING AND FOOTWAY LINK:

The Deputy Town Clerk reported that Hertfordshire Highways had notified that the officers would be investigating an alternative solution to the one proposed.

233/07 REVIEW ON CONSERVATION AREA FOR ROYSTON:

Members noted that because Mary Caldwell, District Council Planning Officer, could not attend the next Planning meeting, she would be making a presentation to the Town Council at the meeting of the Finance Committee on 22 January 2007.

There being no further business the Chairman closed the meeting at 8 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, 18 December 2006.

PRESENT: Councillor Mayne (in the Chair).
Councillors Beardwell, Berry, Burt, Gaillard, Grimes, Harrison, Prime & Smith.
Deputy Town Clerk, Committee Administrator, Councillors Barton, Davidson, Kennedy & Hill in attendance.

Apologies for absence were received from Councillor Inwood.

234/07 MINUTES:

The minutes of the meeting of the Finance Committee held on the 27 November 2006 (minutes 216/07 to 226/07) were approved and signed by the Chairman.

235/07 DECEMBER ACCOUNTS FOR PAYMENT:

The December accounts in the sum of £23,747.95 were approved for payment.

236/07 INCOME & EXPENDITURE & BANK RECONCILIATION FOR NOVEMBER 2006:

The Income & Expenditure & Bank Reconciliation for November 2006 was noted.

237/07 REPORT ON ARTS, MUSEUMS AND HERITAGE STRATEGY WORKING PARTY:

Councillor Smith circulated his report on the meeting of the Arts, Museums and Heritage Strategy Working Party held on the 6 December 2006.

He enlarged on this report explaining that comments should be received by the 31 January 2007, and that the final draft by the Strategy Working Party would be approved on the 5 February 2007.

He had highlighted where the Royston and District Museum were mentioned. This report would be circulated to all members of the Museum Advisory Sub-Committee.

Councillor Kennedy asked if the Working Party report was available to the public and Councillor Smith said that it was on the website and at various outlets. Councillor Kennedy reported that it was not on the website and Councillor Smith said that he would investigate this matter. Councillor Smith was thanked for his report.

The Deputy Town Clerk was asked to include Councillor Kennedy in the circulation of the document.

238/07 REVISED BUDGET PROPOSALS FOR THE YEAR 2007-2008:

The revised budget proposals were discussed by Members.

There was a full discussion on the Options 1, 2 & 3. The Deputy Town Clerk explained that there must be enough money to enable the Council to function through the first quarter of the financial year, as the first half of the Precept from the District Council is not received until late April/May.

Councillor Burt said that the budget had been well prepared and the only way to cut costs is by not doing some things, a standstill budget brings problems for the future.

Councillors Harrison & Prime agreed and said that in the past cutting costs had proved to be very difficult indeed.

Councillor Kennedy said he was pleased to note that some of his suggestions had been included, but felt that the maximum increase in the Precept should be 5%. He felt that the problem was that the budget was looked at year by year and there should be more discussion on the long and middle term rather than just short term.

Councillor Burt said that the District Council should be asked if they could arrange the payment of the Precept in a more accommodating manner. The Deputy Town Clerk reported that there had been a request from HAPTA that consideration should be given to making the payment in full at the beginning of the year.

Finally the budget proposals were put to the vote as follows:

Councillor Smith, seconded by Councillor Grimes, proposed that Option 3 be accepted, but the motion was defeated.

Councillor Berry then proposed, seconded by Councillor Beardwell that Option 2 be recommended to Full Council for acceptance. This motion was carried with 2 against.

Councillor Smith asked for his objection to be noted.

239/07 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Kennedy and Prime reported that they had attended a seminar on the future White Paper on Local Government. A full report was given on this paper at which about 75 people had attended, representing the area.

The main criteria appeared to be that powers would only go to those towns with Quality Town Status.

Councillor Prime wondered if the White Paper would ever come about and that the meeting had been addressing small parish councils.

Councillor Davidson confirmed that the Quality Town Status Working Party was preparing to report back to the Committee in February in readiness for presentation to the Full Council in April.

240/07 EXCLUSION OF THE PRESS & PUBLIC:

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

241/07 TOWN CLERK'S REPORT OF A MEETING WITH PATRICK CANDLER, NHDC:

The Town Clerk's report which was previously circulated was discussed. Councillor Smith wanted to know what documents had been passed to Patrick Candler and expressed his surprise and disappointment that nobody else had attended the meeting, particularly as the Town Clerk was to retire very shortly, He asked for his disappointment to be noted in the minutes. Councillor Smith said that the copy of one of the documents he had received was an unsigned draft document.

Councillors Burt and Prime explained their understanding of the background to the agreement in respect of the Museum and said that there was a three party agreement.

The Chairman said that it was encouraging that discussion was taking place about funding for Royston Museum but the Town Council must be careful that it does not lose the running of the Museum to the District Council. Following discussion by all Members and Councillors Davidson and Kennedy it was agreed to invite Patrick Candler to the next meeting of the Finance Committee to inform the Town Council of the progress achieved.

There being no further business the Chairman closed the meeting at 8.25 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 18 December 2006 at 8.38 p.m.

PRESENT: Councillor Berry (in the Chair).
Councillors Barton, Gaillard, Grimes, Harrison & Smith.

Deputy Town Clerk, Committee Administrator, & Councillors Davidson, Kennedy & Mayne in attendance.

242/07 DECLARATION OF INTEREST:

Councillor Smith declared an interest in agenda item 7 (minute 247/07).

243/07 MINUTES:

The minutes of the meeting of the Sub-Committee held on the 27 November 2006 (minutes 213/07 to 215/07) were approved for signature by the Chairman.

244/07 UPDATE ON MARKET HILL ROOMS:

The Deputy Town Clerk reported that the selected builder would be erecting the scaffolding between the 10-12 January 2007, and would be commencing the work on the 15 January 2007. He hoped to complete the work within 6-8 weeks and, therefore, he will need to know of any extras required.

At a meeting with the contractor, Town Clerk and Mark Easton the following extras had been discussed. He had suggested that fans be put into the ceiling to bring heating costs down, and that the electric tube heaters in the toilets be removed, and replaced by radiators. He would be able to do the pipe work free of charge and also put a radiator in the meeting room. He would also do any plumbing required at no extra cost. The pipework would be placed under the floor instead of around the edge of the rooms.

He would also like permission to do the redecorating inside and out to bring the whole building into order.

The windows do not need to be changed and he had suggested that whilst the roof is being done insulation should be put in and he would also look at the adjoining roof. It was also suggested to put a small kitchen area in the meeting room.

He had made a guesstimate of between £7-10,000.

Councillor Kennedy suggested that it would be a good thing to issue a press release in order that the townspeople know that improvements are being made to the Market Hill Rooms.

It was proposed by the Chairman, seconded by Councillor Smith and agreed that these extras be accepted and recommended to the Finance Committee.

245/07 EXCLUSION OF THE PRESS & PUBLIC:

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

246/07 REPORT ON DISCUSSION WITH JOHN CAMPBELL, NHDC RE THE COMPLEX:

The Deputy Town Clerk reported that the Town Hall complex development was discussed with John Campbell and it appeared that the PCT was causing the hold-up in progressing on the discussions.

Mr.Campbell had pressed the PCT for an answer within the next month. Following their answer as to whether or not they wished to be part of this Complex, discussions could go ahead.

Councillors Davidson & Kennedy said that there were many businesses in the town who would be interested in funding this development for conference centres etc.

It was agreed that all Members should have a copy of the consultation on the re-development of the Town Hall.

Councillor Kennedy left the meeting.

247/07 TO CONSIDER CORRESPONDENCE RECEIVED FROM COUNCILLOR ROBERT SMITH REGARDING THE TOWN CLERK:

At the commencement of this item on the agenda there was some lengthy discussion on whether Councillor Smith should remain in the meeting. He insisted it was his right to do so.

The correspondence from Councillor Smith to the Leader had been circulated to all members. The Chairman then read out a report from the Town Clerk in which she expressed her concerns on the way Councillor Smith and Councillor Mayne had approached Councillor Smith's concerns.

There then followed discussions during which Councillor Smith thought that there should have been another person allowed to attend the meeting with Patrick Candler, and that certain financial details were not given to him following his request. The Chairman said that the office was being stretched to its limits at the present.

Councillor Mayne said that it was considered best for the Town Clerk to go to the meeting with Patrick Candler as a preliminary measure and to set things in motion for discussion by the Councillors. At this time no monies were being discussed.

Councillors Harrison and Gaillard expressed they had every confidence in both the Town Clerk and Deputy Town Clerk carrying out the work of the Town Council.

Finally, when it was obvious that there was no easy solution to this problem, it was agreed to note the comments from both affected parties and that a letter should be sent from the Leader of the Council regretting any confusion and any upset to the Town Clerk. Also to Councillor Smith regretting that he was not able to get the information that he wanted at that particular time.

It was agreed that anybody who had issues of concern should approach that person in the first instance, and to try and sort it out without the embarrassment of a more public discussion.

Councillor Barton said that when the Deputy Town Clerk takes over as Town Clerk in January there would be a smooth transfer. Members were urged once again to take any problems into the office in the future so they could be discussed before public meetings.

