

ROYSTON TOWN COUNCIL

MINUTES of the **ANNUAL MEETING** of Royston Town Council held on Monday 19 May 2008 in the Hardwicke Hall of the Town Hall at 7.15 p.m.

PRESENT: Councillors Beardwell, Berry, Burt, Davidson, Doel, Gaillard, Grimes, Harrison, Inwood, Kennedy, Phillips, Prime and Smith.
In attendance Town Clerk, Assistant Town Clerk, Committee Administrator, District Councillors Hill and Hunter and County Councillor Drake.
3 members of the public and 4 members of the Press

The Reverend Leslie Harman led the meeting in prayers.

01/09 TO ELECT A CHAIRMAN:

The Town Clerk formally reported to the council that due to the death of Councillor Peter Lill a casual vacancy had now occurred and that she would now take the appropriate steps to advertise the vacancy by informing the District Council.

The Town Clerk informed the meeting that she had sent condolences on behalf of herself and the Town Council to Councillor Peter Lill's wife and family on the sad occasion of his death.

The Town Clerk then asked for a proposal for a Chairman. It was proposed by Councillor Smith, seconded by Councillor Burt and **RESOLVED** that Councillor Berry as Leader take the Chair.

Councillor Berry took the Chair

Councillor Berry then gave a report on the previous Town Mayor's fund raising over the previous year. The fund for the charities stood at £4,200.00 to be divided between his two charities, the Lewin Stroke Rehabilitation Unit at Addenbrookes and the Royston 'Speak Out' Stroke Club.

She informed members that the funeral service would be held on Friday, 23 May 2008 at Royston Parish Church, and all donations at the Church would go to these two charities.

02/09 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

Councillor Berry asked for nominations for the position of Town Mayor for the year 2008/2009.

It was proposed by Councillor Kennedy, seconded by Councillor Smith and **RESOLVED** that **COUNCILLOR PAUL GRIMES** be Town Mayor for the year 2008/2009.

Councillor Grimes took the Chair and Councillor Berry presented him with the Chain of Office, followed by photographs taken by the Press.

03/09 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:

The Town Mayor then read out and signed his Declaration of Acceptance of office and took over the Chairmanship of the meeting. He said how sad it was that Peter Lill was not present to announce the results of the fund raising for his two charities during the previous twelve months.

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The Mayor then proposed, seconded by Councillor Berry and it was **RESOLVED**

- (a) That the council places on record their sincere appreciation of the service rendered to the Town by Councillor Peter Lill as Mayor of Royston from 2007-2008;
- (b) That the council is very mindful that Councillor Lill has during the period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the Town;
- (c) That the Common Seal of Royston Town Council be affixed to the above Resolution and that it be signed by the Town Mayor and the Town Clerk.

The Town Mayor proposed, Councillor Prime seconded and it was **RESOLVED**

That the council places on record their sincere appreciation of the service rendered to the town by Mrs Wendy Lill in support of the Town Mayor from 2007 to 2008.

04/09 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

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

05/09 TO RECEIVE APOLOGIES FOR ABSENCE:

The Town Clerk reported apologies for absence from Councillor Mayne and District Councillor Smith. Councillor Smith conveyed his condolences to the council on the sad death of Councillor Lill and also sent his best wishes to the Town Council and to the new Mayor for the forth coming year.

06/09 REVISED STANDING ORDERS:

It was proposed by Councillor Berry, seconded by Councillor Kennedy and **RESOLVED** to approve and adopt the Revised Standing Orders.

07/09 TO APPOINT COMMITTEES FOR THE ENSUING YEAR:

- (a) It was proposed by Councillor Grimes, seconded by Councillor Phillips and **RESOLVED** that the following Councillors be appointed to the Finance Committee:

Councillor Lynn Berry
Councillor Liz Beardwell
Councillor Peter Burt
Councillor Craig Doel
Councillor Elizabeth Gaillard
Councillor Paul Grimes
Councillor Mike Harrison
Councillor Robert Inwood
Councillor Rod Kennedy
Councillor Robert Smith

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- (b) Councillor Grimes proposed, seconded by Councillor Burt and **RESOLVED** that the following Councillors be appointed to the Planning Committee:

Councillor Lynn Berry
Councillor Lindsay Davidson
Councillor Craig Doel
Councillor Paul Grimes
Councillor Rod Kennedy
Councillor Philip Mayne
Councillor Marguerite Phillips
Councillor Bill Prime
Councillor Robert Smith

The tenth Member to be appointed when the vacancy for the Town Councillor is filled.

- (c) Councillor Grimes proposed, seconded by Councillor Kennedy and **RESOLVED** that the following Councillors be appointed to the General Purposes and Highways Committee:

Councillor Liz Beardwell
Councillor Peter Burt
Councillor Lindsay Davidson
Councillor Elizabeth Gaillard
Councillor Mike Harrison
Councillor Robert Inwood
Councillor Phillip Mayne
Councillor Marguerite Phillips
Councillor Bill Prime

The tenth Member to be appointed when the vacancy for the Town Councillor is filled.

08/09 TO CONSIDER AND APPROVE THE DELEGATION OF POWERS AND DUTIES OF COMMITTEES AS FOLLOWS:

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

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

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

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

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

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- (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.

09/09 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:

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

Royston & District Sports Council	Councillor M Phillips
Royston Town Twinning Association	Councillor P. Grimes
Coombes Community Association	Councillor B. Prime
Royston Citizens Advice Bureau	Councillor E. Beardwell
Royston & District Local History Society	Councillor E. Beardwell
Friends of Royston & District Museum	Councillor B. Prime
Royston & District Scouts Council	Councillor L. Berry
Royston & South Cambs HomeStart	Councillor B. Prime
Royston & District Chamber of Commerce	Councillor E. Gaillard
Royston Town Centre Forum	Councillor R. Kennedy Bill Davidson
Royston Society	Councillor R. Kennedy
Meridian Youth Centre Committee	Councillor L. Berry
Royston Community Transport	Councillor B. Prime
Royston Youth Network	Councillor L. Davidson
Police Neighbourhood Watch Panel	Councillor L. Davidson Councillor L. Berry
Sustran Underpass Support Group	Councillor B. Prime
Therfield Heath and Greens	
Conservation Joint Advisory Committee	Councillor R. Kennedy

10/09 TO INSPECT THE SCHEDULE OF DEEDS AND TRUST INSTRUMENTS HELD BY THE COUNCIL:

The Town Clerk reported the following deeds and trust instruments:

The Town Hall
30 Kneesworth Street
Market Hill Rooms
Green Street Allotments
Green Walk Plantation
Stile Plantation
War Memorial
Royston Cave

Royston & District Museum (Leasehold)
30 Kneesworth Street (Counterpart Lease)

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11/09 TO APPROVE THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 31 MARCH 2008:

It was proposed by Councillor Grimes, seconded by Councillor Kennedy and **RESOLVED** that the minutes of the meeting of the Council held on 31 March 2008 (minutes 356/08 to 363/08) be approved and signed as a correct record.

12/09 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor announced how sad it was that the previous Mayor was not here to pass the job over to him. He had researched the job of Mayor and the meaning behind it. He hoped that he would prove to be a modern mayor and to represent the Town in the best way possible, and he looked forward to a brighter future for Royston.

He then announced that the Mayoress for his year of office would be his wife Charlotte, and the charity he had chosen to support would be the Garden House Hospice at Letchworth. He would be holding some of the usual charity events including some new ones.

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

13/09 PRESENTATION TO THE OUTGOING TOWN MAYOR:

Les Baker, Editor of the Royston Crow, passed over a cheque to the Town Mayor in respect of Councillor Lill's year as Mayor for his charities, and wished the new Town Mayor every success in his year of office. He also made the Royston Crow presentation to the Town Council of a contribution to the 2008 May Fayre.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 19th May 2008 at 7.45 p.m. immediately following the meeting of the Annual Council meeting in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Grimes (Town Mayor in the Chair)
Councillors Berry, Davidson, Doel, Kennedy, Phillips, Prime and Smith
Councillors Beardwell, Burt, Gaillard, Harrison & Inwood, Town Clerk, Assistant Town Clerk, Committee Administrator and 2 Members of the Press in attendance.

14/09 APPOINTMENT OF CHAIRMAN:

It was proposed by Councillor Grimes, seconded by Councillor Doel and **RESOLVED:** that Councillor Kennedy be appointed Chairman for the ensuing year.

Councillor Kennedy took the Chair.

15/09 APPOINTMENT OF VICE-CHAIRMAN:

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

16/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Mayne.

17/09 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.

18/09 MINUTES:

The minutes of the meeting held on Monday, 12 May 2008 (406/08 to 411/08) were approved and signed as a correct record.

19/09 PLANNING APPLICATIONS:

The previous description from District on the following application had excluded the word **illuminated** and the council were asked to comment again. Members supported the application:

08/00383/1AD Land at Orchard Road by Freeman Court Junction with Jarman Way.

20/09 APPEAL – 65 GARDEN WALK:

The Town Clerk reported that the Appeal for 65 Garden Walk had been dismissed with the reason being that the application was out of character with the area.

21/09 DATE OF NEXT MEETING:

Monday, 9 June 2008.

There being no further business the Chairman closed the meeting at 7.55 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.57 p.m. on Monday, 19 May 2008.

PRESENT: Councillor Grimes (Town Mayor in the Chair).
Councillors Berry, Beardwell, Burt, Doel, Gaillard, Harrison, Inwood, Kennedy & Smith.
Town Councillors Davidson, Phillips & Prime, Town Clerk, Assistant to Town Clerk, Committee Administrator and 2 Members of the Press in attendance.

22/09 APPOINTMENT OF CHAIRMAN:

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

Councillor Berry took the Chair.

23/09 APPOINTMENT OF VICE-CHAIRMAN:

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

24/09 APOLOGIES FOR ABSENCE:

There were no apologies for absence.

25/09 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.

26/09 SIGNATORIES FOR CHEQUES:

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

27/09 MUSEUM ADVISORY SUB-COMMITTEE:

It was proposed by Councillor Berry, seconded by Councillor Harrison and agreed that the following Members be appointed to serve on the Museum Advisory Sub-Committee:-
Mr.L.Baker as Chairman, Councillor Beardwell as Vice Chairman and Councillors Berry, Grimes, Mayne, Prime and Smith.

28/09 TOWN COUNCIL PREMISES SUB-COMMITTEE:

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

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

29/09 LEETE CHARITY COMMITTEE:

It was proposed by Councillor Berry, seconded by Councillor Beardwell and agreed that the following Members be appointed to serve on the Leete Charity Committee:-
Councillors Grimes (as Town Mayor), Berry, Harrison, Kennedy and Smith.

30/09 COMMUNITY CHEST AWARDS SUB-COMMITTEE:

It was proposed by Councillor Berry, seconded by Councillor Doel and agreed that the following Members be appointed to serve on the Community Chest Awards Sub-Committee:-
Councillors Grimes (as Town Mayor), Berry, Harrison, Kennedy and Smith.

31/09 CAVE TRUSTEES:

It was proposed by Councillor Berry, seconded by Councillor Smith and agreed that the following Members be appointed to serve as representatives to the Cave Trustees:-
Councillors Grimes (as Mayor). Mayne and Prime.

32/09 DECLARATION OF INTEREST:

No declaration of interest was received.

33/09 MINUTES:

The amended minutes of the Finance Committee meeting held on 28 April 2008 (minutes 381/08 to 398/08) were approved.

34/09 MINUTES OF SUB-COMMITTEE AND WORKING PARTY MEETINGS:

The Committee accepted the following minutes into the workings of the Council:-

- a) Museum Sub-Advisory Committee meeting held 17 April 2008 (minutes 374/08 to 380/08) and
- b) Town Premises/Human Resources Sub-Committee meeting held 28 April 2008 (minutes 399/08 to 405/08).

35/09 ACCOUNTS FOR PAYMENT:

The accounts for May 2008 in the sum of £21,462.21 were approved for payment.

36/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for Year End March 2008.

The Town Clerk was thanked for keeping spending within budget for 2007-2008 and along with the Assistant to Town Clerk thanked for all the work involved in producing the paperwork.

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37/09 TOWN COUNCIL'S DIRECT DEBITS:

The Committee received a list of regular Direct Debit payments for 2008-2009.

38/09 MARKET HILL ROOMS:

The Town Clerk updated Members on this item and explained that tables, chairs and a flip chart were required for use at the Market Hill Rooms, and it was agreed to go ahead with the purchase as suggested and recommended by the Town Premises Sub-Committee. The costs for this would come out of the Stamford Yard money and not the current budget. **LG (Miscellaneous Provisions) Act 1976 s19.**

39/09 TOWN HALL:

The Town Clerk reported on the recommendation from the Town Premises Sub-Committee to purchase a temporary ramp to provide disabled access to the Town Hall toilets, and to install grab handles in the toilet cubicles.

Following discussion it was proposed by Councillor Harrison, seconded by Councillor Smith and agreed to go ahead with this purchase, the ramp would cost £487.

40/09 MILEAGE EXPENSES:

Members received and agreed to approve the new mileage allowance as recommended by NALC. The Town Council had not increased the amount since 2006. New mileage rate was agreed at 58.7p per mile

41/09 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Prime reported that he had attended the Annual General Meeting of the Community Transport.

He also reported that he attended the opening of the new offices of the Royston & Cambridgeshire HomeStart in Meldreth.

Councillor Kennedy reported that in his capacity as a representative on the Therfield Heath & Greens Conservation he wished to stress the need for people to keep their dogs on leads as the sheep would soon be back on the Heath.

Councillor Burt as a representative on the Royston Action on Disability Group was pleased to note that the Committee had agreed to purchase a temporary ramp for access to the Town Hall toilets for the disabled.

Councillor Berry reported on her attendance at an open evening by Herts Constabulary at Welwyn Garden City Headquarters that had proved very interesting.

There being no further business the Chairman closed the meeting at 8.21 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.31 p.m. on Monday, 19 May 2008.

PRESENT: Councillor Grimes (Town Mayor in the Chair).
Councillors Beardwell, Burt, Davidson, Gaillard, Harrison, Inwood, Prime & Phillips.
Town Councillors Berry, Doel, Kennedy, Prime & Smith, Town Clerk, Assistant to Town Clerk, Committee Administrator and 2 Members of the Press in attendance.

42/09 APPOINTMENT OF CHAIRMAN:

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

Councillor Harrison took the Chair.

43/09 APPOINTMENT OF VICE-CHAIRMAN:

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

44/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Mayne.

45/09 DELEGATION OF POWERS & DUTIES:

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

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

46/09 ROYSTON IN BLOOM WORKING PARTY:

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

47/09 MAY FAYRE WORKING PARTY:

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

48/09 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 10 March 2008 (minutes 345/08 to 355/08) were approved as a correct record.