There being no further business the Chairman closed the meeting at 9.50 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of **ROYSTON TOWN COUNCIL** held on Monday 15th January 2007 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor Lynn Berry (in the Chair)
Councillors Beardwell, Davidson, Grimes, Harrison, Inwood, Kennedy, Mayne, Phillips, Prime and Smith.
District Councillors F Hill and T Hunter
Officer in attendance, Town Clerk
1 member of the press
2 members of the public

The Reverend Les Harman led the meeting in prayers.

APOLOGIES: Apologies were received from Councillors Gaillard and Lill

248/07 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor reported on some of the events she had attended over the last few months:

1. Christmas Dinner with the Frank Letts Blind Society
2. Carol concert at Meldreth Manor and various other carol concerts
3. Christmas Day visit to Royston Hospital, Richard Cox House and St Georges. She would like to note her thanks to all staff who were on duty over the Christmas period.
4. Town Clerk's retirement do.
5. An evening with Hertfordshire Scouts

The Town Mayor also reminded members that this year is 100 years since the launch of the Boy Scouts and there will be celebrations all over the country. 40,000 scouts and leaders will be gathering in Chelmsford to celebrate the event.

Dates for members diaries:

- | | | |
|----|--------------------|---|
| 1. | May Fayre Quiz | 3 rd February in the Town Hall |
| 2. | Town Twinning Quiz | 24 th March 07 |

To conclude her speech the Mayor read out a letter received from Celia Walpole thanking the council and staff for their support over the years that she has been employed at the council. Celia also expressed her thanks to all those that attended her retirement party and said what a wonderful evening it was. She also thanked all who contributed to her retirement gift and as yet has not decided what to purchase with it (letter to be filed with minutes).

249/07 TO APPROVE THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 9th OCTOBER 2006

It was proposed by Councillor Berry and **RESOLVED** that the minutes of the meeting of the Town Council held on 9th October 2006 (minutes 170/07 to 175/07) be approved and adopted as part of the true workings of this Council subject to the amendment of Heritage Hall to Committee Room.

250/07 DECLARATION OF INTEREST

No declarations were made.

251/07 TO RECEIVE MINUTES OF COMMITTEES THAT HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- a) It was proposed by Councillor Prime, seconded by Councillor Smith and **RESOLVED** that the minutes of the meeting of the Planning Committee held on 16th October 2006 (minutes 176/07 to 179/07) be approved and adopted as part of the true workings of this Council.
- b) It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the Finance Committee held on 23rd

October 2006 (minutes 201/07 to 207/07) be approved and adopted as part of the true workings of this Council.

- c) It was proposed by Councillor Prime, seconded by Councillor Smith and **RESOLVED** that the minutes of the meeting of the Planning Committee held on 13th November 2006 (minutes 210/07 to 212/07) be approved and adopted as part of the true workings of this Council.
- d) It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the Finance Committee held on 27th November 2006 (minutes 216/07 to 226/07) be approved and adopted as part of the true workings of this Council.

252/07 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD

- a) It was proposed by Councillor Barton, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the General Purpose & Highways Committee held on 16th October 2006 (minutes 180/07 to 193/07) be approved and adopted as part of the true workings of this Council.
- b) It was proposed by Councillor Mayne, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the Finance Committee held on 18th December 2006 (minutes 234/07 to 241/07) be approved and adopted as a true record.
- c) It was proposed by Councillor Prime, seconded by Councillor Smith and **RESOLVED** that the minutes of the meeting of the Planning Committee held on 11th December 2006 (minutes 227/07 to 233/07) be approved and adopted as part of the true workings of this Council subject to the amendment that the name of Councillor Phillips replace the name of Councillor Smith in the list of apologies, and that Councillor Barton's Declaration of Interest be replaced by the name of Councillor Smith, with an interest in 5(o) Application 06/02655/1HH – 103 Redwing Rise.

253/07 TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE COMMITTEE TO SET THE BUDGET AND SET THE PRECEPT FOR 2007-2008:

In presenting the Budget and Precept for 2007/2008 to members Councillor Mayne set out the background to the figures explaining there is a 5% increase on insurance and some of the fuel headings. Some of the other headings had been reduced or remained the same and where necessary a 2% increase had been added to other headings. New items in the budget are a small amount for Quality Town Council Status and an amount for external decorations of the Town Hall. He went on to advise members that with the present equivalent Band D properties figure available the increase in precept would equate to 4p per week per household.

Councillor Mayne then proposed that the Budget as circulated for the year 2007/2008 be accepted and that a Precept of £170,000 be raised of North Hertfordshire District Council. This was seconded by Councillor Harrison.

It was then **RESOLVED** by 8 votes to 5 that the Budget for 2007/2008 be approved and the Precept of £170,000 be raised of North Hertfordshire District Council.

Members requested that next year the budgeting process could begin earlier to allow time for input and discussion.

Councillor Grimes thanked the Town Clerk for her hard work in producing this budget. and for the information that had been produced with it.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 15 January 2007 at 7.45 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Barton, Berry, Davidson, Harrison, Inwood, Kennedy, Mayne, Phillips & Smith.
Town Clerk, Committee Administrator, District Councillors Beardwell, Burt, Hill & Hunter, Mary Caldwell & Kate Poyser (NHDC Planning Department), 25 Members of the Public & 1 Press in attendance.

Apologies for absence were received from Councillors Gaillard & Lill.

254/07 MINUTES:

The minutes of the meeting held on Monday, 11 December 2006 (227/07 to 233/07) were approved and signed as a correct record, subject to the amendment that the name of Councillor Phillips replace the name of Councillor Smith in the list of apologies, and that Councillor Barton's Declaration of Interest be replaced by the name of Councillor Smith, with an interest in 5(o) Application 06/02655/1HH – 103 Redwing Rise.

255/07 WELCOME TO OFFICERS FROM NHDC PLANNING DEPARTMENT:

The Chairman welcomed Mrs. Mary Caldwell and her assistant Kate Poyser to the meeting. Mrs. Caldwell said she was at the meeting to offer advice. The decision of applications would be taken by the North Herts District Council if required.

256/07 PUBLIC PARTICIPATION;

Mrs. Caroline Coates spoke on behalf of the Green Drift & area residents in respect of planning application 06/02712/1.

She gave a very full report in respect of the objections to this application. She said that this application would create a dangerous precedence and also damage the character of this street. It was an over development of the site with demolition of existing houses unnecessary. Also the houses were to be built too near the building line.

There would be excess traffic in an already very busy area near to a school. The residents also had concern that the trees would be damaged or removed.

She concluded her report by asking the Committee to refuse this application.

The Chairman thanked Mrs. Coates for her report.

Mrs. Caldwell said she could not address the points raised as officers were still looking at this scheme and that part of the process was to obtain comments of which she had noted.

She said that in principle there is no objection to the site being developed for residential purposes but what is to be decided is how this should be done. The Highways have been notified of the application in the normal way and they have no objection in principle but their comments are awaited.

She clarified several points:-

- (i) That Section 106 Agreement was now an adopted policy of the NHDC;
- (ii) There was a standard condition on any approvals that any trees that die within 5 years of a development would be replaced;
- (iii) That there is a building line and it is taken into consideration when looking at each proposal.

257 /07 PLANNING APPLICATIONS:

- (a) 06/02712/1 16-20 Green Drift.

Members had a full discussion on this application taking into account all comments and it was then unanimously agreed that the Committee object to this application on the grounds that:

- i) It was an overdevelopment of the site and out of keeping with the character of the road and street scene

- ii) Would increase traffic in an already very busy area in a small road which is near to a school
- iii) Demolition of existing properties unnecessary and poses a danger to existing trees and wildlife.

(b) 06/02710/1CAC Public Conveniences, Fish Hill.

Following discussion on whether or not this building should be demolished it was proposed by Councillor Kennedy, seconded by Councillor Smith and agreed to object to this demolition on the grounds that it was a building worth conserving as an example of the building of its time and that it should be refurbished rather than demolished.

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

06/02615/1HH	70 Tannery Drift.
06/02721/1	Land at 68 Green Drift.
06/02753/1HH	19 Housman Avenue.
06/02757/1HH	25 Cherry Drive.
06/02779/1HH	40 Cherry Drive.
06/02807/1HH	14 Newman Avenue.
07/00005/1HH	37 Orchard Way. Councillor Kennedy asked for his objection to be noted.

258/07 FORMER HORSE & GROOM PUBLIC HOUSE, BALDOCK ROAD (A505) IN THE PARISHES OF STEEPLE MORDEN & LITLINGTON:

Mary Caldwell read a decision by South Cambridgeshire District Council informing that this application had been refused on the grounds that it would spoil the open countryside and was not essential in this area.

259/07 NHDC – PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT:

Members noted that the Planning Obligations Supplementary Planning Document was now adopted and available to view on the NHDC website.

The Chairman thanked Mary Caldwell for attending the meeting and there being no further business the Chairman closed the meeting at 9.10 p.m.

ROYSTON TOWN COUNCIL

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

PRESENT: Councillor Mayne (in the Chair).
Councillors Beardwell, Berry, Burt, Gaillard, Grimes, Harrison, Inwood, Prime & Smith.
Town Clerk, Committee Administrator, District Councillor F. J. Smith and Councillor Kennedy, 2 Officers of the NHDC Conservation Department (Mark Simmons and Liz Marten) and 1 Member of the Press in attendance.

260/07 PRESENTATION FROM NHDC RE THE REVIEW OF ROYSTON CONSERVATION AREA & BUILDINGS OF LOCAL INTEREST:

Mark Simmons handed over a letter to the Town Clerk, a formal request inviting comments from the Town Council on the review of the Royston Conservation Area & Buildings of Local Interest. The consultation period will be for six weeks and ends on the 2 March 07. There will be three workshops to be held in the Town Hall during February and March. An exhibition will be on view in the library from the 5 February.

He then explained the process of reviewing the Conservation Area from time to time. This was the second review for Royston and the first review had been held in 1974.

Four consultation documents together with a questionnaire were circulated to Members. These included the history of many of the buildings in the town.

He explained that there were some opportunities for improvement and change and a document outlining proposed boundary changes was included. This showed some areas that could be subtracted from the Conservation Area and some that could be included. The historic flavour of the town was to be protected as also was the landscaping, trees etc.

Members noted that approximately 90 people had attended the first day of the Exhibition and that people in the Town had been circulated with notification of this Consultation, and a further five consultees within the Royston area had been circulated, for example the Royston Chamber of Commerce.

The Chairman then thanked them for their presentation and for answering Members' questions.

261/07 MINUTES:

The minutes of the meeting of the Finance Committee held on the 18 December 2006 (minutes 234/07 to 241/07) were approved and signed by the Chairman.

Councillor Smith confirmed to the Committee that in respect of minute 237/07 the report of the Strategy Working Party was now available on the District Council's website.

262/07 MINUTES OF THE LEETE CHARITY TRUSTEES MEETING:

The minutes of the Leete Charity Trustees meeting held 23 October 2006 were accepted.

263/07 MINUTES – TOWN PREMISES/HUMAN RESOURCES SUB-COMMITTEE:

The minutes of the Town Premises/Human Resources Sub-Committee meeting held 27 November 2006 (minutes 213/07 to 215/07) were accepted.

264/07 JANUARY ACCOUNTS FOR PAYMENT:

Following clarification on certain items the January accounts in the sum of £27,141.58 were approved for payment.

265/07 INCOME & EXPENDITURE & BANK RECONCILIATION FOR DECEMBER 2006:

The Income & Expenditure & Bank Reconciliation for December 2006 was noted.

266/07 TRANSFER OF THE TOWN COUNCIL DEBIT CARD SIGNATURE TO THE NEW TOWN CLERK:

The Committee approved the transfer of the Town Council debit card signature to the new Town Clerk.

267/07 MARKET HILL ROOMS:

The Town Clerk confirmed that extra works had been recommended by the Town Premises/Human Resources Sub-Committee for the Market Hill Rooms in the sum of £7,000-£10,000. These works included fans being put into the ceiling to bring heating costs down and radiators to replace the electric tube heaters in the toilets. The pipe work and plumbing would be done free of charge and a radiator would be put in the meeting room. Roof insulation would be done and it had also been suggested to put a small kitchen area in the meeting room. The windows did not need replacing. The extra works would also include redecoration inside and outside. The Town Clerk confirmed that these extra works had not been asked for at the time of the original specification. Following discussion it was agreed for the Leader and Chairman of Premises to approve this extra work after a written estimate had been received.

268/07 PAYMENT PLAN – CONTRACTORS FOR MARKET HILL ROOMS:

The Town Clerk reported that the Contractors for Market Hill Rooms had requested 50% of the final account to be paid after one month of works had been completed with the remainder being due at the completion of works.

Following discussion it was agreed to follow this payment plan with the proviso that the sum of £7,000-£10,000 for the extra works be held back for the 28 days in case of any remedial works being required.

It was also agreed that Mike Easton would be checking on how the work was proceeding and that he would report back to the Town Clerk.

269/07 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Prime reported on his attendance at a meeting of the Executive Committee of the Hertfordshire Association of Town and Parish Councils.

It was reported that Hertfordshire County Council would be holding a meeting to discuss The Way Forward for Local Government. The Chairman of the Executive Committee had asked the County Council that the Parish and Town Councils be included in the discussions. This proposal was well supported.

District Councillor F J Smith left the meeting.

270/07 EXCLUSION OF THE PRESS & PUBLIC:

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

271/07 UPDATE ON DISCUSSION WITH PATRICK CANDLER – NHDC:

Mr. Baker (Chairman of Museum Sub-Committee) was invited to stay for this item on the agenda.

The Town Clerk said that Mr. Candler was unable to attend as he was on leave. He was still in discussions with the legal department but he did not feel that he was the right person to come to the council.

It was agreed by Members that it was important to get this matter resolved as soon as possible and to write to Mr. Candler for further information. The Town Clerk reported on the documents that had been handed to Mr. Candler for the District Council's perusal.

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

ROYSTON TOWN COUNCIL

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

PRESENT: Councillor Berry (in the Chair).
Councillors Gaillard, Grimes, Harrison & Smith.

Town Clerk, Committee Administrator, & Mr. L. Baker in attendance.

272/07 DECLARATION OF INTEREST:

Councillor Smith declared an interest in minute no. 273/07 in respect of minute 247/07.

273/07 MINUTES:

The minutes of the meeting of the Sub-Committee held on the 18 December 2006 (minutes 242/07 to 247/07) were approved for signature by the Chairman, subject to the amendment to minute 242/07 that Councillor Smith had declared an interest in item 7 (minute 247/07).

274/07 UPDATE ON MARKET HILL ROOMS:

The extra works to be done in the sum of £7,000 to £10,000 had been agreed with the proviso that a letter is received from the contractors quoting for the work and the Leader and Chairman of Premises agree to it.

The Town Clerk reported that the Finance Committee had approved the payment plan to the Contractors working on Market Hill Rooms with the extra amount of money be held back for 28 days following completion of works in case of remedial works being required.

275/07 WAR MEMORIAL:

The Town Clerk reported that a grant for £7,002 had been received from North Hertfordshire District Council towards the repairs on the War Memorial. English Heritage had awarded £7,000 and together with the funds available in the War Memorial account held by the Town Council of £3,632 the works for £17,500 could go ahead commencing next month.

276/07 MEETING – ALLOTMENTS ASSOCIATION:

The next meeting with the Allotments Association would take place at 7 p.m. on Monday, 5 March 2007.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM SUB-COMMITTEE** held on Thursday, 25th January 2007 in the Museum at 7.p.m.

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

Apologies for absence were received from: Councillor Lill and B. Skyrme

277/07 MINUTES:

The minutes of the meeting held 19th October 2006 (minutes 194/07 to 198/07) were approved and signed after the amendment to minute 195/07 of the words 'acquired by' were altered to 'donated to'.

278/07 CURATORS REPORT: (copy attached to the minute book):

Carole presented her report to the committee and highlighted some of the items in it.

Courses:

Fire Training, arrangements were in hand for the fire door to be inspected.
Modes Documentation, Carole will present her report to the committee when she has all the information relating to costs and has compared it with other cataloguing programmes. It is something that will need to be considered if the museum is to get its accreditation when it comes up for renewal.

Exhibition/Events:

The Jack's War exhibition at Hertford had resulted in sales of a further 3 books.
The Friends of Royston & District Museum 'Mulled Wine Fest' had gone well and was in the diary as an annual event.

The Collection:

The 2 parchments dated 1780 had been purchased for the sum of £4.98 each plus postage.
The Whydale which was not purchased by the museum was now up for auction again with a much lower reserve.

The Tapestry:

The Tapestry is to be featured in Hertfordshire Life.

279/07 UPDATE ON LEASE FOR MUSEUM:

The Town Clerk reported correspondence received from James Keatley of NPK Holdings. NPK confirm that they will be as accommodating and flexible as possible with regards to the future of the museum and await further advice from the council in due course regarding the lease. The current lease expires in 2008 and they are prepared to renew it on a yearly basis if that is required.

280/07 DRAFT STRATEGY FOR ARTS MUSEUMS & HERITAGE IN NORTH HERTS:

Ros reported there will be a meeting on 5th February to discuss the second draft strategy; some of the comments already received relating to Royston had already been included. There will be a further meeting at the end of March where the final draft strategy will be presented. After various discussions and comments from members regarding the content of the strategy, it was agreed that a small working party would meet on Saturday 3rd February in the museum to consider the response to be made. This would then be presented to the Finance Committee on 26th February for approval.

281/07 ANY OTHER BUSINESS:

Carole reported that she was looking into starting a club for Young Archaeologist, it was in the very early stages and she would report back to the committee when further details were available. Funding may be available towards this. All members agreed this was an excellent idea.

The issue regarding museum funding from NHDC was discussed again and it was agreed to recommend to the Finance Committee that contact be made with NHDC to try and sort this issue out. It was proposed to ask the Finance Committee to arrange a meeting with the Chief Executive John Campbell.

Members were concerned that they had not been included in the discussions relating to the museum budget for the following year.

The Town Clerk agreed to make sure this would be on the agenda for the October 07 regarding the following year's budget.

The museum is not mention on the Brown Signs on the approached to Royston it was agreed to look into this further to find out what the criteria is for being added to the signs.

Date of next meeting: Confirmed as Thursday 19th April 2007

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 12 February 2007 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Davidson, Grimes, Kennedy, Lill, Mayne, Phillips & Smith.
Town Clerk, Committee Administrator, County Councillor Drake, Town Councillors Gaillard and Harrison, 10 Members of the Public & 1 Press in attendance.

Apologies for absence were received from Councillors Barton & Berry.

The Chairman opened the meeting by welcoming all present and it was noted that the members of the public were present for the meeting of the General Purposes & Highways Committee following the meeting of the Planning Committee.