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49/09 REPORTS OF WORKING PARTY MEETINGS:

- a) The notes of the Royston in Bloom Working Party meetings held 12 March and 30 April 2008 were received.
- b) The notes of the May Fayre Working Party meeting held 29 April 2008 were received.

50/09 ROYAL ANGLIAN FREEDOM OF THE TOWN:

The Town Clerk reported on her research into this item and it appeared that Royston could not offer the Freedom of the Town to the army where they could parade with arms bearing, as it was not a borough or a city. A celebration could be arranged using the LGA 1972 S137 Free Resources Act which allows a local authority to incur expenditure which in their opinion is in the interest of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants, although there was not any funding for this in this year's budget.

Following a full discussion by all Members it was agreed to write a letter to Oliver Heald, MP to ask about this law and, in the meantime, to arrange to meet with the Royal British Legion. It was also agreed that Councillors Harrison and Davidson would liaise with the RBL.

51/09 WEIGHT LIMIT – MELBOURN STREET:

The Chairman reported that the District Council had advised that a weight limit could not be placed on Melbourn Street. The suggestion had been made that a proposal be made to change the road layout in that part of Melbourn Street and that a ban be placed on parking on both sides of the road.

Following discussion it was agreed to suggest that the road should be made more environmentally friendly.

52/09 EMERGENCY PLANNING BUSINESS CONTINUITY PLANS:

It was agreed that a Working Party be set up to discuss this item and Councillors Davidson, Harrison, Prime and possibly Mayne or Inwood to be in this Working Party.

53/09 PARKING STRATEGY – TOWN CENTRE STRATEGY:

Members noted that a meeting had been arranged with NHDC to discuss how to take forward the main issues raised by Royston Town Council and Royston Town Centre Forum in the consultations. The Meeting was scheduled for 21 May 2008 at 3.30 p.m. in the Committee Room. Councillors Kennedy, Smith and Beardwell agreed to attend Councillor Harrison would attend if possible.

54/09 ROYSTON YOUTH COUNCIL:

Councillor Davidson reported that the Youth Council had a stall at the May Fayre and had raised over £150. They also circulated questionnaires regarding the idea of a Graffiti wall and had a good response, results still were awaited.

There had been meetings of the Youth Steering Group who were now looking to change their name to Youth Council Support Group.

Councillor Davidson asked the Members to be aware that there might be financial implications in the future. It was noted that the Town Council had offered the use of a room for meetings and that there was a sum of money allocated in this year's budget.

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55/09 COUNCILLORS ON OUTSIDE ORGANISATIONS:

Councillor Phillips reported that the Royston Sports Council was now called the Sport Royston Committee and part of Sport North Herts. Ken Charles was continuing to co-ordinate events and there are many exciting plans for the future.

56/09 DATE OF NEXT MEETING:

Monday, 7 July 2008.

There being no further business the Chairman closed the meeting at 9.25 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 9 June 2008.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Doel, Gaillard, Grimes, Harrison, Inwood, Kennedy & Smith.
Town Clerk, Committee Administrator, Geraint Burnell-Town Manager, Councillors Davidson, Mayne, Prime & 1 Member of the Press in attendance.

57/09 DECLARATION OF INTEREST:

Councillors Burt, Beardwell and Inwood declared an interest in Item 7 – Royston Market, and would leave the room during this discussion.

58/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 19 May 2008 (minutes 22/09 to 41/09) were approved and signed by the Chairman.

59/09 INTERNAL AUDIT, YEAR END ACCOUNTS & ANNUAL RETURN 2007-2008:

- (i) The Town Clerk reported that the internal auditor had inspected the accounts for the year ending 31 March 2008 and was satisfied that all was in order.
- (ii) Members received the Year-End Accounts and Supporting Statement and it was **RESOLVED** that these accounts be approved and signed by the Chairman.
- (iii) The Chairman read through the Annual Governance Statement of the Annual Return for 2007-2008 and it was **RESOLVED** that these were in order and ready for the Chairman's signature.
- (iv) Members then approved the Statement of account of Annual Return for 2007-2008, proposed by Councillor Harrison, seconded by Councillor Kennedy, and it was **RESOLVED** that the Annual Return be signed by the Chairman and sent to the External Auditor.

Councillor Harrison asked that thanks to the Town Clerk and her staff for their work in bringing about the satisfactory conclusion of the accounts for the year 2007-2008 be placed on record.

60/09 2007-2008 BUDGET:

Members noted the out-turn figures against the budget set for the year.

61/09 EXCLUSION OF THE PRESS AND PUBLIC:

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

Councillors Beardwell, Burt, Inwood as members of the District Council and the Press left the meeting.

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62/09 ROYSTON MARKET:

Councillor Kennedy opened the discussion as a member of the working party set up to look into the possibility of running Royston Market. He explained the background to the submission of the tender and that North Hertfordshire District Council had accepted the tender subject to the Town Council/Forum's agreement to the terms of the contract. The contract would now commence from the 1st August 2008. A Market Manager would be appointed.

Members asked questions and put forward their views, and in particular, that this was an important time for the town council and Royston, that their support should be given to this project. In answer to a question the Town Clerk confirmed that the running of the market would increase the office workload, particularly in connection with the finances, and obviously in the first few weeks.

It was then **RESOLVED** that it be recommended to Full Council that the town council accept the contract offer from the North Hertfordshire District Council to run Royston Market.

It was noted that the contract will be between Royston Town Council and the North Hertfordshire District Council, although the market will be run by town council and the town centre forum.

The Chairman then read out the suggested press release that was agreed.

It was then **RESOLVED** that the Markets Working Party be set up as a Sub-Committee of the Finance Committee. Councillors on the committee would be Councillor Berry as Leader, Councillors Kennedy and Smith, Town Centre Manager and the Market Manager.

Thanks were given to the working party and the town council staff for their work in bringing about this satisfactory conclusion.

ROYSTON TOWN COUNCIL

MINUTES of the Extra-Ordinary Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 9th June 2008 following the meeting of the Finance Committee in the Committee Room, Town Hall, and Royston at 7.47 p.m.

PRESENT: Councillor P. Grimes (Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Davidson, Doel, Gaillard, Harrison, Inwood, Kennedy, Mayne, Phillips, Prime & Smith.
County Councillor Drake, District Councillor Hill, Town Clerk, Committee Administrator and 1 Press in attendance.

63/09 DECLARATIONS OF INTEREST:

Councillors Beardwell, Burt & Inwood declared a personal interest in Item 3 as District Councillors – Royston Markets.

64/09 ROYSTON MARKETS:

Councillor Berry reported that the matter of the offer to take up the contract to manage Royston Markets by the District Council had been fully discussed by the Finance Committee and the recommendation was put forward to the Town Council that this be accepted.

Councillor Kennedy then reported on the background to this item and said that it was hoped that the Market would be run at a local level and although it would mean a lot of extra work for the Town Manager and the Town Council staff he believed that the opportunity must be seized for the benefit of Royston and its people.

All members participated in the discussion, the Town Clerk informed members that the contract was between the North Hertfordshire District Council and Royston Town Council and not the Royston Town Forum, but the Markets would be managed by the Forum and the Town Council.

It was then **RESOLVED** that the agreed contract be signed. The start date being 1st August 2008.

The Town Mayor thanked all those who had been involved in this project and said that it would be the beginning of many improvements in the town.

The Town Mayor then read the press release and it was **RESOLVED** that this Press Release be approved and released immediately.

There being no further business the Town Mayor closed the meeting at 7.55 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 9th June 2008 at 8.05 p.m. immediately following the meeting of the Extra-Ordinary Council meeting in the Committee Room, Town Hall, Royston.

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

65/09 MINUTES:

The minutes of the meeting held on Monday, 19 May 2008 (14/09 to 21/09) were approved and signed as a correct record.

66/09 PLANNING APPLICATIONS:

The Committee supported the following planning applications:-

08/00871/1	Meridian School, Garden Walk.
08/00863/1	Football Ground Pavilion & Stand Rear of 10-12 Garden Walk.
08/00778/1HH	18 Ackroyd Road.
08/00783/1HH	The Ridings, London Road.
08/00846/1HH	5 Melbourn Road.

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, 30 June 2008.

PRESENT: Councillor Berry (in the Chair)
Councillors Burt, Doel, Gaillard, Grimes, Harrison, Inwood, Kennedy & Smith.
Town Clerk, Assistant Town Clerk, Committee Administrator, Councillor Davidson & 2 Members of the Press in attendance.

67/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Beardwell.

68/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 9 June 2008 (minutes 57/09 to 62/09) were approved and signed by the Chairman.

69/09 ACCOUNTS FOR PAYMENT:

The accounts for June 2008 in the sum of £29,382.87 were approved for payment.

70/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for April and May 2008.

71/09 ANNUAL REPORT 2007-2008;

Members received and approved the Annual Report for publication and congratulated the Town Clerk and her staff for their excellent work

72/09 BY-ELECTION:

The Town Clerk reported that the By-Election would take place on the 31 July 2008 with a total cost to the Town Council of £2,171.55.

The Town Clerk explained that Electoral Regulations state that Parish Council Elections do not need to have Poll Cards issued and asked the Town Council if they wanted them issued, the cost for this would be £261.20. There followed a full discussion and it was proposed by Councillor Kennedy that it was not necessary to have the polling cards issued but as it was not seconded the motion was lost. It was then proposed by Councillor Burt that this was a democratic process and the polling cards should be issued, Councillor Smith seconded the motion and it was carried.

73/09 TOWN COUNCIL FLAG & FLAG POLE:

Councillor Kennedy opened the debate saying that there are occasions when we should raise the town council's flag in Royston. The flagpole in the Grosseimerode Garden is owned by the District Council. There followed a discussion and the Town Clerk read out the required arrangements and costs involved.

It was then proposed by Councillor Kennedy that public donations be sought for the flag pole and flag, this was seconded by Councillor Burt and motion carried.

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74/09 NOTICE BOARDS:

The Town Clerk reported that funds had been received from the District Council to replace the notice boards in Icknield Walk and Coombelands, and half the cost for a new board for the Twigden Estate. A further £165 was required for the one on Twigdens estate, It was Resolved this sum of £165 be taken from the General Fund to cover the cost and to enable all three boards to be purchased.

Section 142 Local Government Act 1972 – Power to provide and publicise information

75/09 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Smith reported on his visit to the Arts, Heritage and Museums meeting at Letchworth and the guided tour of the newly refurbished Mrs Howard Hall. He had been accompanied by Mr. Ketteringham and they had both been pleased that Royston was included in the strategy for Museums.

Councillor Davidson spoke on the programme for the young people in Royston for the summer.

Councillor Berry reported that she had attended the Royston & District Scouts AGM, and they were preparing to celebrate 100 years of scouting in Royston in the year 2010. Scouting is very active in Royston but there is a shortage of leaders which has created a long waiting list for youngsters wishing to take part.

Research had shown that a Russian man had been a Scout in Royston in 1910-1914 and his uniform complete with an array of badges had been discovered by his family who live in Canada. This uniform is to come back to Royston and a place for it to be kept and presented is sought – maybe the Museum. She had contacts for those interested.

76/09 MUSEUM – LEASE RENEWAL:

The Town Clerk reported that the lease renewal for the Museum was now to hand. The Lease was for another 20 years with an additional clause, should the Town Council wish to vacate the Museum a year's notice would be required. The Lease would be renewed from the 1st August 2008 and the rent would be £7,500 a year for the next five years after which the rent would be negotiated.

The legal costs were in excess of the £500 allowed in the budget due to some extra work on the registration that had not been done originally. The figure now stood at £794.

It was RESOLVED that the new Lease be signed and sealed by the Town Council.

Councillor Kennedy congratulated the Town Clerk for the satisfactory conclusion to this matter.

77/09 EXCLUSION OF THE PRESS AND PUBLIC:

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

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78/09 30 KNEESWORTH STREET:

The Town Clerk reported that the Lease for Mr.Milijic, Dental Surgeon, at 30 Kneesworth Street was due for renewal in September. The Lease had been in place for nine years with the rent reviewed every three years. In the Lease terms the Town Council was responsible for the upkeep of the external condition of the building with external decorations being required every three years. This was now due to be done and should be allocated in next year's budget. The rent at present was £14,250 a year, an increase of £2025 in the last three years. Following discussion it was proposed by Councillor Kennedy, seconded by Councillor Grimes and agreed the Town Clerk arranged for a new Lease and that in the present economic climate the increase in rent should be £1,000 a year over the next three years with the proviso that the Town Council look again at this the next time the rent is reviewed.

There being no further business the Chairman declared the meeting closed at 8.17 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 30 June 2008 at 8.23 p.m.

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

79/09 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 28 April 2008 (minutes 399/08 to 405/08) were approved for signature by the Chairman.

80/09 ALLOTMENT ASSOCIATION MEETING:

Councillors Kennedy and Smith had attended a meeting with the Allotment Association on the 20 May 2008 and problems with some of the plots had been noted and were being rectified. The Town Clerk circulated copies of the notes taken at the meeting.

81/09 ALLOTMENTS – RAILWAY CROSSING:

The Chairman and Town Clerk reported that they had attended a meeting with Helen McCormick from Mouchel about the railway crossing proposed. Helen explained that there may be difficulties if the utilities need to be sited under the allotments but assured them that this was a contingency plan and talks were going ahead. Councillor Berry informed the committee that the Town Council's comments against this were emphasised in the strongest terms as they would not want to see this happen.
Members were informed that negotiations were still on going at this time.

82/09 MARKET HILL ROOMS:

The Town Clerk reported that the Royston Arts Society had found difficulties with the acoustics in the Market Hill Rooms, and had suggested that maybe some pulp notice boards be placed around the walls to help this problem.
Following discussion it was agreed to inform the Royston Arts Society that the Town Council was investigating the problem of acoustics.

83/09 EXCLUSION OF THE PRESS AND PUBLIC:

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

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84/09 STAFF MATTERS:

- (a) The Town Clerk informed the Members that the evening caretaker was earning less per hour than the daytime caretaker.
Following discussion it was RESOLVED that the evening caretaker pay be increased in line with the day time caretaker and that it be back dated till 1st April 2008.
The cost of living increase would also apply when it had been agreed for 2008.
- (b) The Town Clerk explained the background to this item and said that the Museum staff had not had an increase for the last two years as they had both reached the top of their scale. They are both paid on the National Joint Council scales at present, which was in line with the District Council. The District Council have now changed their pay process and use the Hay Scale, when they did that the museum curator's job was re-evaluated. All town hall staff are paid on NJC scale except the admin officer who is paid by the district.

Following discussion it was agreed that the Town Clerk bring the matter back to the next meeting of the Committee with a written report.