282/07 MINUTES:

The minutes of the meeting held on Monday, 15 January 2007 (254/07 to 259/07) were approved and signed as a correct record, subject to the amendment that the name of Councillor Grimes is placed in the list of those present and the name of Councillor Gaillard be deleted in the list of apologies.

283 /07 PLANNING APPLICATIONS:

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

07/00041/1 Land adjacent to 2A Lower Gower Road.
06/02746/1AD 2 Melbourn Street.
07/00120/1LB 2 Melbourn Street.
06/01982/1HH 5 Pightle Close.

284/07 REGISTER OF BUILDINGS OF LOCAL INTEREST IN ROYSTON:

Members discussed whether or not the Town Hall should be included in the Register of Buildings of Local Interest in Royston. It was noted that this inclusion would not affect any future plans for the building, and it was agreed that the Committee ask for Royston Town Hall to be included in this Register.

285/07 RESPONSE TO THE ROYSTON CONSERVATION AREA AND REGISTER OF BUILDINGS OF LOCAL INTEREST REVIEW:

Following discussion on this item it was agreed that there should be a Working Party to consider the response.
Councillors Davidson, Mayne and Smith agreed to be on the Working Party and to prepare the response which is due by the 2 March 2007.
It was also agreed that Councillors fill in their questionnaires and pass on their comments to the Working Party.

There being no further business the Chairman closed the meeting at 7.32 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.35 p.m. on Monday, 12 February 2007.

PRESENT: Councillor Harrison (in the Chair).
Councillors Beardwell, Davidson, Gaillard, Inwood, Kennedy, Lill & Phillips.
Town Clerk, Committee Administrator, County Councillor Drake, Town Councillors Mayne, Prime & Smith, 11 Members of the public, and one member of the Press in attendance.

Apologies for absence were received from Councillors Barton and apologies for late arrival from Councillors Beardwell and Inwood.

286/07 PUBLIC PARTICIPATION:

A spokesman for the public reported that they were attending the meeting in order to ascertain the extent of the Committee's feelings on item 12 of the agenda. They were very concerned at the dangers and inconvenience to residents by the increased parking along Newmarket Road and the side turnings from this road.
The Chairman said that item 12 would be taken as item 4.

287/07 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on the 16 October 2006 (minutes 180/07 to 193/07) were approved and signed as a correct record.

288/07 PARKING IN NEWMARKET ROAD:

The Chairman said that he had been approached by several people living in the Newmarket Road area and shared their concerns about the increased parking that was causing problems in that road and the nearby side turnings. This parking had got worse since the car parking charges had been increased, and there was the fear that if parking was restricted in Newmarket Road by placing yellow lines along that road, then the problem would be transferred to another area in the town.

A full discussion followed and it was agreed that the Town Council should ask to meet the District Council to try and bring about a solution to this problem. It was agreed that Town Councillors Davidson, Harrison, Kennedy and the Town Centre Manager should attend this meeting.

The members of the public left the meeting at 8.04 p.m.

289/07 NOTES OF MAY FAYRE WORKING PARTY:

The notes of the May Fayre Working Party meeting held on 18 September 2006 were accepted.

290/07 NOTES OF ROYSTON IN BLOOM WORKING PARTY:

The notes of the Royston in Bloom Working Party meeting held on 11 October 2006 and 22 November 2006 were accepted.

291/07 COLD CALLING FREE ZONES UPDATE:

The Town Clerk reported that there was no information to date but it was agreed to keep this item on the agenda for future meetings.

292/07 VISITING SCHOOLS – WHAT LOCAL GOVERNMENT DOES:

Councillor Davidson reported that she had been approached by a school teacher in respect of the initiative started by Councillor Prime when he was Town Mayor. He had visited the schools in the area along with Alan Fleck, (NHDC Community Development Officer).

Councillors Beardwell and Inwood arrived at the meeting at 8.10 p.m. and also District Councillor Hill.

Following discussion during which Councillor Prime said that there had been a link between the Town Council and the School Councils, and that Alan Fleck had been able to answer questions from the school councils either immediately or get back to them soon after. It was noted that Alan Fleck would be prepared to accompany Councillors in this project. It was agreed that Councillors Beardwell, Davidson, Phillips and Smith would be prepared to be part of this initiative. Councillor Inwood informed the meeting that there had been some work done at District and he would get a copy of the report.

293/07 REVISED MODEL CODE OF CONDUCT:

The Town Clerk reported that consultation documents had been received in respect of the proposed new Model Code of Conduct for Local Authority Members, and that the consultation period ended on 9 March 2007. Following discussion it was noted that the documents were available to view on the website – www.community.gov.uk. It was agreed that Members should view these and send comments to the Town Clerk so she could send a response in time.

294/07 TESCO CAR PARK – SECURITY CAMERAS:

The Town Clerk reported that there had been a response from Tesco in respect of security in their car park. It was reported that two cameras covering this car park had been erected. Speed signs for 5 m.p.h. had also been placed but now appeared to be missing.

295/07 OLD NORTH ROAD:

The Town Clerk reported receipt of a letter from residents in this area with their concerns about the speeding along the Old North Road and also the need to be able to cross the road safely. The Chairman said that he felt it was time to ask for another survey to be carried out in this area and it was agreed to ask for this and to also ask for speed checks along this road.

296/07 A10 UPDATE:

- (a) Speed activated signs in London Road.

District Councillor Hill reported that now the A10 had been detrunked funding had been passed to carry out this work.

- (b) Barrier for front of houses in Barkway Street.

District Councillor Hill reported that this request was being researched following a request by the Area Committee.

- (c) Request for barrier outside the Green Man Public House.

Following discussion it was agreed not to support this request.

The Chairman updated the latecomers to the meeting on the Newmarket Road item that had been taken earlier in the agenda. Councillor Hill said that there was funding available for this sort of problem and it had been agreed at the District that this should be researched.

297/07 NORTH/SOUTH BYPASS:

The Chairman spoke about the increasing volume of traffic going through the town and that diversions from the A14 causes huge vehicles to be travelling through Royston. He considered it was time to press for a north/south bypass.

District Councillor Hunter arrived at the meeting at 8.39 p.m.

County Councillor Drake was invited to speak on this matter and he said that it is in a scheme for future improvement at some point but there are other roads ahead of this one.

298/07 BUS SERVICE FOR ROYSTON-ASHWELL-BALDOCK-LETCHWORTH:

Councillor Prime asked the committee to support the request for a bus service for Royston-Ashwell-Baldock-Letchworth and even to Hitchin and that an approach be made to the District Committee for support.

Councillor Beardwell said that the District Council was cancelling a subsidy for this sort of service.

Following discussion during which it was agreed that the local Royston service must remain it was agreed that a request be made to the District Council for their support for a bus service from Royston to Letchworth or Hitchin.

299/07 PARKING IN ROYSTON HIGH STREET:

Councillor Gaillard said that the Chamber of Commerce had requested that she bring the problem of parking in the High Street to the Committee.

Councillor Prime left the meeting at 8.55 p.m.

The Committee discussed this matter and it was agreed that a request be made to the District Council for a review of the loading bays and taxi rank parking areas.

300/07 RAIL SERVICE PROVISION FOR ROYSTON:

It was noted that there was the possibility of the rail service at Royston being cut by some of the high speed trains no longer stopping at Royston or other places between Cambridge and London. As the trains are well used in Royston it was considered an ill advised change. District Councillor Smith had brought this to the Area Committee and District Councillor Hill said that the District had approached First Capital Connect to say this would leave Royston with a second class service.

Following discussion it was agreed that the Town Council write to First Capital Connect with their concerns and ask them to provide details of the cuts and to ask to be involved in any consultation. Copies of this letter should also be sent to the MP, County Councillor Drake, the Director of Environment at County Hall and the Chairman of the District Royston Area Committee.

301/07 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Gaillard said that the Chamber of Commerce was circulating copies of a news sheet and it was hoped that more people would join the organisation.

Councillor Phillips reported that there was to be a Sports Fayre at Royston Leisure Centre on April 15 2007. This was to promote the Sports Council. The website address is www.roystonsports.org

There being no further business the Chairman closed the meeting at 9.08 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 26 February 2007.

PRESENT: Councillor Mayne (in the Chair).
Councillors Beardwell, Berry, Gaillard, Grimes, Harrison, Prime & Smith.
Town Clerk, Committee Administrator, Councillors Davidson, Kennedy & Philips,
Geraint Burnell, Town Centre Manager, and 1 Member of the Press in attendance.

Apologies for absence were received from Councillors Burt and Inwood.

302/07 PRESENTATION BY GERAINT BURNELL, TOWN CENTRE MANAGER:

The Chairman welcomed Geraint Burnell to the meeting. Geraint updated Members on what had been achieved by the Forum during the past year which included arranging 24 public events, and for the current year 29 events have been scheduled so far.

The Out-door Farmers' Market continues on the first Sunday in the month with the Indoor Market recommencing in April on the third Friday of the month in the Town Hall. New market stalls had been provided and the power bollards were ready to be placed in position in due course. The Italian Market would take place once again.

It was hoped that a Youth Forum would be formed and provision for youth events including an art display in shop fronts.

There had been a meeting with some of the local retailers to try and get an accurate picture of what was required in Royston, and how to obtain funding for business improvements.

It was hoped to widen the rebate on parking fees by more shops, and redesign the loading bays to short term parking bays in the High Street. There followed questions from Members.

The Chairman then thanked the Town Manager for his attendance and for the good work that he had done for the Town of Royston.

The Town Manager then left the meeting.

303/07 MINUTES – FINANCE COMMITTEE

The minutes of the meeting of the Finance Committee held on the 22 January 2007 (minutes 260/07 to 271/07) were approved and signed by the Chairman.

304/07 MINUTES – TOWN PREMISES/HUMAN RESOURCES SUB-COMMITTEE:

The minutes of the Town Premises/Human Resources Sub-Committee meeting held 18 December 2006 (minutes 242/07 to 247/07) were accepted into the workings of the council.

305/07 MINUTES – MUSEUM SUB-COMMITTEE:

The minutes of the Museum Sub-Committee meeting held 19 October 2006 (minutes 194/07 to 198/07) were accepted into the workings of the council.

306/07 REPORT – QUALITY COUNCIL WORKING PARTY: (Copy with minutes)

Councillor Davidson enlarged on the report of the Working Party, previously circulated. The Town Centre Manager had written a letter of support to the working party and a letter from John Campbell, Chief Executive of North Hertfordshire District Council was also read out.

A letter from NALC on the Review of the Quality Council Scheme showed that the criteria may be changed in the near future and, therefore, it was essential to apply as soon as possible, but this could not be done until after the Annual Report was published at the end of the Financial year.

Members of the Committee then discussed the Report and the Working Party was congratulated on its work.

It was **RESOLVED** that the Finance Committee recommend to Full Council that the Royston Town Council applies for Quality Town Status accreditation.

307/07 ROYSTON TOWN CRIER NEWSLETTER:

Councillor Davidson reported that 250 copies of the newsletter had been circulated around the town and she had not had any feedback. The Town Clerk said that there had been some

comments through the office mainly that there was not enough about the Town Council's activities and also that the Town Clerk's name needed to be included in the newsletter. It was **RESOLVED** that approval be given for the publication of the newsletter on a quarterly basis, and that the newsletter needed to be approved by the Finance Committee before publication.

The Working Party was congratulated on the excellent work done.

308/07 FEBRUARY ACCOUNTS FOR PAYMENT:

The February accounts in the sum of £19,273.42 were approved for payment. The Town Clerk reported that in respect of the new computer for the office a grant had been received in the sum of £460.

309/07 INCOME & EXPENDITURE & BANK RECONCILIATION FOR JANUARY 2007:

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

310/07 MUSEUM SUB-COMMITTEE'S RESPONSE TO NHDC RE ARTS, MUSEUMS & HERITAGE STRATEGY CONSULTATION: (Copy with minutes)

Mr. Baker was invited to speak to the Committee on this item as Chairman of the Museum Sub-Committee and he explained that he and others of the Museum Sub-Committee had met to put together the response to the consultation. He outlined the items of special interest on the previously circulated response, i.e. items 6, 9, 10 & 11.

Mr. Baker was thanked for dealing with this matter and it was agreed to support the response to North Hertfordshire District Council.

311/07 REPORT ON MEETING OF THE ARTS, MUSEUM AND HERITAGE STRATEGY WORKING PARTY: (Copy with minutes)

The Committee received a report from Councillor Smith on the meeting of the Arts, Museum & Heritage Strategy Working Party held on the 5th February 2007.

The report was received with thanks.

312/07 REPORT RE THE 2006-2007 INTERNAL AUDIT: (Copy with minutes)

Members received the report (previously circulated) on the 2006-2007 Internal Audit and the Town Clerk was thanked for her excellent work in this connection.

313/07 REQUEST FROM THE LIONS CLUB:

Members considered a request from the Lions Club to increase the voluntary organisations usual discount of 15% when they hire the Town Hall for fund raising events.

It was **RESOLVED** that in recognition of the support the Lions Club give to the Royston Town Council events for free, they would allow one evening hiring of one hall for the Lions Quiz Evening this year only.

Councillor Harrison asked for his objection to be noted.

314/07 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Prime reported on his attendance at a meeting of the Royston Community Transport and that he had volunteered to be a driver.

315/07 EXCLUSION OF THE PRESS & PUBLIC:

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

316/07 MUSEUM FUNDING:

The Town Clerk circulated a résumé to Members in respect of Museum funding. She had spoken to Patrick Candler previously about the documents given to him by the previous Town Clerk but he said he would have to pass all documents onto the legal department at North Hertfordshire District Council for their perusal but until the Museums Strategy work was complete he did not have the time to do this.

As the situation appeared to be confusing it was agreed that the Town Clerk talk to a senior financial officer at the District Council. It was also agreed to ask the District Council for copies of the agendas and minutes of their meetings in 1996/7 dealing with the change from concurrent functions to Special Expenses in their budget.

Councillors Davidson and Phillips left the meeting.

317/07 MARKET HILL ROOMS:

The Town Clerk circulated details of the estimates for flooring in the Market Hill Rooms. The main contractors would be finished in the building within two to three weeks so there was a need to order the floor covering.

Councillor Kennedy left the meeting.

Following discussion it was agreed to go with Estimate No.2, Colour SPU190 and KOKOS for the door matting.

There being no further business the Chairman closed the meeting at 9.10 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 12 March 2007 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Berry, Davidson, Grimes, Kennedy, Lill, Mayne & Smith.
Town Clerk, Committee Administrator, District Councillors Beardwell, Hill, Hunter.
Town Councillors Gaillard and Harrison, Town Centre Manager, 23 Members of the Public & 1 Press in attendance.

The Chairman opened the meeting by welcoming all present.

318/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Phillips.

319/07 PUBLIC PARTICIPATION:

The Chairman invited a representative to give her presentation on behalf of the residents of Green Drift.

A full report on the residents' views in respect of the Green Drift Development – Ref: 06/01712/1 was given. The residents did not consider that the revised planning application took in the comments made on the previous application for this site. It was still an overdevelopment of the site with too many houses, loss of amenity and out of keeping with the street and area.

The report was concluded by asking the Town Council to support the Green Drift residents in their objections and to ask the developers to take these into account.

The Chairman then thanked the residents for their detailed report.

320/07 MINUTES:

The minutes of the meeting held on Monday, 12 February 2007 (282/07 to 285/07) were approved and signed as a correct record

321/07 PLANNING APPLICATIONS:

(a) 06/02712/1 16-20 Green Drift.

Members had a full discussion on this application taking into account all comments. It was agreed that the revised application only contained minor changes and, therefore, the refusal should be based on the same reasons as previously.

It was then unanimously agreed that the Committee object to this application on the grounds that:

- i) It was and overdevelopment of the site and out of keeping with the street scene
- ii) would increase the heavy traffic in an already very busy area and near to a school
- iii) demolition of existing property unnecessary and a danger to existing trees and wildlife.

Residents, District Councillors & Press left the meeting at 7.55 p.m. except for Councillors Harrison, Gaillard, Town Manager and 1 Member of the public.

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

07/00325/1HH	74 Tannery Drift.
07/00175/1HH	51 Old North Road.
07/00089/1LB	37-39 Kneesworth Street.
07/00221/1	37-39 Kneesworth Street.
07/00051/1	Unit 5, Lower Gower Road.
06/02808/1	Land to Front Johnson Matthey, York Way and Orchard Road.
07/00476/1HH	57 Barkway Road
07/00122/1HH	22 Coombelands
06/02852/1	Land at 26 Newmarket Road.

322/07 DECISION FROM SECRETARY OF STATE RE PUBLIC CONVENIENCES, REAR OF CAR PARK, FISH HILL:

The Town Clerk reported that the Secretary of State had confirmed the decision to demolish the public conveniences at the rear of car park in Fish Hill. Members noted this decision.

There being no further business the Chairman closed the meeting at 8.06 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.55 p.m. on Monday, 12 March 2007 immediately following the Community Chest Sub-Committee meeting.

PRESENT: Councillor Mayne (in the Chair).
Councillors Berry, Gaillard, Grimes, Harrison, Prime & Smith.
Town Clerk & Committee Administrator in attendance.

323/07 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Burt.

324/07 COMMUNITY CHEST AWARDS:

The Committee approved the following Community Chest Awards recommended by the Community Chest Award Sub-Committee:-

Air Cadets, Bassingbourn	£140
Anthony Nolan Trust	£100
Archaeology Family Fun Day	£180
Home-Start Royston & South Cambridgeshire	£200
Royston Arts Society	£200
Royston Choral Society	£150
Royston Community Association	£150
Royston District Scouts Council	£250
Royston Friends of Guiding	£240
Royston Town Band	£200
St. John Ambulance	£100
The Open House Project	£125
The Royston Pink Ribbon Run/Walk Committee	£150
The Tom Easton Flavosum Trust	£200
Westgate Dance Fund	£200
Total funds distributed	£2,585

There being no further business the Chairman closed the meeting at 8.56 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 26 March 2007 at 7.15 p.m.

PRESENT: Councillor Berry (in the Chair).
Councillors Gaillard & Harrison.
Town Clerk, Committee Administrator, Town Councillors Davidson, Kennedy & Mayne, 1 member of the public & 1 Member of the Press in attendance.

Apologies for absence were received from Councillors Grimes and Smith.

325/07 MINUTES:

The minutes of the meeting of the Town Premises Sub-Committee held on the 22 January 2007 (minutes 272/07 to 276/07) were approved for signature by the Chairman.

326/07 MARKET HILL ROOMS:

Update on refurbishment and quotations for blinds.