There being no further business the Chairman closed the meeting at 8.51 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 7th July 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Kennedy (in the Chair)
Councillors Davidson, Doel, Mayne, Phillips, Prime and Smith.
Town Clerk, Committee Administrator, County Councillor Drake, District Councillors Burt & Hill, Town Councillor Harrison and 20 Members of the Public in attendance.

85/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Berry & Grimes.

86/09 DECLARATION OF INTEREST:

Councillor Kennedy informed the meeting that he had an interest in Item 4(a) 08/01085/1 – 27 Heathfield and that he would be vacating the Chair for the proposed presentation and leaving the room during the discussion.

87/09 MINUTES:

The minutes of the meeting held on Monday, 9 June 2008 (65/09 to 66/09) were approved and signed as a correct record.

Councillor Kennedy then vacated the Chair and Councillor Prime took his place.
Standing Orders were suspended for the presentation by the residents of Heathfield.

PUBLIC PRESENTATION:

The Town Clerk informed the meeting that a site meeting for this application by the District Council officer and local ward Councillors had not yet taken place.

There then followed a full presentation led by Mr. Ken Russell who lived next door to No.27 Heathfield, the property under discussion. He spoke for several other residents and said that they had serious concerns with this development that would be an over development of the site, out of character with the area and cause loss of light to neighbouring properties. Councillor Kennedy then spoke as a resident of Heathfield and gave a full report on how this development would affect residents of Heathfield enlarging upon the reasons given by Mr. Russell. The application was also against planning policies, in particular Policy 57 on the Local District Plan.

The Chairman then thanked both speakers and Councillor Kennedy left the room at 7.40 p.m.

It was then proposed by Councillor Smith, seconded by Councillor Mayne and agreed that the Standing Orders be reconvened.

88/09 PLANNING APPLICATIONS:

(a) 08/01085/1 27 Heathfield.

Following a full discussion on this application it was proposed by Councillor Mayne, seconded by Councillor Davidson and agreed that the Committee should not support this application on the grounds that:-

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- (i) it was an over development of the site;
- (ii) it was out of character with the area;
- (iii) the change of access was unsuitable and the application did not include any plans for this;
- (iv) it was against Policy 57 of the Local District Plan;

Several members of the public then left the meeting and Councillor Kennedy returned and took up the Chair once again.

- (b) The Committee supported the following planning applications:-

08/01238/1	Land at Jarman Way.
08/01208/1HH	1 Brampton Road.
08/00936/1LB	39 Market Hill.
08/01198/1HH	15 Coltsfoot Drive.
08/01119/1HH	50 Newman Avenue.
08/01059/1AD	36 High Street.

- (c) 08/01181/1HH 32 Priory Close.

Members did not support this application as submitted as the dormer windows in the rear elevation of the garage faced over neighbouring properties, they would support the application if the windows were moved to the front elevation of the garage.

- (d) 08/01132/1HH 6 Highlands.

The Committee did not support this application on account of the roof line not being in keeping with the area.

89/09 APPLICATION 08/00640/1 – MERIDIAN SCHOOL, GARDEN WALK:

Members noted that the creation of 20 additional car parking spaces had been removed from this amended planning application.

Following discussion it was agreed not to support this removal from the application as it was felt that there was a need for extra car parking spaces in this area. It was agreed that the Committee would like to see a parking survey carried out on the use of the existing car-parking spaces during the evenings when the school often has activities on.

90/09 TOWN CENTRE STRATEGY UPDATE:

Councillor Kennedy said that the report on the Royston Town Centre Strategy had now been adopted by the District Council. This revised Strategy showed that some of the suggestions made by the Town Council for removal had now been removed. He reported that the Town Hall site would be the subject of a separate report. Members asked how the Strategy would be monitored. District Councillor Hill said that there was a timetable and an action plan for the strategy and that reports would be given to the Area Committee at regular intervals. The Town Council could be updated with this information. Councillor Burt said that any concerns the town council had over the Strategy could be passed on to the Area Committee.

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91/09 EAST OF ENGLAND PLAN:

- (a) The Committee noted the correspondence received re response to Gypsy & Traveller Accommodation.
- (b) The Committee noted that the Town Council office held a copy of the East of England Plan and Supporting documents.
- (c) The Committee noted that correspondence had been received from GO-East re Publication of Revision to the Regional Spatial Strategy (RSS) for the East of England.

There being no further business the Chairman closed the meeting at 8.22 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.25 p.m. on Monday, 7 July 2008.

PRESENT: Councillor Harrison (in the Chair).
Councillors Burt, Davidson, Mayne, Prime & Phillips.
County Councillor Drake, District Councillor Hill, Town Councillors Doel, Kennedy & Smith, Town Clerk, Committee Administrator and 1 Member of the Public in attendance.

PRESENTATION BY ALAN FLECK, NHDC COMMUNITY DEVELOPMENT OFFICER FOR ROYSTON:

Mr. Alan Fleck, NHDC Community Development Officer for Royston, gave a presentation to members in respect of the proposed Youth Shelter in the Priory Memorial Gardens.

He circulated copies of a photograph showing the proposed site on the tarmac area near to the playground area. The original area had been proposed in the multi games area but it had been decided to erect it in the open area.

He then went on to explain about the graffiti wall proposed in the area in the multi games site. It was anticipated that the cost to erect this should not exceed £300. There had been discussion on how best to manage this once erected and it had been felt that an experienced teacher of graffiti should be employed to show the youngsters how to make the best of this facility.

Discussion by members followed and Councillor Davidson said that it would be a good thing for the youngsters and that the Police were in favour of this. Careful monitoring would need to take place on the usage of the wall and any graffiti around the town.

Alan Fleck was thanked for his presentation and he left the meeting.

92/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beardwell, Gaillard & Inwood.

93/09 DECLARATION OF INTEREST:

Councillor Burt declared an interest in the previous presentation by Alan Fleck as a District Councillor.

94/09 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 19 May 2008 (minutes 42/09 to 56/09) were approved as a correct record.

95/09 REPORTS OF WORKING PARTY MEETINGS:

The notes of the Royston in Bloom Working Party meetings held 11 June 2008 were received. Councillor Prime said that the Open Gardens day on the previous Sunday had been successful despite inclement weather. He thanked the town council staff and all concerned for their help to make it a success.

96/09 YOUTH COUNCIL & ROYSTON YOUTH NETWORK:

Councillor Davidson updated members on Royston Youth Council and Royston Youth Network and explained she was concerned that a lot of the youth council members would not

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be around after the autumn as they would have moved on from the schools and new members would need to be sought. She also said that the Royston Youth Network team was anxious to meet up with the youth council more often.

The Chairman said that this matter would be put on the agenda for September.

97/09 FREEDOM OF THE TOWN:

The Town Clerk reported that a letter had been received from Oliver Heald, MP about this matter and he would inform the town council of the outcome in due course.

The Town Clerk reported that Tony Richardson, the chairman of the Royston branch of the Royal British Legion, had visited the office last week and was concerned about the work that this event would cause the Royal Anglians as they were now on a rest period. The previous request had been made by an individual not the British Legion.

A suggestion had been made that a tree be planted in the Priory Memorial Gardens and a plaque erected, and it was being looked into to see if this could be arranged to be done on Remembrance Day in November.

The Parks Department at the District Council said that this could be arranged.

Members consider this to be a satisfactory alternative to the granting of the Freedom of the Town, and the Chairman said that this item would be placed on the agenda for the meeting in September, and it was agreed to get costings and refer this to the next meeting of the Finance Committee for approval.

98/09 WEIGHT LIMIT – MELBOURN STREET:

The Town Clerk said that this matter was still ongoing with the District Area Committee, who had asked the Highways to come up with other options to protect the Cave area if a weight limit restriction was not possible.

The Chairman agreed that this should be monitored and thanked the District Council for their continued support.

99/09 THREE VALLEYS WATER DRAFT WATER RESOURCES MANAGEMENT PLAN (2010-2035):

Members noted that this document with Overview and Summary consultation plan was available in the Town Council office and that the response to be returned by 29 August 2008. Members discussed this item briefly and it was agreed that their comments be returned to the Town Clerk.

100/09 BT PAYPHONES:

The Town Clerk reported that correspondence had been received via NHDC, and that two payphones were to be removed, one from Melbourn Road and one from York Way.

Following discussion it was agreed not to object to the two payphones being removed.

101/09 RAILWAY CROSSING – COOMBES HOLE:

The Town Clerk reported that this item was to consider recommending to the Finance Committee that the town council supports the proposed railway underpass by giving a donation to Sustran. Suggestion was a donation towards the CCTV or lighting.

There was discussion on this item and the Town Clerk confirmed that the Finance Committee would have to agree to put a sum of money in next year's budget for this.

County Councillor Drake said that it was to support the County Council and not Sustran.

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It was agreed to refer the matter to the Finance Committee.

102/09 ROYSTON SCHOOLS INITIATIVE:

Councillor Davidson reported that six schools had been visited since April. Meridian School did not appear to have any interest in this initiative.

It had been an interesting exercise and the school children were enthusiastic and keen to put forward their ideas, and the slightly older children would like to see more play parks for their age.

103/09 HERTFORDSHIRE POLICING PLAN 2008/11:

Members noted that the Policing Plan was in the Town Council office for viewing.

104/09 EMERGENCY PLANNING BUSINESS CONTINUITY PLANS:

It was reported that the Working Party had met several times and were preparing two separate documents for the September meeting.

105/09 NEWMARKET ROAD PARKING:

The new regulations appeared to be working well but there were concerns that the parking problems would re-appear elsewhere. Enforcement of parking along this road would gradually increase.

It was noted that the yellow lines in King James Way did not go far enough along; District Councillor Hill informed members that the yellow lines on the bend in the road improve road safety measures.

106/09 COUNCILLORS ON OUTSIDE ORGANISATIONS:

Councillor Prime reported on the visit he had made to a meeting of Home Start on the 30th June 2008. They appeared to be settling down well in their new headquarters.

He had noted that somebody who had been helped in the early days became a volunteer and now was about to become a Trustee. This proved the worth of this organisation.

Councillor Burt reported as a member of the Scrutiny Group at the District Council that they were trying to get new businesses involved in Royston. He also mentioned that with the Olympic Games due in 2012, all places offering accommodation should be made aware that they would need to obtain accreditation as soon as possible. Details could be obtained from the District Council.

107/09 DATE OF NEXT MEETING:

Monday, 1st September 2008.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM SUB-COMMITTEE** held on Thursday 24th July 2008 in the Committee Room, Town Hall, Royston at 7.p.m.

PRESENT: Mr. Les. Baker (in the Chair)
Councillors Beardwell, Berry, Mayne & Smith
Museum Trustees: Peter Ketteringham, Philip Smith, Jenny Smith, Shirley Thrussell
Friends of Royston Museum and Mike Lawrence
NHDC Museum Curator officer Ros Allwood
Royston Town Council officers: Susan Thornton-Björk (Town Clerk) and Carole Kaszak (Curator)

108/09 APOLOGIES

Apologies for absence were received from: Councillor Prime and Betty Skyrme Royston & District Local History Society.

109/09 MINUTES:

The minutes of the 17th April 2008 were approved and signed as a correct record of the meeting.

110/09 MUSEUM ACCREDITATION:

Carole reported that the museum had passed the Accreditation process and now had Full Accreditation status. This means the museum has achieved approved standards in museum management, collection care and public services, and is suitable for housing collections which form part of our common heritage as well as worthy of receiving support from public sources. Members congratulated Carole and the Committee thanked her for all the hard work she had put in for the museum to achieve this.

A small celebration would be held after the meeting which was provided by the Chairman. Members thanked the Chairman for this.

It was agreed to ask Sam Rowlands if he would present the certificate to the Museum.

111/09 CURATORS REPORT: (copy attached to the minute book):

- Visitors Comment Cards – Carole reported that the comment cards had been well received and it was hoped to do them again in August and possibly when the Arts Festival is on. Because of the cost of card it was too expensive to run them all the time.
- The museum will be open on the Sunday of the Arts Festival weekend, 28th September
- Visit from Crime Prevention Officer, it was suggested that bars be put on the downstairs windows.
- Members of the Fire Brigade visited the museum and fitted two extra smoke alarms
- There will be two children's workshops in August (13th & 14th) and these will also be run on the Arts Festival weekend.

112/09 NOTICE BOARDS AND SIGNS:

The Friends of Royston Museum are funding the new sign above the door and the sign 'Museum Open' on the A Frame Board. Thanks were given to the Friends for this. The Committee's thanks were also given to Phil Smith for making and organising the new signs.

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113/09 MUSEUM FUNDING AND GRANTS PROJECT:

The chairman reported on the meeting of the Working Party (notes attached to Minutes). It was proposed to arrange visits to other museums as a fact finding exercise. Ros advised them to contact/visit the East of England Museum Hub at Cambridge. A date for another meeting of the Working Party is yet to be arranged.

114/09 TAPESTRY:

Members discussed the date for the presentation of the Tapestry and it was agreed to arrange this for Thursday 6th November 2008.

115/09 ANY OTHER BUSINESS:

The National Public Catalogue

Phil Smith informed members that the Friends of the Museum were prepared to host the launch of this Catalogue if it was done in Royston. The Committee passed their thanks on to the Friends.

Museum Security:

Carole reported that the museum alarm had gone off during the week and it has become apparent that, having only one key holder in Royston for emergencies was not enough. There is a Buddy Service system in place so people would not be expected to go into the museum alone. Councillors Berry and Smith said they would consider being a key-holder and let Carole know.

NHDC web-site

Ros reported that the Royston & District Museum was now listed on the web-site with a link to the Museum web-site.

Archaeology Week:

Phil Smith reported that the Royston Museum had been mentioned in the Archaeology Book.

Chairman of the Friends of Royston & District Museums:

The Chairman congratulated Phil Smith on becoming Chairman of the Friends.

There being no further business the Chairman closed the business at 7.55pm

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 28 July 2008 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor P. Grimes (Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Davidson, Harrison, Inwood, Kennedy, Mayne, Phillips & Smith.
District Councillor Hill, Town Clerk, Assistant to Town Clerk, Committee Administrator, 1 Member of the Public and 1 Member of the Press in attendance.

The Reverend Les Harman led the meeting in prayer.

PUBLIC PARTICIPATION

The Chairman invited Mr. Derek Emblem to speak. Mr. Emblem voiced his concerns on the amount of directional arrows in the Civic car park and he suggested the flow of traffic should be changed. Councillor Burt said that this matter had already been considered by the District Council. He was also concerned that the Town Hall notice board had not been painted when the external decorations of the Town Hall were done.

116/09 APOLOGIES:

Apologies for absence were received from Councillors Doel, Gaillard and Prime.

117/09 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had attended several events since the start of his mayoral year these included the Beer Festival, Young Enterprise Awards, Town Twinning AGM, Tea Party at the Hospice Shop, Parish Church Summer Fayre, Therfield Fete, Pink Ribbon Run, Annual Cocktail party at Bassingbourn Barracks, Town Mayor at Buntingford's Civic Reception, Archaeology Day at the Royston Museum, Studlands Rise School Fete, Roysia School Prize Giving Ceremony, Annual Party at Richard Cox House. He had also visited St Mary's school along with Alan Fleck.

118/09 CORRESPONDENCE RECEIVED:

The Town Clerk reported that correspondence had been received from:

- Royston District Area Committee with their condolences in respect of the death of Councillor Peter Lill and congratulating Paul Grimes on becoming Mayor .
- Martin Beaver with his condolences
- Buntingford Town Council expressing their sympathy.

Two letters had been received from Addenbrooke's Stroke Unit and Royston Speak-Out Stroke Club thanking for the monies raised from Councillor Lill's fund raising during his time as Town Mayor.

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119/09 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 19 May 2008 (minutes 01/09 to 13/09) and the 9 June 2008 (minutes 63/09 to 64/09).

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

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 31 March 2008 (minutes 364/08 to 369/08) be approved and adopted as part of the true workings of this Council.

It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 28 April 2008 (minutes 381/08 to 398/08) be approved and adopted as part of the true workings of this Council.

It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 19 May 2008 (minutes 22/09 to 41/09) be approved and adopted as part of the true workings of this Council.

It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 9 June 2008 (minutes 57/09 to 62/09) 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 Planning Committee held 7 April 2008 (minutes 370/08 to 373/08) be approved and adopted as part of the true workings of this Council.

It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 12 May 2008 (minutes 406/08 to 411/08) be approved and adopted as part of the true workings of this Council.

It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 19 May 2008 (minutes 14/09 to 21/09) be approved and adopted as part of the true workings of this Council.

It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 9 June 2008 (minutes 65/09 to 66/09) 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 Purposes & Highway Committee held on the 19 May 2008 (minutes 42/09 to 56/09) be approved and adopted as part of the true workings of this Council.

120/09 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 30 June 2008 (minutes 67/09 to 78/09) be approved and adopted as a true record.

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- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 7 July 2008 (minutes 85/09 to 91/09) be approved and adopted as a true record.
- (c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highways Committee held on the 7 July 2008 (minutes 92/09 to 107/09) be approved and adopted as a true record.

121/09 DATE OF NEXT MEETING:

The date of the next meeting was 29 September 2009.

There being no further business the Town Mayor announced that his Charity Golf Day would be held on the Friday 22nd August 2008 and his Civic Reception on the Friday 19th September 2008, and closed the meeting at 7.53 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.58 p.m. on Monday, 28 July 2008.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Grimes, Harrison, Inwood, Kennedy & Smith.
Town Clerk, Assistant Town Clerk, Committee Administrator, Councillors Davidson & Phillips and Member of the Press in attendance.

The Chairman presented the “Working with Your Council” certificate to Jean Waldock and all Members congratulated Jean for her hard work in achieving the first module of training in Local Government with the Society of Local Council Clerks.

122/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Doel and Gaillard.

123/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 30 June 2008 (minutes 67/09 to 78/09) were approved and signed by the Chairman.

124/09 ACCOUNTS FOR PAYMENT:

The accounts for July 2008 in the sum of £25,457.71 were approved for payment.

125/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for June 2008.

126/09 MINUTES – TOWN PREMISES & HUMAN RESOURCES SUB-COMMITTEE:

The Committee received the minutes of the meeting of the Town Premises & Human Resources Sub-Committee held on the 30 June 2008 (minutes 79/09 to 84/09).

127/09 ROYSTON TOWN CRIER:

Members approved the August newsletter for publication but it was agreed if possible that printing should be delayed until the day after the by-election in order that the new councillor’s name could be added to the list of councillors.

Councillor Davidson asked the committee if there was any chance that the newsletter could be printed in colour in the future, the Town Clerk said that she would make investigations to see what the costs would be for including the newsletter in the Listing quarterly.

128/09 ROYSTON MARKETS:

The Town Clerk reported that the Market Manager had been appointed and would be starting work on the 16th August 2008. Councillors Kennedy and Smith had volunteered to help with collecting rents on Saturdays until the new manager started.

Councillors thanked the Town Clerk and Councillors Kennedy & Smith for their work in helping to get everything organised.

ROYSTON TOWN COUNCIL

129/09 ROYSTON MUSEUM:

The Town Clerk informed the meeting that the Royston Museum had received Full Accreditation and this meant that the Museum had achieved approved standards in museum management, collection care and public services. These standards must be kept up to date and the work of the museum would be continually reviewed by the Museum Advisory Sub-Committee. It was hoped to arrange a Presentation when the Certificate was received.

The committee was appreciative of the hard work done by the Curator to prepare for the Accreditation; Councillor Smith said that this award would bring about advantages and publicity. Members asked for their thanks to be passed to the Curator and the Museum Advisory Sub-Committee.

The Town Clerk informed the meeting that it had been arranged for a Presentation to be given on the Royston Tapestry to Town, District & County Councillors in the Museum on the evening of Thursday, 6th November 2008. Formal invite would be sent out.

130/09 RAILWAY UNDERPASS – COOMBES HOLE:

The Town Clerk reported that the General Purpose & Highways Committee had recommended that an amount should be placed in next year's budget to donate to Hertfordshire County Council towards the railway underpass project. There was discussion by Members as to where the services were to be placed, the Chairman reported she had attended a meeting where this was discussed and that it would be under the path and not the allotment gardens. After further discussion it was finally agreed that there was no objection in principle to making a donation to this project but the council should await further information about the siting of services and discuss it again at a future meeting of the Finance Committee to decide on the level of donation.

131/09 FREEDOM OF THE TOWN:

The Town Clerk reported that the average cost of a tree is £150 which includes the tree, up to a heavy standard, delivery, planting materials, labour and 3 years maintenance which would include replanting, if the tree died during that period. There was no costing for the name plate yet.

The Town Clerk had contacted the Royal British Legion and they will discuss the matter of dealing with this at the Remembrance Parade at their next meeting.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 4th August 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Kennedy (in the Chair)
Councillors Berry, Davidson, Doel, Palmer and Smith.
Town Clerk, Committee Administrator, District Councillor Hill & 2 Members of the Press.

The Chairman opened the meeting and welcomed new Councillor Graham Palmer to his first meeting.

132/09 APOLOGIES FOR ABSENCE:

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

133/09 MINUTES:

The minutes of the meeting held on Monday, 7 July 2008 (85/09 to 91/09) were approved and signed as a correct record.

134/09 PLANNING APPLICATIONS:

- (a) 08/00957/1CAC)
08/00956/1) 5 Church Lane.

Following discussion the Committee proposed to support this application and the motion was carried by 3 votes for and 2 against.

- (b) The Committee supported the following planning applications:-

08/01343/1	71 Melbourn Road.
08/01223/1	65 Garden Walk.
08/01248/1HH	15 Briary Lane
08?01022/1HH	1 Days Close
08/01326/1HH	29 Melbourn Road
08/01402/1HH	74 Downlands
08/01267/1HH	15 Shelley Close
08/01506/1HH	71 Garden Walk.

- (c) 08/01489/1 Land adjacent 10 Copperfields.

It was agreed not to support this application on the grounds that it was an over development of the site and would not enhance the area. Voting was 3 votes for, 2 against and 1 abstention.

ROYSTON TOWN COUNCIL

135/09 08/00875/1 ROYSTON & DISTRICT HOSPITAL, LONDON ROAD:

The Town Clerk reported that because of the time involved she had discussed this application with Members and the Chairman, and it had been agreed that this application for new ramp, steps and hand rails together with automated entrance doors following removal of existing entrance ramp, hand rails and entrance doors at the hospital be supported.

136/09 REF 08/00640/1 ARTIFICIAL SPORTS PITCH WITH ASSOCIATED FLOODLIGHTING & FENCING, MERIDIAN SCHOOL, GARDEN WALK:

The Town Clerk reported the correspondence in respect of the Town Council's concerns over car parking in respect of this application which had been received from the District Council. There were, in total, 115 spaces available on the site and it had been agreed, following discussion with Members, that the Town Council should support this application.

137/09 CASE REF: 07/02808/1: CHANGE OF USE OF GROUND AND FIRST FLOOR FROM CLASS A1 (shop) to Class 3 (restaurant/café) at 1 ANGEL PAVEMENT:

The Town Clerk reported that there would be an informal hearing in respect of this Change of Use application. The date of hearing would be at 10 a.m. on 2 September 2008 at the Council Offices, Gernon Road.

138/09 REVIEW OF THE EAST OF ENGLAND PLAN:

It was agreed that Members should endeavour to read these documents that were available on line and bring their comments to the next meeting of the Committee, following which the views of the Council can be registered.

There being no further business the Chairman closed the meeting at 7.56 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, 18 August 2008.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Grimes, Harrison, Kennedy & Smith
Town Clerk, Assistant Town Clerk, Committee Administrator, Councillors Davidson & Mayne, Geraint Burnell, Town Centre Manager and 2 Members of the Press in attendance.

139/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Gaillard and Inwood.

140/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 28 July 2008 (minutes 122/09 to 131/09) were approved and signed by the Chairman.

Councillor Smith expressed appreciation at the extra work done by the Town Clerk and the Town Manager during the last two weeks in respect of the Market until the Market Manager commenced work.

141/09 ACCOUNTS FOR PAYMENT:

The accounts for August 2008 in the sum of £22,867.82 were approved for payment.

142/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for July 2008.

143/09 MINUTES – MUSEUM SUB-ADVISORY COMMITTEE:

The Committee received the minutes of the meeting of the Museum Sub-Advisory Committee held on the 24 July 2008 (minutes 108/09 to 115/09).

144/09 ROYSTON TOWN CENTRE FORUM:

(a) Christmas Lights:

Geraint Burnell Town Centre Manager updated members on his report previously circulated (copy with minutes), and explained the background to the expenses and difficulties involved with the Christmas Lights in previous years. An interim plan for this year had been organised to keep within the budget and for improvements in future years. This year would include the wall mounted areas as before, a new display at the Cross area and at Angel Pavement. 40 free sets of LED Ultra Bright lights would be made available for retailers with further sets available at a reduced cost. Enfield Electrics have donated £100 and £50 for prizes for a competition of the most effective and imaginative window display by retailers.

Following a full discussion and support from members it was agreed that the Town Council's funding from this year's budget for Christmas lights is used in accordance with the Town Centre Manager's proposal.

Local Government Act 1072 s144

ROYSTON TOWN COUNCIL

(b) BID Process:

Geraint updated members on the BID process and reported that a referendum will be held in November. North Herts District Council is very supportive of the BID process and has agreed to run the referendum at no cost to the BID company 'Royston First'. If a yes vote is achieved, businesses in Royston would be required to pay extra levy on their business rates in the region of 2% pa for the next five years.

Members discussed this fully and are grateful to the District Council for their support of not passing on the costs for the referendum; also it was felt to be important for the businesses to be behind this scheme in order to bring about improvements for Royston, the town council would show its support by agreeing to pay the levy on all properties owned by the town council.

The TCM then asked if the council would continue with the current level of funding if the Town Centre Forum and the Bid's company 'Royston First' combined. It was agreed that the Town Council should show their support for the BID process and it was RESOLVED that the Town Council would look to continue their current level of funding for the Town Centre Manager in principle for the next five years, if the BID's process is successful.

LGA 1972 s144

The Town Clerk confirmed that she would be willing to be part of the team and continue to attend meetings.

The Chairman thanked Geraint for his attendance and he left the meeting at 7.55 p.m.

145/09 MARKET HILL ROOMS:

The Town Clerk explained that there was an increase of hirers wishing to hold parties in the Rooms but there was not any Bond attached to the hiring of the Market Hill Rooms for occasional hirers at Market Hill Rooms. The Bond for the Town Hall was £250 and following discussion it was RESOLVED that a Bond of £250 be paid by occasional hirers of the Market Hill Rooms and for this to be added to the conditions of hire and scale of hire charges.

It was agreed that a Bond was not necessary for the two community rooms in the Town Hall, as these were used for meetings and a caretaker was always on duty.

146/09: ROYSTON & DISTRICT TWINNING ASSOCIATION:

Following discussion it was RESOLVED that the Town Council's contribution to the Großalmerode Twinning Civic Reception due to be held in October should be £50.

Local Government Act 1972, s.144

147/09 MEMORIAL TO THE ROYAL ANGLIANS:

The Town Clerk reported that she had met Neil Fairey together with Councillors Smith, and Palmer and her assistant in the Priory Memorial Gardens to discuss where best to place a tree as a memorial to the Royal Anglians. It had been agreed that a tree either Purple or Copper Beach or an Evergreen Oak, could be planted on the bank facing Melbourn Street. It would cost £150 for the tree, planting and maintenance for three years. A brass plaque would cost £75. Royston in Bloom Working Party would be asked if they could replant the area with crocus bulbs.

ROYSTON TOWN COUNCIL

A suitable time for planting would be immediately after the Remembrance Sunday parade.
The Town Clerk would be confirming with the Royal British Legion and the Royal Anglians.
It was RESOLVED that the Town Council go ahead with this arrangement.
Local Government Act 1972 S 137

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 18 August 2008 at 8.13 p.m.

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

148/09 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 30 June 2008 (minutes 79/09 to 84/09) were approved for signature by the Chairman. Councillor Smith expressed his concerns that in respect of minute 81/09. It appeared that plans of the proposed crossing were on display at a meeting of the Allotments Association although no plans had been received by the Town Council. It was agreed that this matter would be investigated and brought to the next meeting of the Committee.

149/09 EXCLUSION OF THE PRESS AND PUBLIC:

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

ROYSTON TOWN COUNCIL

150/09 ALLOTMENTS:

The Town Clerk informed the committee that she had arranged for further asbestos to be removed from the allotment site.

The Town Clerk reported that the tenant of Plot 4D had not cleared the soil from the nearby fence as promised.

After a full discussion and agreeing that this matter had gone on too long it was proposed by Councillor Berry, seconded by Councillor Davidson and agreed that the tenant be given a month's notice to vacate the plot.

151/09 STAFF – MUSEUM:

The Town Clerk circulated details of the proposed salary increases for the two museum staff. Following discussion it was agreed to recommend to the Finance Committee that both members of staff be moved up to the next relevant pay scale with effect of the beginning of the current financial year. The town clerk was asked to see if the funds can be found within the current museum budget.

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, 1st September 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Kennedy (in the Chair)
Councillors Berry, Davidson, Palmer, Phillips, Prime and Smith.
Town Clerk, Committee Administrator, County Councillor Drake, District Councillor Hill, Town Councillors Beardwell & Harrison, 15 Members of the Public & 1 Member of the Press.