The Town Clerk reported on two quotations received for blinds and one for curtains in the newly refurbished Market Hill Rooms. These were for two windows in the kitchen, two windows in the main hall and one in the disabled toilets. It was agreed that nothing was required for the disabled toilet. One quotation was in the sum of £412 plus approximately £100 for the fitting. The other quotation was in the sum of £643. Both included VAT and could be fitted within approximately two weeks. The quotation for curtains was for £800.

It was agreed to recommend to the Finance Committee that the quotation for £412 plus £100 for fitting (Centurion Ref.4903) be chosen.

Some hirers had requested blinds for the higher windows but following discussion it was agreed not to go head with this but to review the situation in due course.

The Town Clerk explained that the fire extinguishers and fire signs still needed to be fitted. Also exit signs and a warning sign about the step needed to be put up.

Future requirements.

Notice boards - The Town Clerk reported that notice boards were required and she had received a quotation in the sum of £400 to include fixing for 3 notice boards, size 4 x 3. It was agreed to recommend this purchase to the Finance Committee.

Gates to the entrance – The Chairman explained her concerns at possible vandalism to the new entrance of the building and asked for consideration to be given to the purchase of gates.

The Town Clerk advised that a verbal quote had been received for metal gates with the work entailed in fitting for £2,300.

The Town Clerk was asked to research this item and to also obtain details on a sensory light fitting.

Equipment – The Town Clerk reported that furniture was required for the Market Hill Rooms although the tables already in use would be adequate.

Following discussion it was agreed that 50 new chairs should be purchased and that this be recommended to the Finance Committee.

Hire Charges – The Town Clerk explained that over the last few years the hire charges had only been increased by a small amount due to the poor state of the building, and that some hirers got a 30% discount.

Following discussion it was agreed to recommend to the Finance Committee that the discount be reduced to 15% and to put up the hourly rate by £2.20.

It was noted that the Market Hill Rooms does not have an Entertainment, Music and Dancing Licence, until it was known the type of hirers requiring the newly refurbished hall it was agreed to leave the decision to a later date about applying for a licence.

327/07 ALLOTMENTS:

The notes of the meeting held with RAGA on 5 March 2007 were approved.

Members discussed the request from RAGA to consider more land for allotment use. The Town Clerk circulated a map showing various areas that might be considered of use as allotments.

Various ideas were put forward and after a full discussion the Town Clerk was requested to do some research into the possible purchase of more land.

328/07 REQUEST FOR BLACK-OUT BLINDS FOR THE COMMITTEE ROOM AND ROOM 11:

The Town Clerk reported a request from some hirers to consider black-out blinds for the Committee Room and Room 11.

Members discussed this item and it was agreed that the Town Clerk investigate the possibility of purchasing removable blinds that could be fitted quite quickly when required. These blinds would need to be fire-proofed.

There being no further business the Chairman closed the meeting at 7.59 pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8 p.m. on Monday, 26 March 2007.

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

Apologies for absence were received from Councillors Beardwell, Burt, Grimes, Inwood & Smith.

329/07 MINUTES:

The minutes of the meeting of the Finance Committees held on the 26 February 2007 (minutes 302/07 to 317/07) and 12 March 2007 (minutes 323/07 to 324/07) were approved and signed by the Chairman.

330/07 NOTES – MEETING OF THE COMMUNITY AWARDS SUB-COMMITTEE:

The notes of the meeting of the Community Awards Sub-Committee were accepted subject to the amendment of Councillor Berry's name replacing that of Councillor Mayne as Chairman, and Councillor Mayne's name placed in the list of those present.

331/07 MARCH ACCOUNTS FOR PAYMENT:

The March accounts in the sum of £68,698.50 were approved for payment.

332/07 INCOME & EXPENDITURE & BANK RECONCILIATION FOR FEBRUARY 2007:

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

333/07 QUALITY COUNCIL:

Councillor Davidson reported that the Town Clerk had informed her that at least four newsletters needed to be sent out before applying for accreditation. Therefore it had been suggested that the August issue be brought forward to July and the November issue to October, thus allowing the Town Clerk to get the application through in time. This was agreed.

Councillor Davidson left the meeting.

334/07 PAROCHIAL CHARITY:

The Town Clerk reported that permission had been given by the Charities Commission to transfer the monies in the Parochial Charity in the sum of £429.04 to The Lee Charity. The account will now be closed.

335/07 INSURANCE RENEWAL:

The Town Clerk reported that the council's insurance renewal had been done through a new insurance company and Members were pleased to note there was a saving of £1,300.

336/07 DIARY 2007-2008:

Members noted and accepted the Meetings Diary for 2007-2008. It was noted that a meeting of the Cave Trustees had not been held for a long time and should be on the list.

337/07 MARKET HILL ROOMS:

Members accepted the recommendations from the Premises/Human Resources Sub-Committee that the quotation for blinds at £412 plus £100 for fitting be accepted. The

recommendation on purchase of notice boards at a cost of £400 and the purchase of 50 new chairs was also accepted.
The Committee also agreed that the hire charges should be increased by £2.20 an hour and the discounts be reduced to 15%.

338/07 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Prime reported on his attendance at an Executive Meeting of the Royston Community Transport and that there had been discussion on obtaining funding for a new community bus.

He had also attended a meeting of the Royston Community Association as its Chairman, and he reported that the planting of trees in respect of the National Tree programme and Anglia in Bloom had taken place.

339/07 EXCLUSION OF THE PRESS & PUBLIC:

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

340/07 MUSEUM:

The Town Clerk reported the outcome of a meeting with the Financial Officer at North Hertfordshire District Council to discuss funding issues. She had been told that NHDC did support the Museum and helped the Curator at Royston when required giving advice and support. They would also provide a curator if needed in the case of illness of our curator. Royston had chosen to manage the Royston Museum but should the Council decide not to do this then it could be taken back by the District. The Town Clerk warned the committee that Royston could lose an important facility.

After discussion it was felt that further information was needed still and that copies of minutes appertaining to the Concurrent Functions and Special Expenses should be requested. Councillor Kennedy volunteered to do some research on this and report back to the Committee.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 2 April 2007 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Davidson, Grimes, Kennedy, Mayne & Smith.
Town Clerk, Committee Administrator, County Councillor Drake, Town Councillors Beardwell and Harrison, 2 Members of the Public & 1 Press in attendance.

Apologies for absence were received from Councillors Berry & Phillips.
The Chairman opened the meeting by welcoming all present.

PUBLIC PARTICIPATION:

The Chairman invited the two residents from Garden Walk to speak. They expressed their concerns about the planning application for 65 Garden Walk in that the demolition of the dwelling and replacement of two dwellings would cause precedence for more of this type of application. It would be an over development of the site and difficulties with traffic in an already busy area. Neighbours would be overlooked as the increased height of the houses would be out of place in an area of bungalows. There was also a problem of drainage in that area.

The Chairman thanked them for attending and giving their views.

341/07 MINUTES:

The minutes of the meeting held on Monday, 12 March 2007 (318/07 to 322/07) were approved and signed as a correct record

342 /07 PLANNING APPLICATIONS:

(a) 07/00510/1 65 Garden Walk.

Members had a full discussion on this application taking into account all comments received from neighbours.

On putting to the vote It was agreed with four votes to one that the Committee object to this application on the grounds that:

- 1) It was an overdevelopment of the site and out of keeping with the area and the height of dwellings will cause overlooking on to the neighbouring bungalows
- 2) It would increase the heavy traffic in an already very busy area and near to a school
- 3) There was a history of drainage problems in this area.

The Chairman then explained to the members of the public how they could contact the Planning Department at the District Council about this application.

(b) 07/00380/1HH 1 Cherry Drive.

The Committee objected to this application on the grounds that the two storey rear extension would affect the neighbours.

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

07/00547/1LB	13 Kneesworth Street.
07/00548/1	13 Kneesworth Street.
07/00496/1HH	8 Chaucer Road.
07/00424/1HH	1 Mallow Walik.
07/00313/1HH	21 Gage Close.

343/07 APPEAL DECISION – 06/2022955 – UNIT 1, THE MALTINGS, GREEN DRIFT:

The Town Clerk reported that this Appeal had been dismissed. Members noted the decision.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS COMMITTEE** held in the Committee Room, Town Hall, Royston at 8 p.m. on Monday, 2 April 2007.

PRESENT: Councillor Harrison (in the Chair).
Councillors Beardwell, Burt, Davidson & Kennedy.
Town Clerk, Committee Administrator, County Councillor Drake, Town Councillor R Smith and one member of the Press in attendance.

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

344/07 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on the 12 February 2006 (minutes 286/07 to 301/07) were approved and signed as a correct record.

345/07 NOTES OF THE MAY FAYRE WORKING PARTY MEETING:

The notes of the meeting of the May Fayre Working Party held on 19 February 2007 were accepted.

346/07 NOTES OF THE ROYSTON IN BLOOM WORKING PARTY MEETING:

The notes of the meeting of the Royston in Bloom Working Party held on 10 January 2007 were accepted.

347/07 COLD CALLING FREE ZONES UPDATE:

The Town Clerk reported that the Police were doing more research and a report should be given in June.

348/07 PARKING ISSUES IN ROYSTON:

The Chairman reported that a meeting to discuss the parking issues in Royston had been arranged with the District Council for the 12 April 2007. Councillors Harrison, Kennedy, Davidson and the Town Manager would be attending and it was also reported that District Councillor Hill as Chairman of the District's Area Committee would attend as an observer.