152/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Grimes & Mayne.

153/09 DECLARATION OF INTEREST:

Councillor Kennedy informed the meeting that he had an interest in Item 4(a) – 08/01085/1 - 27 Heathfield, and that he would be vacating the Chair for the proposed Presentation and leaving the room during the discussion.

154/09 MINUTES:

The minutes of the meeting held on Monday, 4 August 2008 (132/09 to 138/09) were approved and signed as a correct record.

Councillor Kennedy then vacated the Chair and Councillor Prime took his place. It was **RESOLVED** that Standing Orders be suspended for the presentation by the Residents of Heathfield.

PUBLIC PRESENTATION:

Councillor Prime said that 9 letters of objection had been received in respect of the application. He then invited Mr. Graham Benstead to speak on behalf of himself and the residents.

He explained that this building would be one of the largest in the area on the smallest plot and would dominate this area.

He asked the committee to support the residents of Heathfield as they considered that this building would be completely out of character with the area.

Councillor Kennedy then spoke and said that he shared the views of the residents and agreed that it was an over development of the site and out of character with the area. It was also against the District Plan, Clause No.57, Guide Lines 1 & 2.

Councillor Kennedy left the meeting at 7.25 p.m.

155/09 PLANNING APPLICATIONS:

It was then agreed that the Standing Orders be reconvened.

(a) 08/01085/1 27 Heathfield.

Following a full discussion all members agreed that they could not support this application on the grounds that it was an over development of the site, out of character with the area and against Policy No.57, Guide Lines 1 & 2.

Several members of the public left the meeting at 7.32 p.m. and Councillor Kennedy returned to the meeting and took the Chair.

ROYSTON TOWN COUNCIL

(b) The Committee supported the following planning applications:-

08/01592/1	39 Old North Road.
08/02783/1	Land adjacent to 26 Morton Street. Councillor Davidson asked for her objection to be noted.
08/01544/1HH	40 Queens Road.
08/01563/1HH	158 Princes Mews.
08/01574/1HH	130 Redwing Rise.
08/01572/1HH	128 Redwing Rise.
08/01640/1)	22 Market Hill.
08/01639/1AD)	
08/01353/1HH	Heathside, Wicker Hall, Echo Hill.
08/01606/1	Tesco Stores Ltd., Old North Road. Councillor Smith asked for his objection to be noted.
08/01392/1HH	8 Newmarket Road.
08/01619/1HH	2 Icknield Walk.
08/01695/1HH	7 Donne Close.
08/01716/1HH	96 Layston Park.
08/01398/1HH	140 Redwing Rise.
08/01713/1HH	8 Wheatfield Crescent.
08/01728/1HH	10 Cedar Crescent.
08/01744/1HH	6 Highlands.
08/01779/1	Johnson Matthey Plc, Orchard Road.
08/01794/1HH	5 Nash Close.
08/017979/1LB	10 Stamford Yard.

(c) 08/01364/1 British Rail, Kneesworth Street.

The Committee supported this application provided that

- (i) there would be satisfactory landscape screening of the car park for visibility, noise and privacy for the benefit of neighbouring houses and
- (ii) that consideration be given to the improvement of the road junction either by traffic lights or traffic calming for cars entering and exiting the car-park from the highway.

156/09 APPLICATION 08/01166/1HH 53 BARKWAY ROAD:

Members supported the decision made by the Chairman and Town Clerk in respect of this application.

157/09 APPEALS:

Members noted that appeals had been made in respect of the following developments:-
Case Ref. 08/00426/1 – 7 Melbourn Road and
Case Ref. 08/00659/1 – 7 Melbourn Road.

There being no further business the Chairman closed the meeting at 8.08 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.15 p.m. on Monday, 1st September 2008.

PRESENT: Councillor Harrison (in the Chair).
Councillors Beardwell, Davidson, Palmer, Phillips & Prime.
County Councillor Drake, District Councillor Hill, Town Councillors Kennedy & Smith, Town Clerk, Committee Administrator, 1 Member of the Press and 1 Member of the Public in attendance.

158/09 APOLOGIES FOR ABSENCE:

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

159/09 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 7 July 2008 (minutes 92/09 to 107/09) were approved as a correct record.

160/09 REPORTS OF WORKING PARTY MEETINGS:

The notes of the Royston in Bloom Working Party meeting held 30 July 2008 were received into the workings of the Council.

Councillor Prime said that the Open Gardens had been successful despite inclement weather. He thanked the Town Council staff and all concerned for their help to make it a success.

Councillor Harrison also thanked the District Council for the work on the flower beds in the Town.

161/09 YOUTH COUNCIL & ROYSTON YOUTH NETWORK:

Councillor Davidson reported that the Royston Youth Steering Group meeting had been postponed until October, and that certain points were awaiting a response from the Youth Council. The Youth Council had now formulated a constitution and several members would still be remaining as the officers for the next year.

The Youth Music Festival held on Therfield Heath on 23 August was a little disappointing as numbers attending had been low due to the lack of advertising. There had been insufficient time to arrange enough advertising due to the lateness of securing the funding for the event.

Councillor Davidson congratulated the Royston Youth Network group for the excellent programme of summer events that had been put on and said she would be writing a letter to the newspapers thanking the Network team.

162/09 WEIGHT LIMIT – MELBOURN STREET:

The Town Clerk reported that this was still being discussed by the Area Committee. District Councillor Hill said that further ideas of controlling the traffic in Melbourn St were being looked into and that the Area Committee were waiting for some answers on the options.

The Chairman said that the Committee must await the response from the District Council and that this item would remain on the agenda for the next meeting.

163/09 EMERGENCY PLANNING:

Members had received a draft of the Emergency Plan and asked for any comments. Members were appreciative of the work done by Councillors Davidson & Prime and the Town Clerk on the preparation of the Emergency Plan.

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Following discussion it was agreed that the Plan needed a little more attention before presenting to the Council in November and a request for volunteers to be on the Emergency Planning Team would be made.

The Town Clerk reported that the Business Continuity Plan would be dealt with separately, and she would be attending a course on how to deal with this matter.

164/09 STREET NAMING:

The Committee considered names for the development on land at former 16-20 Green Drift, and agreed that the name Ostler Place would be appropriate.

165/09 PARKING – NEWMARKET ROAD/GARDEN WALK:

Members noted that since the parking restrictions had been placed on Newmarket Road there had been increased parking problems in Garden Walk. This was a serious matter as three schools were in the area. Following discussion and District Councillor Hill's report that there would soon be a result on a parking survey, Members agreed to await information from the District Council.

166/09 FLOODING IN ROYSTON:

Concern was registered by Members in respect of the recent flooding in many parts of the Town including Burns Road and the Twigden Estate. District Councillor Hill reported that this matter had been considered by the District Council and pressure has been put on those responsible for the highways and would be discussed again at the next Area Committee meeting.

The Committee agreed to await further reports from the District.

167/09 SPEEDING TRAFFIC:

Councillor Smith reported on the traffic speeding in the Twigden Estate. Various suggestions were put forward including traffic calming measures and it was agreed to refer this to the District Council's Area Committee.

168/09 BUS REAL-TIME:

The Chairman explained how Bus Real-Time worked in other towns and wondered if it could be put into use in Royston. Following discussion it was agreed that it was not feasible for Royston.

169/09 DATE OF NEXT MEETING:

Monday, 3 November 2008.

There being no further business the Chairman closed the meeting at 9.42 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 29 September 2008 in the Committee Room, Town Hall, Royston at 7.18 p.m.

PRESENT: Councillor R. Kennedy (Deputy Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Davidson, Doel, Harrison, Inwood, Mayne, Palmer, Phillips, Prime & Smith.
District Councillor Smith, County Councillor Drake, Town Clerk, Assistant to Town Clerk, Committee Administrator & 1 Member of the Public

The Reverend Les Harman led the meeting in prayer.

170/09 APOLOGIES:

Apologies for absence were received from Councillors Gaillard and Grimes.

171/09 TOWN MAYOR'S ANNOUNCEMENTS:

A report had not been received from the Town Mayor but the Deputy Town Mayor reported that he would not be attending the next meeting of the Council as he would be cycling in New Zealand to raise money for the Town Mayor's Charities for this year and the next year.

172/09 MINUTES:

It was proposed by Councillor Berry, seconded by Councillor Smith and **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 28 July 2008 (minutes 116/09 to 121/09).

173/09 TO RECEIVE MINUTES OF COMMITTEES THAT HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 28 July 2008 (minutes 122/09 to 131/09) 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 Planning Committee held 4 August 2009 (minutes 132/09 to 138/09) be approved and adopted as part of the true workings of this Council.

174/09 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 18 August 2008 (minutes 139/09 to 147/09) be approved and adopted as a true record.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 1st September 2008 (minutes 152/09 to 157/09) be approved and adopted as a true record.
- (c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highways Committee held on the 1st September 2008 (minutes 158/09 to 169/09) be approved and adopted as a true record.

ROYSTON TOWN COUNCIL

175/09 PRESENTATION:

Councillor Berry on behalf of Royston Town Council presented Mr. Les Baker with a card of good wishes on his retirement from The Royston Crow as its Editor. She thanked him for many years of support to the Town Council in many ways and, in particular, his reporting on the Town Council business.

Les Baker said he had spent eighteen years in the town and he would still be living in Royston and would enjoy being part of the town.

176/09 DATE OF NEXT MEETING:

The date of the next meeting is 22 December 2009.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.38 p.m. on Monday, 29 September 2008.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Doel, Harrison, Inwood, Kennedy & Smith.
Town Clerk, Assistant Town Clerk, Committee Administrator, Councillors Davidson, Mayne, Palmer & Phillips, County Councillor Drake, District Councillor F. J. Smith and 1 Member of the Press in attendance.

177/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Gaillard and Grimes.

178/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 18 August 2008 (minutes 139/09 to 147/09) were approved and signed by the Chairman.

179/09 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:

The following minutes of Sub-Committee and Working Party meetings were received into the workings of the council:-

- (a) Town Premises & Human Resources Sub-Committee meeting held 18 August 2008 (minutes 148/09 to 151/09).
- (b) Royston Markets Sub-Advisory Committee meetings held on 23 July 2008 and 4 September 2008
- (c) May Fayre Working Party meetings held on 29 April 2008 and 23 September 2008.
- (d) Royston Cave Trustees meeting held 29 July 2008.

180/09 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for September 2008 in the sum of £35,108.73 for payment

181/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for August 2008.

182/09 COMMUNITY CHEST AWARDS:

The Town Clerk had circulated two letters from Community Chest Award recipients who had asked permission to use the monies in a variation of the original request. Members agreed that this would be in order to do this.

183/09 INTERNAL AUDIT REVIEW:

The Town Clerk reported that the Audit Regulations required that the Council carry out an annual review of the effectiveness of the internal audit system. It was agreed that a Working Party be set up to review this and to report back to the Finance Committee. Councillors Doel and Kennedy volunteered to be on this Working Party along with the Town Clerk and her Assistant.

ROYSTON TOWN COUNCIL

184/09 BUDGET 2009-2010:

The Committee agreed that a Working Party be set up to prepare a draft budget and Councillors Berry, Davidson, Palmer and Smith volunteered to be part of this Working Party.

185/09 TREE PLANTING/MEMORIAL:

The Town Clerk reported that a pyramidal hornbeam tree had been chosen for the Priory Memorial Gardens for the Memorial to the Queen's Division. After discussion with the Royal British Legion it was agreed that the planting ceremony would take place the 11 November 2008 after the small memorial services held at the War Memorial in Melbourn Street and the 91st Bomb memorial.

186/09 ROYSTON FIRST – BUSINESS IMPROVEMENT DISTRICT (BID):

The Town Clerk reported that the Referendum is to go ahead in November with a closing date of 1st December 2008. The Council was grateful to the District Council for paying for the Referendum to be carried out.

If a yes vote was received, there would be extra on the business rates for the Market Hill Rooms, Museum and the Town Manager's Office, and the Town Hall.

Following discussion it was **RESOLVED** that the Town Council give a YES vote to show their support for the BIDs initiative.

187/09 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Berry reported that she was the Council representative on the Scouting & Guiding Associations, and was proud to report that two Queens Guides Awards had been presented to young ladies in Royston. This brings the total to four in Royston, the most in Hertfordshire.

Councillor Beardwell asked for thanks to be recorded to all those responsible for the very good Arts Festival this past weekend.

188/09 EXCLUSION OF PRESS AND PUBLIC:

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

ROYSTON TOWN COUNCIL

189/09 MUSEUM STAFF:

The Committee considered the recommendations from the Town Premises/Human Resources Sub-Committee previously circulated to increase staff pay levels to put them in line with other Museum's staff pay levels.

Following discussion it was **RESOLVED** that the Committee accept the recommendations put forward back-dated to April 08:-

- **Museum Curator:** Move up to next relevant pay scale Cost to council – approx £906 for 2008-2009
- **Museum Assistant:** Move up to next relevant pay scale. Cost to Council approx £211 for 2008-2009

It was agreed that the increase be funded by the extra income which is being generated from taking over the Royston Markets until the new budget for 2009-2010 is approved.

190/09 ALLOTMENT PLOT 4d, GREEN STREET:

The Town Clerk reported that the Town Premises Sub-Committee had agreed that the tenant of Allotment Plot 4d Green Street relinquish the plot as he had not complied with the regulations.

It now appeared that another person had been working this plot for the last four years and he asked that he be allowed to continue working the plot, despite the fact that sub-letting is not allowed, and that he had never been on the waiting list.

Following a lengthy discussion it was agreed that:-

- (a) The tenant of Plot 4d Green Street is given notice to vacate.
- (b) The person at present working this plot is allowed to continue within the current growing season.
- (c) Add his name to the waiting list.
- (d) The Allotment Association is asked to help remove the mound of earth that is up against a neighbouring garden fence.
- (e) The terms of the Allotments Agreement are posted on the notice board at the Allotments.
- (f) To review the situation in respect of whether or not to allow a tenant to have more than one allotment plot at a later date.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 6 October 2008 at 7.16 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Kennedy (in the Chair)
Councillors Davidson, Doel, Mayne, Palmer, Prime and Smith.
Town Clerk, Committee Administrator, District Councillors Hill & Smith, Town Councillor & District Councillor Burt & 2 Members of the Public.

PUBLIC PRESENTATION:

Mrs. J. Seabrook was invited to speak in respect of Agenda Item 4 (h) – 32 Fieldfare Way.

She explained that the plans were inaccurate and that they did not show the different building level that was already above her fence and did not show the gradient of neighbouring property. The extension would affect enjoyment of her garden and the morning light to her property would be affected. The extension on the other neighbouring side would result in her home being hemmed in and, in her opinion, the extension proposed was too big and far too intrusive.

The Chairman thanked Mrs. Seabrook for her presentation and said that her comments would be taken into account when the Committee considered this planning application.

191/09 APOLOGIES FOR ABSENCE:

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

192/09 DECLARATION OF INTEREST:

Councillor Davidson declared an interest in Agenda Item 4 – 08/01961/1LB (Banyers Hotel, Melbourn Street) and that she would speak on this application and then leave the room during the discussion.

193/09 MINUTES:

The minutes of the meeting held on Monday, 1st September 2008 (152/09 to 157/09) were approved and signed as a correct record.

194/09 PLANNING APPLICATIONS:

(a) 08/01949/1HH 32 Fieldfare Way.

Following a full discussion all Members agreed that they could not support this application on the grounds that it was an over development of the site, affecting light to the neighbouring property, reducing the neighbour's enjoyment of their garden and that it was out of keeping with the area.

Mrs. Seabrook left the meeting at 7.25 p.m. after the Chairman informed her that the District Council would be making the final decision on this application.

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- (b) 08/01700/1HH 117 Garden Walk.

Following discussion the Committee agreed not to support this retrospective planning application on the grounds of highway safety and that the fence height should be lowered.

- (c) 08/01890/1HH 32 Sun Hill.

The Committee supported this application subject to satisfactory screening in line with the District Council's guide lines.

- (d) 08/01858/1 Carrington House, 37 Upper King Street.

The Committee did not support this application on the grounds that it was a loss of commercial properties and against the original plan.

- (e) 08/01961/1LB Banyers Hotel, Melbourn Street.

Councillor Davidson explained that she, together with other residents in the area, had been experiencing extreme noise from events at the Banyers Hotel since its renovation. She felt that this proposed conservatory would bring about even more noise during events held in this extension.

Councillor Davidson left the room at 7.45 p.m. and the Members discussed fully this application.

It was agreed to support the application subject to restriction of any extreme noise etc. to be kept to the minimum and that the licensing application should be considered carefully.

Councillor Davidson returned to the meeting.

- (f) 08/01985/1 13 Kneesworth Street
08/01986/1LB 13 Kneesworth Street, Listed Building

Following a full discussion the Members did not support these applications on the grounds that the original intention was to retain the building as commercial premises.

- (g) The Committee supported the following planning applications:-

08/01693/1HH	1 Hargreaves Road.
08/01903/1HH	6 Orchard Way.
08/01847/1HH	14 Princes Mews.
08/01834/1	Noble Metals, Orchard Road.
08/01981/1HH	2 Sorrel Close.
08/01962/1HH	5 Curlew Crescent.
08/01898/1HH	12 Poplar Drive.
08/02017/1HH	99 Green Drift.
08/02083/1HH	8 Victoria Crescent.
08/02104/1HH	5 Yeats Close.
08/02043/1	Johnson Matthey.

195/09 PERMITTED DEVELOPMENT RIGHTS:

Members considered and noted the Permitted Development Rights previously circulated.

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196/09 APPEALS:

The Town Clerk reported that the Appeal had been upheld in respect application 07/0280/1 1 Angel Pavement being changed from Class A1 to Class A3 Restaurant, subject to the condition that this takes place within three years.

The Town Clerk also reported on the Appeal in respect of 7 Melbourn Road – Case Ref: 08/00426/1 and 08/006591/. There was to be a public inquiry held at 10 a.m. on 4 November 2008 in the Committee Room, Town Hall, Royston.

It was agreed that Councillor Kennedy would make a presentation on behalf of the Town Council.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM SUB ADVISORY COMMITTEE** held on Thursday 9th October 2008 in the Committee Room, Town Hall, Royston at 7.p.m.

PRESENT: Mr. Les. Baker (in the Chair)
Councillors, Mayne, Prime & Smith
Museum Trustees: Peter Ketteringham, Philip Smith, Jenny Smith, & Mike Lawrence, Shirley Thrussell, Friends of Royston Museum, Betty Skyrme Royston & District Local History Society
Royston Town Council officers: Susan Thornton-Björk (Town Clerk) and Carole Kaszak (Curator)

197/09 APOLOGIES

Apologies for absence were received from: Councillor Beardwell & NHDC Museum Curator officer Ros Allwood.

198/09 MINUTES:

The minutes of the 24th July 2008 were approved and signed as a correct record of the meeting.

199/09 CURATOR'S REPORT: (copy attached to minute book)

Carole updated the committee on her report.

The Arts Festival weekend brought many visitors into the museum to see the exhibition. The children's workshop run by Anstey, Mrs Baker and Cllr Liz Beardwell was well attended. The printing press demonstration run by Cllr Beardwell raised £44 for the museum donation fund.

Photos of the Time Trackers visit are on display in the museum

Carole reported that Royston Museum was being advertised in three new leaflet publications;

- Discover Museums in North Herts - produced by North Herts District Council
- Enjoy Museums in Hertfordshire – produced by Hertfordshire County Council
- First Capital Connect Experience Guide Places to Go – produced by First Capital connect

It was agreed that the good publicity was due to the efforts of staff and volunteers.

It was noted that it was difficult to get a water supply for the new container garden at the museum. After discussion it was agreed to look into the possibility of replacing the cold tap in the kitchen with a different style to enable a bucket to be placed underneath it.

The committee's thanks went the Royston Crow for the donation of many photos and negatives of the town dating back 30 years.

200/09 ACQUISITION & DISPOSAL:

Following the museum obtaining its Accreditation from MLA, the museum was advised that the current Acquisition & Disposal Policy needed to include some revised wording from the

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MLA. Members agreed to accept the new policy and recommend the policy to Full Council for adoption.

201/09 THE PUBLIC CATALOGUE FOUNDATION HERTFORDSHIRE BOOK LAUNCH:

The Friends of Royston Museum have agreed to host a launch party for the Public Catalogue Foundation's Oil Paintings in Public Ownership in Hertfordshire, Whydale's 'Lady in Feathered Hat' appears as a full page reproduction. We are awaiting confirmation of the date from the Foundation, Thursday 29th January 2009, venue Market Hill Rooms, Fish Hill, Royston, time 6.30pm to 8.30pm. Invites will be sent out by the Foundation. The Town Mayor will be invited to welcome visitors.

202/09 MUSEUM GRANTS:

The working party had nothing to report at the moment, a further meeting to be arranged soon. It was agreed to arrange a group for fact finding visits to other museums and for them to report back to the committee. Museums suggested for visits are: Stevenage, Mill Green, Bushey, Saffron Walden, Wisbech and Luton.

It was agreed to check with District Councillors to see if any funds would be made available for Royston Museum in next year's budget.

203/09 TAPESTRY:

Date for presentation of the Tapestry was confirmed for Thursday 6th November. The Town Clerk will send out the invites. Museum will arrange light refreshments.

204/09 ANY OTHER BUSINESS:

Museum Budget 2009-2010

After discussion it was agreed to recommend that the figures for the 2008-2009 budget be used for the forth coming year with increases for fuel, insurance, security and salaries as necessary.

Jack's War Book

It was agreed to sell the book at a special offer price of £10 for the period of 8th to 15th November in recognition of the 90th anniversary of the end of the First War World.

Royston Local History Society

Peter Ketteringham reported that the History Society was looking into creating a Book List of books they have for sale on the internet.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 27 October 2008.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Doel, Grimes, Harrison, Kennedy & Smith.
Town Clerk, Assistant Town Clerk, Committee Administrator, Councillor Phillips and District Councillor Hill in attendance.

205/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Inwood.

206/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 29 September 2008 (minutes 177/09 to 190/09) were approved and signed by the Chairman.

207/09 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:

The following minutes of Sub-Committee and Working Party meetings were received into the workings of the council:-

- (a) Leete Charity Sub-Committee meeting held 29th September 2008.
- (b) Royston Markets Sub-Advisory Committee meeting held on 7 October 2008.
- (c) Museum Sub-Advisory Committee meeting held 9 October 2008 (minutes 197/09 to 204/09).

208/09 ACCOUNTS FOR PAYMENT:

Following clarification of some items on the accounts it was **Resolved** to approve the accounts for October 2008 in the sum of £30,321.95 for payment.

It was **Resolved** to approve a donation of £50 to the Poppy Appeal 2008 and a donation of £25 to Royston Branch British Legion towards the cost of refreshments after the Remembrance Day parade on Sunday 9th November 2008. **LGA 1972 Section 137**

209/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for September 2008. The Town Clerk explained that three hirers, two of long standing, were no longer hiring the Town Hall due to various reasons. This would make a difference to the income figure against the budget figures.

210/09 BUDGET 2009-2010:

The Town Clerk reported that the working party had met and were due to meet again on the 12 November. A draft budget will be forwarded to all members before the working party. The Town Clerk asked that any comments on the draft budget be forwarded to her in order that the working party could consider them.

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211/09 INTERNAL AUDIT REVIEW:

The Town Clerk reported that a Working Party meeting to carry out the internal audit review was due to meet on the 3 November 2008. It was noted that the Auditors for the Internal Audit, H.W.Chartered Accountants, Kempston, Bedfordshire, would be visiting the office on the 5 November 2008.

212/09 EXTERNAL AUDIT: (Report attached to minutes)

The Town Clerk reported that the External Audit was now complete and that the Annual Return for 2007-2008 had been returned with a qualified report because of issues raised over the Risk Assessment and the Review of the Internal Audit. The Town Clerk reported that an action plan is already in place to address these

The following recommendations were noted:

- Royston Cave Trust Fund Bank account should not have Royston Town Council on it, the Town Clerk would be arranging for this to be changed after the next Cave Trustee meeting.
- Fidelity Insurance was too low, this has already been increased.
- Donation to Town Twinning should have been authorised under section LGA 1972 s 144(2) instead of LGA 1972 S137.
- Expenditure Powers to be recorded in minutes, action taken to add to accounts for payments list.

Councillor Grimes congratulated the Town Clerk and her staff for their excellent work and it was **Resolved** to approve and accept the Annual Return.

The Clerk reported that the conclusion of audit would be displayed on the Town Hall notice board for 14 days.

213/09 NOVEMBER NEWSLETTER:

Members approved the November newsletter for publication subject to some minor amendments.

214/09: HAPTC GRANT (£225):

The Town Clerk reported that a grant had been received for improvements to the Town Council's website and this would allow for one page on the website to be used by the Market Manager. It would also now be possible to have questionnaires added to the site.

Members were pleased to note that the Town Clerk's application for grant aid had been accepted.

215/09 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Beardwell reported on her attendance at a meeting of the Royston & District Local History Society and that she had noted that the visitors to Royston Cave had increased and also the special party visits. The Society would be publishing a new book on Recipes of the 1700's in time for Christmas.

Councillor Smith reported that he had raised his concerns in respect of flooding in the Twigden Estate at the last Royston & District Area Committee meeting. District Councillor Hill reported there had been meetings between the MP, and the Highways Agency regarding the flooding.

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District Councillor Hill also told the meeting that Anglian Water was also now involved and all parties were in discussion with the District Council.

216/09 EXCLUSION OF PRESS AND PUBLIC:

It was agreed that the Committee would except an extra item on the agenda and Councillor Grimes proposed, seconded by Councillor Smith and **RESOLVED** that in view of the confidential nature of the business about to be transacted and in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.

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217/09 STAFF SALARIES:

The Town Clerk explained that the Salary Awards for 2008-2009 had been under review for some time now and the Trade Union has not accepted the final pay offer of 2.45% increase and would, therefore, be going to arbitration.

Given the time that has elapsed since the award was due the two sides (NJC and the Union) have agreed that the Employers offer should be implemented, with effect from the 1st April 2008.

Members discussed this and it was **RESOLVED** to accept this arrangement and that this payment be arranged.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 27 October 2008 at 7.55 p.m.

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

218/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Davidson.

219/09 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 18 August 2008 (minutes 148/09 to 151/09) were approved for signature by the Chairman.

220/09 ALLOTMENTS:

The Town Clerk reported that the meeting with the Allotment Association had been arranged for 7 p.m. on Thursday, 27 November 2008.

The Town Clerk updated Members in respect of Plot 4d. It had now been agreed that the person using the Plot 4d, although not the tenant, would remove his crops by the end of the year and he would be transferred to the waiting list for another plot. The now vacant plot would be given to the person using the adjacent plot and who had been on the waiting list for a second plot. He has already been working it and has cleared half of the mound of earth against the fence.

Members were pleased to note this outcome.

221/09 MARKET HILL ROOMS:

The Town Clerk reported that she had investigated the ways in which improvements could be made to the acoustics at Market Hill Rooms. It appeared that there were various ways to help this problem but all in the region of £4,000-£6,000. Builders would need to be found to do the work after the purchase of the equipment required.

Following discussion it was decided that the payment could be made out of Capital Funds. It was agreed that this work should go ahead and to recommend to the Finance Committee at the next meeting accordingly.

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, 3rd November 2008 at 7.16 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Kennedy (in the Chair)
Councillors Berry, Doel, Mayne, Palmer, Phillips, Prime and Smith.
Town Clerk, Committee Administrator, District Councillors Hill & Smith, Town Councillor & District Councillor Burt, Town Councillor Beardwell & 1 Member of the Press..

222/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davidson & Grimes.

223/09 MINUTES:

The minutes of the meeting held on Monday, 6th October 2008 (191/09 to 196/09) were approved and signed as a correct record.

224/09 PLANNING APPLICATIONS:

(a) The Committee supported the following planning applications:-

08/02118/1HH 21 Kingston Vale.

08/02178/1HH 51 Housman Avenue.

The Committee commented that a pitched roof would be preferable.

08/02165/1HH 5 Melbourn Road.

The Committee commented that it was a pity that there would be a loss of a tree.

08/01982/1HH 82 Melbourn Road.

08/02160/1 Kwik Fit Centre, 28 Orchard Road.

08/02226/1HH 6 Icknield Walk.

08/02190/1HH 92 Layston Park.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.29 p.m. on Monday, 3rd November 2008.

PRESENT: Councillor Harrison (in the Chair).
Councillors Beardwell, Burt, Mayne, Palmer, Phillips & Prime.
District Councillors Hill & Smith, Town Councillors Kennedy & Smith, Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

225/09 APOLOGIES FOR ABSENCE:

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

226/09 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 1st September 2008 (minutes 158/09 to 169/09) were approved as a correct record.

227/09 REPORTS OF WORKING PARTY MEETINGS:

The notes of the Royston in Bloom Working Party meetings held 10 September 2008 were received into the workings of the Council.

228/09 WEIGHT LIMIT – MELBOURN STREET:

Several Members of the Council had been present at a site meeting on the 18 October 2008 along with the District Councillors. Suggestions had been put forward and a report on the meeting had been circulated. (Report filed with minutes)

Members then discussed these suggestions fully and District Councillor Hill was invited to speak. She explained that a weight limit on Melbourn Street had not been ruled out but was one of the options put forward in the report.