349/07 OLD NORTH ROAD:

The Town Clerk reported that she had received a letter from the Police saying that a survey done last August had not shown any particular problems with speeding in this area. A letter had also been received from Hertfordshire Highways saying as there had been no change in the lay-out of the road since the survey was done they thought it was unlikely the traffic speed had increased.

Following discussion it was agreed that the Town Council should write to the Police once again asking for another survey to be done this time later in the evening when it did appear there **was** problems and that speed had increased since the resurfacing of the road had been done.

The Committee also discussed a letter from Hertfordshire Highways regarding the proposed Puffin Crossing near to Tesco. The Committee **were** unhappy with the decision to readdress the location of the crossing to further along Old North Road and agreed that a reply should be sent urging for the crossing to be near to Tesco as it is what is wanted by the residents in the Burns Road area.

350/07 BUS SERVICE – ROYSTON, ASHWELL, LETCHWORTH:

The Town Clerk reported that the Area Committee had agreed to support this request and would be sending a letter to the relevant authority. County Councillor Doug Drake was then invited to speak to the meeting. He said that he had spoken to the County Officer and there was already a service between Hitchin, Letchworth, Ashwell and Guilden Morden which then connected to a Cambridge bus and that they would look at ways of linking up with Royston. However, he had some disquieting news that because of Government cut-backs the District Council would be removing their subsidy for bus services which would cause removals of some services in Royston and he could not see how a new route could be funded.

Councillor Burt said as the item regarding subsidies was not on an item on the agenda tonight it should not be debated now.

It was agreed that the Town Council write to the appropriate officer at the District Council and the County Council for clarification on their policies for bus services. It was agreed that an extra meeting of the General Purpose and Highways Committee be called where this could be discussed and this meeting will **following** the meeting of Full Council on 16 April 2007 and to invite Keith White of the County Transport Unit and Simon Young District Transport Policy Officer to the meeting.

351/07 MELBOURN STREET – WEIGHT LIMIT:

The Town Clerk reported that District Councillor Hill has been investigating this as the matter had been left in abeyance since last July.

352/07 RAIL SERVICE PROVISION – ROYSTON:

The Town Clerk reported receipt of a reply from First Capital Connect in respect of the revised timetable for Royston. It appeared that inaccuracies had been reported in the press and that there would not be any reduction in the service. First Capital Connect aim **is** to increase capacity not decrease it.

The Chairman reported that there had been a meeting with FCC, the MP, NHDC at which District Councillor Smith had attended.

It was agreed that a letter be written to District Councillor Smith asking for information on this meeting.

353/07 RAILWAY CROSSING:

County Councillor Doug Drake reported that the design team was busy on this project and that efforts were being made to see whether funds can be obtained.

It is expected that provision will be made to close the railway track at Christmas 2009 for work to start on the crossing. Cllr Drake also reported he had been asked to set up a small local focus group to monitor the progress of the crossing apply for funding and for publicity. It was agreed to keep this item on the agenda for future updates.

354/07 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson updated Members on the progress she had made regarding the town and district councillors' and Alan Fleck's visits to local schools. Four such visits had been arranged and one had already taken place at the Tannery Drift School. This had proved to be very successful.

Councillor Kennedy reported on the Town Centre Forum and in particular their concern over the town's Markets. There has been a move by NHDC to consider the possibility of putting the running of the markets out to tender and the Forum are concerned about the outcome of this. They had hoped to consider the possibility of running Royston market in conjunction with the Town Council but pre-applications of interest need to be in by 20th April 2007. Councillor Kennedy said that the market is very important to Royston's prosperity and the town's future; we should make sure that the future of Royston Market is guaranteed in any future contract.

The Town Clerk said she had today received a letter from the Town Centre Manager about this and was going to discuss this matter with the Leader of the Council to arrange for it to be put on the next agenda of the Full Council meeting on the 16th April 2007.

It was agreed that the facts must be investigated and the Town Clerk was asked to contact the Markets Manager at North Hertfordshire District Council and invite him to the Full Council meeting on the 16th April 2007.

Councillor Davidson left the meeting at 8.55 p.m.

355/07 DATE OF NEXT MEETING:

The next meeting of the Committee would be held on the 16 April 2007 following the meeting of the Full Council.

There being no further business the Chairman closed the meeting at 8.58 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of **ROYSTON TOWN COUNCIL** held on Monday 16th April 2007 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor Lynn Berry (in the Chair)
Councillors, Burt, Davidson, Grimes, Harrison, Kennedy, Mayne, Prime and Smith.

Officers in attendance, Town Clerk, Committee Administrator
1 member of the press

The Reverend Les Harman led the meeting in prayers.

356/07 APOLOGIES:

Apologies were received from Councillors Gaillard, Lill and Phillips

357/07 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported on some of the events she had attended over the last few months, these included the Easter Egg Trail and a visit to the Royal Albert Hall. She still had several events to attend before the end of her Mayoral year in May.

She then reminded Councillors that tickets for her Charity Concert on Friday were still on sale and that she had obtained 2 very good raffle prizes.

Cllr Beardwell arrived 7.22 pm and gave apologies for lateness

Cllr Inwood arrived 7.24 pm

358/07 TO APPROVE THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 15th JANUARY 2007:

It was **RESOLVED** that the minutes of the meeting of the Town Council held on 15th January 2007 (minutes 248/07 to 253/07) be approved and adopted as part of the true workings of this Council.

359/07 DECLARATION OF INTEREST:

No declarations were made.

360/07 ROYSTON MARKETS:

The Town Clerk reported that Lance Raperport, Markets Manager, NHDC and Steve Crowley had accepted the invitation to attend this meeting, but today, they had both given their apologies. Discussion then took place about NHDC's proposal to put the running of Royston Markets out to contractors and that any 'expression of interest' needed to be submitted by 20th April 2007 using the NHDC Preliminary Qualification Questionnaire.

The Town Centre Manager was invited to speak and he said his concerns were that if no commercial contractors showed any interest, what would happen to the markets then. The Town Centre Forum did not have the resources to enter an interest and suggested that the Town Centre Forum and the Town Council jointly put in an expression of interest to run the markets as non-commercial operators for the benefit of the town and traders and to prevent the markets from being closed down. Forum members have already discussed the situation and were supportive of this.

At this point Councillor Burt made a Declaration of Interest as a District Councillor and left the room, Councillors Beardwell and Inwood also Declared an Interest as District Councillors and left the room.

After further discussion it was **RESOLVED** that Royston Town Council and Royston Town Centre Forum should jointly fill out a PQQ to submit to the District by the 20th April 2007 to show their intent to take over the operations of the market but this would be on a non-profit basis.

361/07 TO RECEIVE MINUTES OF COMMITTEES THAT HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- a) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 15th January 2007 (minutes 254/07 to 259/07) be approved and adopted as part of the true workings of this Council.
- b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 22nd January 2007 (minutes 260/07 to 271/07) be approved and adopted as part of the true workings of this Council.
- e) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 12th February 2007 (minutes 282/07 to 285/07) be approved and adopted as part of the true workings of this Council.
- d) It was **RESOLVED** that the minutes of the meeting of the General Purpose & Highways Committee held on 12th February 2007 (minutes 286/07 to 301/07) be approved and adopted as part of the true workings of this Council.
- e) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 26th February 2007 (minutes 302/07 to 317/07) be approved and adopted as part of the true workings of this Council.
- f) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 12th March 2007 (minutes 318/07 to 322/07) be approved and adopted as part of the true workings of this Council.
- g) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 12th March 2007 (minutes 323/07 to 324/07) be approved and adopted as part of the true workings of this Council.

362/07 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 26th March 2007 (minutes 329/07 to 340/07) be approved and adopted as a true record.
- b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 2nd April 2007 (minutes 341/07 to 343/07) be approved and adopted as part of the true workings of this Council
- c) It was **RESOLVED** that the minutes of the meeting of the General Purpose & Highways Committee held on 2nd April 2007 (minutes 344/07 to 355/07) be approved and adopted as part of the true workings of this Council.
Councillor Kennedy asked for his vote against to be recorded as he believed that minute 350/07 was not correct.

363/07 QUALITY COUNCIL STATUS:

The Town Clerk reported that in order for the Council to apply for Quality Status they would need to have six Full Council meetings per year, one of these could be the AGM. After discussion it was **RESOLVED** to have the extra meeting per year and to arrange for the Full Council meetings to be held on the same night as Finance Committee meetings.

It was then **RESOLVED** that the Town Clerk do the necessary work to apply for Quality Council Status.

Members were then advised to disregard the new Diary of Scheduled Meeting dates they had received as a revised one would follow shortly.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.18 p.m. on Monday, 16 April 2007.

PRESENT: Councillor Harrison (in the Chair).
Councillors Beardwell, Burt, Davidson, Inwood & Kennedy.

Town Clerk, Committee Administrator, County Councillor Drake, Town Councillors Mayne, Prime & Smith, Mr Steve Fearn, Hertfordshire County Council and one member of the Press in attendance.

364/07 APOLOGIES:

Apologies for absence were received from Councillors Gaillard, Lill and Phillips.

365/07 MINUTES:

It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highways Committee held on the 2 April 2007 (minutes 344/07 to 355/07) were approved and signed as a correct record.

Councillor Kennedy asked for his vote against to be recorded as he believed that the minute 350/07 was not correct.