Councillor Burt said it was essential to have several alternative options to put forward to the Highways Authority.

District Councillor Smith said that big schemes costing a lot of money are unlikely to be considered by the Highways but moving pavements out, using bollards and double yellow lines would help the situation and prove cheaper.

Following discussion it was proposed by Councillor Harrison, seconded by Councillor Berry and agreed that the Town Council put forward their suggestions as follows:-

- (a) Melbourn Street narrowed;
- (b) A 20 mph speed limit imposed;
- (c) Double yellow lines and bollards placed in Melbourn Street;
- (d) Three phasing of the traffic lights;
- (e) Town Council to continue to press for a weight limit to be imposed on Melbourn Street.

In addition it should be made clear that Mill Road/Stamford Avenue/Queens Road should not be allowed to become an alternative route causing more traffic in this area.

Councillor Prime voted against the three phasing of the traffic lights and asked for his vote against to be noted.

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It was further proposed by Councillor Burt, seconded by Councillor Palmer and agreed that alternative parking either outside the Police Station or the War Memorial be considered to allow for deliveries to take place.

229/09 EMERGENCY PLANNING:

The Chairman thanked the Working Party for their work on preparing the Emergency Plan and following discussion it was agreed that the Emergency Plan be recommended to the Full Council for adoption.

230/09 NO COLD CALLING:

Members were pleased to note that the No Cold Calling zone in Royston was to be extended to include Queens Road, Clark Road and Queensway. They hoped that the Icknield Walk area could be included in the future.

231/09 YORK WAY – PROPOSED WAITING RESTRICTIONS:

The Town Clerk reported that in respect of the proposed waiting restrictions in York Way she reported she had asked if these restrictions would operate Monday to Friday only as people visiting the amenity site at weekends would find it difficult to park. Members were pleased to note this.

232/09 LSP – ANNUAL COMMUNITY CONFERENCE:

The Town Clerk reported the launch of the new “Sustainable Community Strategy for North Hertfordshire” and that Members were invited to the conference on Monday 10 November 2008 at 6 p.m.

Councillor Prime said that he would be attending and District Councillor Smith asked that more Councillors from Royston attend this Conference. The Town Clerk said she would check on how many Members had indicated that they would attend.

233/09 RAILWAY UNDERPASS:

The Town Clerk circulated information on the preferred options. Following discussion the Members agreed to go with the preferred option (Option 3) for the Consultation Document.

234/09 MAKING AND ENFORCING BYELAWS:

Members noted that any comments on the Making and Enforcing Byelaws Consultation should be returned by the 20 November 2008. The Document was available to view at www.communities.gov.uk and in the office.

235/09 PARKING NEWMARKET ROAD/GARDEN WALK;

District Councillor Hill said that officers were currently monitoring these roads and would report on the impact of the parking restrictions in due course. The Chairman said that this item would be placed on the agenda for the next meeting.

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236/09 FLOODING TEMPLARS GATE:

Councillor Smith reported that there had been a site meeting with the interested parties including the MP. The Hertfordshire Highways were making a full inspection of the drainage system in Royston and a response was expected at the District Council on 26 November 2008. Burns Road residents had formed an action group and would be presenting their case at that meeting.

District Councillor Hill reported that Anglia Water would also attend the meeting. The Chairman said that this item would be on the agenda at the next meeting.

237/09 HERTFORDSHIRE COUNTY COUNCIL - TRANSPORT IN HERTS:

The Town Clerk reported that the Annual Progress Report August 2008 was available to view at www.hertsdirect.org/ltf.

238/09 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Prime attended a Royston Community Transport meeting and reported that the community bus has had to be urgently replaced. Due to high costs etc., it had been decided to apply for charity status for the Community Transport Organisation.

Councillor Prime had also attended a meeting of Royston & South Cambs HomeStart. Since their move to Melbourn all was going very well, and they wished to thank the Royston Town Council for their support over the years and said that their work within Royston would continue.

Councillor Phillips reported she had attended a meeting of the Royston Sports Council and they were involved in the Olympics Fund Raising events.

239/09 MODEL CODES OF CONDUCT:

The Town Clerk reported that the consultation document had been received on proposals:-

- For revising the Local Authorities (Model Code of Conduct) Order 2007 and the Relevant Authorities (General Principles) Order 2001 and
- The introduction of a model code of conduct for local government employees.

The closing date for response was 24 December 08 and the document could be viewed at <http://www.communities.gov.uk/publications/localgovernment/codesconductconsultation>.

The Town Clerk suggested that a Working Party be formed to consider the response and Councillors Harrison and Mayne agreed to be part of the Working Party and the Town Clerk would ask for another Member to join in the discussion. The response should come before the Full Council meeting for approval to forward on by the 24 December 08.

240/09 DATE OF NEXT MEETING:

Monday, 12 January 2009.

There being no further business the Chairman closed the meeting at 8.38 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 1st December 2008.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Doel, Gaillard, Grimes, Harrison, Inwood & Smith.
Town Clerk, Assistant Town Clerk, Committee Administrator & County Councillor Drake.

241/09 APOLOGIES FOR ABSENCE:

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

242/09 DECLARATION OF INTEREST:

There were no declarations of interest but the Town Clerk informed the Members that in future there would be a file left on the table for any declarations to be noted in and Register of Gifts to be recorded.

243/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 27 October 2008 (minutes 218/09 to 221/09) were approved and signed by the Chairman.

244/09 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:

The following minutes of Sub-Committee and Working Party meetings were received into the workings of the council:-

- (a) Town Premises Sub-Committee meeting held 27 October 2008 (minutes 218/09 to 221/09).
- (b) May Fayre Committee meeting held 4 November 2008.

245/09 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for November 2008 in the sum of £41,221.65 for payment.

246/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for October 2008. Councillor Smith queried why Councillor Beardwell had been quoted in the press as having no knowledge of the monies in connection with the Stamford Yard property sold some years ago. Councillor Beardwell informed the meeting that she had been misquoted by the press and had only suggested that the money from the sale be used for the benefit of the community.

247/09 BUDGET 2009-2010:

The Town Clerk circulated Members an update on the Budget considered by the Working Party and the Chairman explained that it is recommended that the General Fund (Reserves)

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should be at least 50% of the Precept and felt that the approximate weekly increase should be in the order of 10p per Band D household. Members considered the options in great detail.

Councillor Grimes attended the meeting at 7.45 p.m. and Councillor Burt at 7.55 p.m.

Following discussion and input by all Members on the Precept required, and the Town Clerk explaining the difficulties faced by the Council if the Precept was not increased by a significant amount to cover the proposed expenditure for the year several proposals were put to the vote as follows:-

- Councillor Grimes proposed that the option for £0.04 per household be agreed, seconded by Councillor Harrison, 2 votes for and 5 against and the motion was lost.
- Councillor Burt proposed that the option for £0.07 per week per household be agreed, seconded by Councillor Beardwell, 4 votes for and 5 against and the motion was lost.
- Councillor Berry proposed that the option for £0.10 per week per household be agreed, seconded by Councillor Smith, 3 votes for and 5 against and the motion was lost.
- A recount was taken on Councillor Burt's proposal that the option for £0.07 be agreed, 4 votes for and 5 against, and the motion was lost.

Following further discussion it was again proposed by Councillor Burt, seconded by Councillor Beardwell that option £0.07 be agreed and with 7 votes for, 2 against the motion was passed and it was agreed to recommend the proposed budget for 2009-10 and to raise a precept of £202,527 to Full Council. Councillor Harrison registered his objection.

248/09 ANNUAL INTERNAL AUDIT REVIEW:

Councillor Doel enlarged upon the report, previously circulated, (copy with minutes) that he and Councillor Kennedy had prepared on the Audit Review. They had interviewed the Town Clerk and her assistant to check processes undertaken and had suggested some minor changes but they had considered everything was being done to the standards required.

Members thanked Councillors Doel and Kennedy for their work on this report and accepted the report.

249/09 INTERNAL AUDIT 2008-2009:

Members received a report from the Internal Auditor regarding his first visit to the office for the audit year 2008-2009. (Report attached to minutes)

Councillor Grimes congratulated the office staff for their hard work in achieving a good report.

250/09 RISK MANAGEMENT:

The Members approved and adopted the Risk Management Policy and the Policy on Financial Matter.

251/09: INVESTMENTS OF RESERVES:

The Town Clerk outlined her investigations into the future investments of the Town Council's reserves and advised that she considered it best to continue investing on a monthly basis.

Members discussed various ways of investing, it was then proposed by Councillor Burt, seconded by Councillor Berry and agreed that the investments of reserves continue in the same manner as before.

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252/09 NHDC – CONSULTATION ON SERVICE & FINANCIAL PLANNING PROCESS 2009/10:

Members agreed they had no comment to make on the investments proposals as listed on the sheets received from NHDC.

Councillor Burt then explained how he had disagreed with the proposed increase in car parking charges to raise £141,000 which were discussed at the Royston Area Committee meeting on 26th November 08. He had made various suggestions to the committee and gave the Town Clerk a list of various options for improving the car-parking income for Royston, these were then read out.

Following discussion it was proposed by Councillor Berry seconded by Councillor Harrison and agreed that the Town Council should support these suggestions and pass the comments to the District Council by the date given of 2 December 2008.

The Town Clerk was also asked to obtain figures from the District Council in respect of the number of car parking spaces in Royston, Baldock, Letchworth and Hitchin as quickly as possible, and Councillor Harrison asked that they also be available for the next meeting of the General Purposes & Highways Committee.

253/09 COOMBES HOLE:

Members received a notification regarding the decision on Public Rights of Way enquiry at the site of Coombes Hole. Hertfordshire County Council has decided that there is insufficient evidence to show that a Right of Way exists and the driftway is a private road for use of landowners. The process now will be to record a correct Right of Way usage for pedestrians and vehicles to the allotments and for cyclists and pedestrians to use the proposed railway underpass crossing.

The Town Clerk had received a request to confirm land ownership.

254/09 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Inwood reported that the Royston Beavers would be celebrating the Centenary in April 2010 and asked the Councillors to make an advance note of this date.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 8 December 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Berry, Davidson, Doel, Mayne, Palmer, Phillips and Smith.
Town Clerk and Committee Administrator in attendance.

255/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Grimes and Kennedy.

256/09 MINUTES:

The minutes of the meeting held on Monday, 3rd November 2008 (222/09 to 224/09) were approved and signed as a correct record.

257/09 PLANNING APPLICATIONS:

(a) The Committee supported the following planning applications:-

08/02788/1	Heath Works, Baldock Road.
08/02204/1AD	Tesco Stores, Old North Road. Subject to the removal of the temporary sign.
08/02782/1HH	Ivy Farm, Baldock Road.
08/02786/1	Units 2 & 3 (& 4) Anglian Business Park, Orchard Rd.
08/02794/1HH	9 The Green.
08/02820/1H	32 Poplar Drive.
08/02838/1HH	50 Melbourn Road
08/02180/1	9 The Green.
08/02199/1HH	13 Gage Close.

(b) 08/02110/1 Land rear of 30 & 34 Gower Road.

The Committee did not support this application on the grounds that it was an over development of the site and that the access was too narrow.

258/09 APPEAL – 27 Heathfield, Ref.08/01085/1:

The Committee noted that an Appeal had been made in respect of this development.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 22 December 2008 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor P. Grimes (Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Davidson, Doel, Gaillard, Harrison, Mayne, Palmer, Phillips, Prime & Smith.
District Councillors Hill & Hunter, County Councillor Drake, Town Clerk, Assistant to Town Clerk, Committee Administrator, Town Centre Manager, 1 Member of the Press & 1 Member of the Public

The Reverend Les Harman led the meeting in prayer.

PRESENTATION:

Geraint Burnell, Town Centre Manager, updated members on the outcome of the Royston First BIDS ballot and reported that a Yes voted had been confirmed.

The Town Centre Forum would now evolve into the Royston First Bids Co which would be set up by April 2009. Several members of the Forum would be continuing to be involved. Several projects are planned including a community cinema.

The Town Centre Manager asked the Council as to how they wished to receive reports and updates of the Bids projects either to the full Council or to an appropriate sub-committee.

The Town Mayor then thanked Geraint Burnell for his excellent work in bringing about a successful conclusion and other Members were unanimous in their appreciation of his work.

The Town Clerk then confirmed to Geraint that the matter would be discussed and she would contact him in due course.

Geraint Burnell then left the meeting.

259/09 APOLOGIES:

Apologies for absence were received from Councillors Kennedy and Inwood.

260/09 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported on the various events he had attended on behalf of the Town which included:

- Civic Reception for Grossalmerode
- the opening of the Thai restaurant at the previously known Old Jockey PH,
- Twinning event with the Mushroom Fanciers from La Loupe,
- the presentation about Royston Tapestry held at the Museum,
- Roysia School Bonfire Night,
- both Remembrance events and the planting of the tree to show thanks to the armed services
- The opening of the YUVA restaurant at Kneesworth.
- St. Mary's School Fete
- Christmas Event at the Hospice
- Christmas Carnival
- TRBL Poppy Service Awards.

ROYSTON TOWN COUNCIL

The Town Mayor reported that he would be attending the Christmas and New Year Day events at the Hospital and Richard Cox House, etc.

261/09 MINUTES:

It was proposed by Councillor Berry, seconded by Councillor Smith and **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 29 September 2008 (minutes 170/09 to 176/09).

262/09 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meetings of the Finance Committee held 29 September 2008 (minutes 177/09 to 190/09) and on 27 October 2008 (minutes 205/09 to 217/09) be approved and adopted as part of the true workings of this Council.
- (b) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held 6 October 2009 (minutes 191/09 to 196/09) and 3 November 2008 (minutes 272/09 to 224/09) be approved and adopted as part of the true workings of this Council.

263/09 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held 3 November 2008 (minutes 225/09 to 240/09) be approved and adopted as a true record.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 1st December 2008 (minutes 241/09 to 254/09) be approved and adopted as a true record.
- (c) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 8 December 2008 (minutes 255/09 to 258/09) be approved and adopted as a true record.

264/09 PROPOSED BUDGET 2009-2010 & PROPOSED PRECEPT 2009-2010:

Members considered the recommendation of the Finance Committee to set the budget for 2009-2010 as previously circulated.

The Town Mayor thanked all concerned with the preparation of the Budget for their hard work.

Councillor Berry explained the problems that the Working Party had faced to bring about a fair conclusion and to enable the work of the Town Council to be carried out. She also said that there had been many achievements during the last year including the taking over the Market that was showing improvements with an enthusiastic Market Manager. The Town Council had achieved Quality Town Status and the Museum had also received Accreditation.