366/07 BUS SERVICES - ROYSTON:

The Chairman welcomed Mr Steve Fearn, Head of Passenger Transport Operations, Hertfordshire County Council, to the meeting. Mr Fearn said he would listen to all comments made about the bus service in Royston and answer questions.

The Chairman reported that he had spoken to the District Council's Area Committee and had been assured that this Committee would support the Town Council and oppose any cuts in the service to Royston.

The Town Clerk reported that she had spoken with Simon Young of the District Council in respect of the cuts in bus subsidies. It appeared that 50% of the cuts would come into effect in six months time and the remainder in a year's time.

Mr Fearn said that the County Council was only at a consultation stage at present and said that ways had to be found to compensate for the lack of funding in the sum of £130,000 from the District Council. The District Council's subsidy was approximately £19,000 for the two services in Royston. At the present time he could only try to answer questions and would take back to the County Council the Members' concerns and suggestions.

Members then put their questions to Mr Fearn and raised their concerns for the elderly who needed a service to get to various parts of the town. It was necessary to make sure the schools service continued to run in the morning and afternoon. However, it was suggested that maybe there could be a combination of two services for later in the day to accommodate the residents who needed to visit the Town Centre, the Surgeries, Leisure Centre and the Tesco Store.

County Councillor Drake said that the Town Council had received information about these cuts from himself and that they had not had any prior knowledge of this from the County Council. He was grateful to Steve Fearn for coming along to the meeting of the Town Council.

The Chairman asked Mr Fearn to keep the Town Council informed on this situation through the Town Clerk, and thanked Mr Fearn for his attendance.

Mr Fearn left the meeting at 8.55 p.m.

367/07 UPDATE ON TRAIN SERVICES FOR ROYSTON:

The Chairman reported that Councillor F. J. Smith had had a meeting with First Capital Connect. It appears that the station platform at Royston will be lengthened to accommodate extra carriages on trains. There will be more non-stop trains from Cambridge/Kings Cross but there will be some semi-fast trains starting from Royston to compensate for this. There will be a public consultation in June with proposed changes taking effect in 2008.

368/07 PARKING ISSUES IN ROYSTON:

The Chairman reported that a meeting to discuss the parking issues in Royston had taken place with the District Council officers Terry Nicholls and Louise Symes. The Chairman together with Councillors Davidson, Kennedy and the Town Centre Forum Manager had attended. District Councillor Hill had also sat in at the meeting. The Town Clerk was also in attendance.

Members considered that this meeting had been useful and the District Council officers seemed sympathetic to the concerns of Royston Town Council, in particular the car parking charges and the extensive parking in Newmarket Road and nearby side roads.

The District Officers who attended will be meeting with other District Officers and hoped to arrange another meeting with the Town Council members towards the end of May.

369/07 STREET NAMING:

It was RESOLVED that the name Carrington Court be used for the development of the former Carrington House, Upper King Street.

There being no further business the Chairman closed the meeting at 9.05 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM SUB-COMMITTEE** held on Thursday 19th April, 2007 in Room 11 Town Hall, Royston at 7.p.m.

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

370/07 APOLOGIES

Apologies for absence were received from: Councillor Lill and Councillor Prime

371/07 MINUTES:

The minutes of the meeting held 25th January 2007 were approved and signed

372/07 CURATORS REPORT: (copy attached to the minute book):

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

Group visits, Carole thanked Councillor Beardwell for demonstrating the printing press to Greneway School pupils.

Courses, the course 'A Hard Nut to Crack' was about encouraging secondary schools into museums.

Donation, a letter had gone from the museum thanking Elizabeth Marsh for her donation of the Whydale etchings and pencil sketch. It was agreed to send a letter from the committee as well.

Purchases, enquires still needed to be made by the curator about the conditions of displaying the items purchased, digital images of 2 Papal Bulls and the Royston Priory Deed of Acknowledgement of Supremacy from the British Library and Public Records Office.

Projects, Royston Time Trackers have now reached their quota of members and helpers.

General, The Modes software package has now been received, training on use of the package was now needed and a plan put in place for how best to use it.

373/07 ARTS, MUSEUM AND HERITAGE STRATEGY FOR NORTH HERTFORDSHIRE:

Ros reported that this document had now been approved at Cabinet on the 29th March 2007. The implementation of the Strategy can now commence and one of the first tasks will be to produce a public-friendly document to help promote the work that will be taking place during the coming years. Members commented that they were disappointed that those who had been attending and providing input to the strategy had not had the chance to see the final document before its approval.

374/07 MUSEUM LEASE:

It has become apparent that for Royston & District Museum to renew its Accreditation it would need to have a longer lease than first thought.

Susan reported that she had recently had a meeting with John Keatley where he stated that he would be prepared to accept any length of lease required by the Town Council and with break clauses in it, if required. It was decided that, a renewal of the lease for 15-20 years with a clause that, if alternative premises were to become available, notice could be given to end the lease by Royston Town Council, this seemed an appropriate way forward.

It was still not sure whether there would be enough room available for the museum if the Town Hall site were redeveloped, as the museum is likely to require 2/3 times more space than they have at the moment.

There is also the issue about planning for the displaying of the Tapestry once it has been finished, which is possibly about 5 years away. The aim should be to mount and display the Tapestry in the current building.

375/07 ANY OTHER BUSINESS:

Councillor Beardwell reported that she had enquired about Brown Information signs for the museum. She had received a letter from Hertfordshire Highways requesting £50 before information could be given on costs etc. This letter was passed to the Town Clerk to deal with.

Before closing the meeting the chairman mentioned that this was the last meeting of the current council year and thanked everyone for their attendance.

Date of next meeting Thursday 19th July 2007

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 April 2007.

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

376/07 APOLOGIES:

Apologies for absence were received from Councillors Burt, Grimes, Inwood & Prime.

377/07 MINUTES:

The minutes of the meeting of the Finance Committee held on the 26 March 2007 (minutes 329/07 to 340/07) were approved and signed by the Chairman.

378/07 APRIL ACCOUNTS FOR PAYMENT:

The April accounts in the sum of £93,139.51 were approved for payment.

379/07 INCOME & EXPENDITURE & BANK RECONCILIATION FOR MARCH 2007:

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

380/07 DONATION - TWINNING RECEPTION – MAY 2007:

It was proposed by Councillor Berry, seconded by Councillor Smith and **RESOLVED** that the sum of £100 be donated to the Twinning Reception to be held in May 2007.

381/07 DIARY 2007-2008:

Members noted and accepted the Revised Meetings Diary for 2007-2008.

382/07 ROYSTON TOWN CRIER NEWSLETTER:

Councillor Davidson circulated draft copies of the newsletter to members. Slight amendments were required including a change in the Town Council's e-mail address. It was noted that details of the new Mayor and Deputy could not be inserted until after the AGM in May so these would be in the following issue. The Annual Report would also be included in the next issue and space would be limited for any further reports.

It was then agreed that this draft be approved subject to the amendments.

383/07 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No reports.

384/07 EXCLUSION OF THE PRESS & PUBLIC:

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

385/07

SALARY SCALES 2007-2008:

The Town Clerk circulated a copy of the Staff Salary Scales for 2007-2008 as attached to these minutes, and explained that some of the staff had moved up a point in their scales, and that the cost of living increase was not yet agreed for the year 2007-2008.

This was noted by Members.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **PLANNING COMMITTEE** held on Monday, 23 April 2007 at 7.42 p.m. following the meeting of the Trustees of The Leete Charity, in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Smith (in the Chair)
Councillors Berry, Davidson, Kennedy, Mayne & Phillips.
Town Clerk, Committee Administrator & 1 Press in attendance.

386/07 APOLOGIES:

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

387/07 MINUTES:

The minutes of the meeting held on Monday, 2 April 2007 (341/07 to 343/07) were approved and signed as a correct record

388 /07 PLANNING APPLICATIONS:

The Committee had no objections to the following planning applications:

07/00441/1HH	6 Lower Gower Road.
07/00713/1	Land at the South end of Anglian Business Park, Orchard Road.
07/00667/1AD	Unit 22 Greenfields, Orchard Road.
07/00580/1	34 Newmarket Road.
07/00621/1HH	22a Garden Walk.
07/00739/1HH	11 Shrubbery Grove.
07/00556/1HH	90 King James Way.
07/00775/1HH	13 Coltsfoot Drive.

389/07 HCC APPLICATION – 07/00872/1cm – SITES A B & C ON NORTHERN EDGE OF ROYSTON ON SOUTH SIDE OF A505, OLD NORTH ROAD:

The Town Clerk advised members that this was an application from the Hertfordshire County Council and the Town Council had been asked to comment to both North Herts District Council and Hertfordshire County Council.

The application was a County Matters Application in respect of creation of earth bund and belt of parkland forming a screen of vegetation along the garden boundary of three parcels of land on the northern edge of Royston on the south side of the A505.

Members discussed this matter and noted that there were concerns from nearby residents, especially at Coombelands.

The concerns ranged from worries over the heavy traffic entering the area, that this could be the start of further development, and the mention of inert materials being put into this area.

It was then agreed that the Town Council respond to North Herts District Council and the County Council commenting that the Town Council welcomed the landscaping taking place but, it was felt that the local residents should be reassured and that they be kept up to date with what was happening. It was also suggested that the transport into and out of these areas should be considered carefully. Keeping residents informed of the process was very important.

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