ROYSTON TOWN COUNCIL

She thanked everybody for the time they had given to the consideration of the budget and proposed that the Town Council accept the recommendation of the Finance Committee of the budget set and that a Precept be raised of £202,530 for year 2009-2010. Councillor Smith seconded the proposal and the motion was passed.

Councillor Harrison registered his objection.

265/09 FREEDOM OF INFORMATION ACT:

Following discussion the Town Mayor proposed, Councillor Harrison seconded, and it was agreed that the Policy & Procedure for Information Requests document and the new Publication Scheme document be adopted. However, it was agreed that there be a review in a year's time in respect of the charges involved.

The Press left the meeting at 7.50 p.m.

266/09 ROYSTON TOWN COUNCIL EMERGENCY PLAN:

The Town Clerk confirmed the names of those involved in the Emergency Plan as recommended by the General Purposes & Highways Committee and previously circulated to Members.

Councillor Harrison thanked all those involved in the considerable work to prepare this document and he proposed that it be adopted, Councillor Davidson seconded and it was agreed.

267/09 ROYSTON & DISTRICT MUSEUM ACQUISITION & DISPOSAL POLICY 2008:

It was proposed by Councillor Berry, seconded by Councillor Smith and agreed to adopt the revised Acquisition & Disposal Policy 2008 as recommended by the Museum Sub-Advisory Committee.

268/09 ROYSTON DAY CENTRE:

The Town Clerk explained that since Councillor Kennedy had resigned from his position as representative for the Town Council on the Royston Day Centre Committee there had not been a Town Council representative and the Royston Day Centre had asked for a Member to be appointed.

Councillor Berry informed the meeting that she would like to take over this position and she was thanked for agreeing to be the Town Council's representative.

269/09 DATE OF NEXT MEETING:

The date of the next meeting was 23 February 2009.

The Town Mayor closed the meeting at 7.59 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.02 p.m. on Monday, 22 December 2008.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Doel, Gaillard, Grimes, Harrison & Smith.
County Councillor Drake, District Councillors Hill & Hunter, Town Clerk,
Assistant Town Clerk & Committee Administrator.

270/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Kennedy & Inwood.

271/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 1 December 2008 (minutes 241/09 to 254/09) were approved and signed by the Chairman.

272/09 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:

The following minutes of Sub-Committee and Working Party meetings were received into the workings of the council:-

(a) May Fayre Committee meeting held 4 November 2008.

273/09 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for December 2008 in the sum of £32,491.21 for payment.

274/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for November 2008.

275/09 CORRESPONDENCE RECEIVED:

The Town Clerk reported receipt of thank you letters as follows:-

- Royston Business Awards
- Royston Arts Society
- Royston Arts Festival

276/09 EXCLUSION OF THE PRESS AND PUBLIC:

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

ROYSTON TOWN COUNCIL

277/09 FUNDING FOR COMMUNITY PROJECTS:

Members discussed the report, previously circulated, in respect of funding by the Town Council for projects and in respect of the Royston Tennis Club's request it was agreed that this did not fit in the criteria required. It was agreed to advise the Club to approach Alan Fleck at the NHDC to ascertain whether or not a grant could be forthcoming from that Council.

The second request was from the Royston Allotment & Garden Association for help in replacing the building for use as a clubhouse/shop/meeting room on the Council's allotment land.

Following discussion it was agreed that the Town Clerk obtain more details for discussion at a future meeting of the Finance Committee.

278/09 ROYSTON FIRST/TOWN CENTRE FORUM:

Members discussed the issues arising from the Royston First Bid vote and outcome. The Town Clerk explained that the Town Centre Forum would cease to exist and that the Town Manager would remain an employee of the Royston Town Council and be involved with the work of the BID Company once it was set up. It was agreed that the BID Co would need to report to the Town Council's Finance Committee. The Town Clerk having been a member of the Town Centre Forum would be willing to continue on the BID team along with some of the previous members of the Forum. She was thanked for her work in connection with this group. Further details about the set up of the BIDs Co would be forthcoming at a later date.

The Chairman then wished everybody a Merry Christmas and a Happy New Year and closed the meeting at 8.35 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 12 January 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

Due to the absence of the Chairman and Vice-chairman it was **RESOLVED** that Cllr Berry take the chair.

PRESENT: Councillor Berry (in the Chair)
Councillors Davidson, Mayne, Palmer, Phillips and Smith.
County Councillor Drake, District Councillors Hill and Hunter, Town Councillors Beardwell & Burt, Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

279/09 APOLOGIES FOR ABSENCE:

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

280/09 MINUTES:

The minutes of the meeting held on Monday, 8th December 2008 (255/09 to 258/09) were approved and signed as a correct record.

281/09 PLANNING APPLICATIONS:

(a) The Committee supported the following planning applications:-

08/02942/1HH	1 Milton Close.
08/02945/1	Land at r/o 3 London Road.
08/02933/1HH	35 Heathfield.
08/02922/1HH	2a Heathfield.
08/02982/1HH	10 Cedar Crescent.
08/03002/1HH	54 Green Drift. The Committee would prefer to see a pitched roof.
08/02995/1	St.Mary's RC JMI School.
08/03036/1HH	21 Shrubbery Grove.
08/03039/1AD	38 High Street.

(b) 08/02946/1LB Land to r/o 3 London Road, Listed Building.

The Committee agreed to support this application in principle provided that the conservation and listed building details are adhered to.

(c) 08/02954/1 Land at York Way & Beverley Close.

The Committee did not support this application on grounds of vehicle access and road safety issues and felt that the turning point on the site was too near the entrance and would encourage vehicles to back out on to an already busy road.

(d) 08/02965/1 Land at York Way & Beverley Close.

The Committee agreed to support this application as smaller vehicles would be using the access and the turning area was not as near to the entrance as in the previous application.

ROYSTON TOWN COUNCIL

282/09 APPEAL – 27 Heathfield – Ref: 08/01085/1:

The Committee noted that a copy, for information, of the Council's hearing statement in respect of this development had been received.

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 & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.43 p.m. on Monday, 12 January 2009.

PRESENT: Councillor Mayne (in the Chair).
Councillors Beardwell, Burt, Davidson, Palmer & Phillips.
County Councillor Drake, District Councillors Hill & Hunter, Town Councillors Berry & Smith, Town Clerk, Committee Administrator and 1 Member of the Press in attendance.

283/09 APOLOGIES FOR ABSENCE:

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

284/09 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 3rd November 2008 (minutes 225/09 to 240/09) were approved as a correct record.

285/09 WEIGHT LIMIT – MELBOURN STREET:

The Town Clerk confirmed that the District Council Area Committee was still awaiting reports on this matter.

286/09 HERTFORDSHIRE POLICE AUTHORITY – POLICING PLAN 2009-2012:

- (i) Draft policing priorities for 2009-2012.
Members noted this document and gave their full support for the proposals.
- (ii) Budget Consultation 2009-2010 questionnaire.
Members considered the various options in the questionnaire and results to be forwarded on were as follows:-
 - Option 1 – Strongly opposed.
 - Option 2 – Strongly opposed.
 - Option 3 – Tend to support
 - Option 4 – Strongly opposed.
 - Option 5 – Strongly opposed.

287/09 COMMUNITIES & LOCAL GOVERNMENT: A Consultation on a Code Practice on Local Authority Publicity

Following discussion it was agreed that a copy of the report should be obtained by the Town Clerk in order that Members could read this and then form a Working Party to consider how best to respond. The closing date for responses was 12 March 2009.

It was agreed that Councillors Davidson, Mayne & Phillips form the Working Party.

288/09 PARKING – NEWMARKET ROAD/GARDEN WALK:

The Town Clerk informed the meeting that reports were still awaited.

ROYSTON TOWN COUNCIL

289/09 FLOODING – TEMPLARS GATE:

Councillor Smith reported that there had been an Area Committee meeting at which a high number of residents had been present and Officers had given a report on the Burns Road and Templars Gate areas.

District Councillor Hill reported she was awaiting an update to be given to the next Area Committee meeting from the NHDC officer who had been meeting with Highways' officers. District Councillor Hill also reported that there would a residents' meeting at Coombes Community Centre on 28th Jan at 7.30pm for residents from Burns Road and Templars Gate estate. It was hoped that representatives from Hertfordshire Highways and Anglian Water would attend.

The Chairman thanked both councillors for their report and said he was glad to see that there appeared to be some movement on solving the problems in these areas.

290/09 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson reported on the Youth Advisory Group who had now met after a gap of 5 months. She said that there were now some new members on the Youth Council and it was hoped to extend membership further to other schools besides Meridian.

Members of the Youth Advisory Group will try to attend upcoming meetings of the Youth Council.

Councillor Davidson also mentioned the annual school visits by councillors and Members agreed that these should continue. It was agreed that all Town, District and the County Councillors should be invited to take part in this project. Councillor Palmer expressed his interest.

County Councillor Drake reported that it would soon be reported in the news that a Compulsory Purchase Order would be advertised for the purchase of the Driftway along the edge of the allotment site, following which a planning application would be made for the underpass to be built.

Councillor Berry reported that the Royston Day Centre was pleased to welcome her as the Council representative on its committee.

Councillor Phillips reported on her attendance at the Sport Royston committee and she was pleased to note the support for this organisation and the good work being done to encourage the elite athletes in the area.

Councillor Beardwell reported on the visit she and Councillor Mayne had made, together with others in the Working Party, to Mill Green Museum and Stevenage Museum.

Councillor Burt circulated flyers in respect of the Church Quiz Evening to be held on 24 January 2009.

291/09 DATE OF NEXT MEETING:

Monday, 2 March 2009.

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 15th January 2009 in the Committee Room, Town Hall, Royston at 7.p.m.

PRESENT: Mr. Les. Baker (in the Chair)
Councillors, Mayne & Smith
Museum Trustees: Peter Ketteringham, Philip Smith, Jenny Smith, & Mike Lawrence, Shirley Thrussell, Friends of Royston Museum, Betty Skyrme Royston & District Local History Society
NHDC Museum Curator officer Ros Allwood.
Royston Town Council officers: Susan Thornton-Björk (Town Clerk) and Carole Kaszak (Curator)

292/09 APOLOGIES

Apologies for absence were received from: Councillor Beardwell & Prime,

293/09 MINUTES:

The minutes of the 9th October 2008 were approved and signed as a correct record of the meeting.

294/09 CURATOR'S REPORT: (copy attached to minute book)

Carole updated the committee on her report.

Carole said she had not received any feedback yet from the council, Susan explained it was on the Finance Agenda for Monday 19th Jan 09. It was agreed to discuss the tapestry further under Any Other Business.

Carole reported she had received good feedback from the Roman Way First School visit.

Lots of Friends had attended the Mulled Wine Morning.

The National Curriculum training on the 27th January has been postponed.

The photographs from the Crow have now all been identified and the committee's thanks went to Mike, Phil, Les and Peter for going through and logging all the photos.

Donations received:

- A book called 'How to Identify Prints' by Bamber Gascoigne which will be kept in the museums reference library.
- A colour printer from the chairman

Thanks were given to Carole for her report.

295/09 HERTFORDSHIRE BOOK LAUNCH: 29th January 09

The book launch is being hosted by the Friends of the Museum. The Mayor and the Chairman of the Friends will say a few words.

296/09 VISIT TO MILL GREEN AND STEVENAGE MUSEUMS:

The Chairman reported a visit to these 2 museums had taken place. The Working Party members have yet to meet and discuss what they saw. Phil Smith had been trying to get an idea of how much Roller Racking would cost for the store-room. Ros Allwood said that she had details of costings in her office.

ROYSTON TOWN COUNCIL

297/09 MUSEUM FUNDING and GRANTS:

The grant application to NHDC was not included at the last Area Committee meeting and would be discussed at the next meeting on the 21st January 09.

There were a number of areas being identified for obtaining grants. At the last Royston & District Area Committee meeting, members proposed that investment proposals for the museum be included in next year's budget. Members recorded their thanks to the District Councillors on the Area Committee for their support for the museum.

298/09 REPAIRS and WORKS REQUIRED:

- A new fire exit door had now been installed
- Measurements had been taken to make a guard for the boiler; this was required by the insurers of the building.
- The boiler has now been serviced
- A quote for a high neck tap had been received approx £80 – after discussion it was agreed to arrange to have this done.

299/09 ANY OTHER BUSINESS:

Peter Ketteringham said he would like the opportunity to be part of the Tapestry working Party. He also said that a professional designer should be asked to design a new lay-out of the museum for when the tapestry was finished. The cost of a designer was likely to be under £2000 and this could be paid for out of the funds raised for the tapestry so far.

Ros said there were a number of specialist design firms that could help with this project. First stage would be to talk to Nic Boyer in February when he visits the museum and also to contact the Hub museum at Luton. All members agreed that this was the way to proceed.

Carole reported that somebody who runs a theatre company had contacted her about doing an adaptation of Jacks War Diary. She was not sure how this would affect the copyright. After further discussion it was decided to ask for an application from the lady in writing so this then could be looked into further.

There being no other business the chairman closed the meeting at 8.30pm.

Date of next meeting 16th April 2009.

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, 19 January 2009.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Doel, Grimes, Inwood, Kennedy & Smith.
Councillors Davidson & Phillips, Mr. L. Baker, Town Clerk, Assistant Town Clerk & Committee Administrator in attendance.
The chairman welcomed Councillor Kennedy back and congratulated him on completing his cycling tour round New Zealand for charity.

300/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt, Gaillard & Harrison.

301/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 22 December 2008 (minutes 270/09 to 278/09) were approved and signed by the Chairman.
Councillor Kennedy noted his interest in minute 278/08 in respect of the Royston First Bid and that he would like to be considered as part of the new team. The Town Clerk said that she would pass on this information to the Town Centre Forum.

302/09 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for January 2009 in the sum of £36,217.40 for payment.

303/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for December 2009.

304/09 ROYSTON TOWN CRIER:

Following discussion and making some amendments members approved the February edition of the Royston Town Crier for publication.
Councillor Davidson reported that sponsorship had been obtained from Johnson Matthey and 'The Listing' which would enable the Town Crier to be included quarterly in 'The Listing' starting in May 09. This would mean that the newsletter would then be delivered to every household in Royston and be in colour. Members were delighted with this news and it was agreed that an official letter of thanks should be sent from the Town Council to Johnson Matthey and The Listing. Various suggestions were put forward for future issues including dates of the Farmers' Markets, European Markets, photographs of the councillors and information about the Leete Charity. It was noted that a lot of information including dates of meetings etc. was always available on the website. Councillor Paul Grimes asked for his email address to be included on the council's web-site.
The Chairman thanked all those involved in preparing this edition of the newsletter.

305/09 HIRE CHARGES FOR 2009-2010:

Members discussed and agreed the proposed Hire Charges for 2009-2010 with an increase of 4.8%. It was also agreed that there should be an additional charge for after 11 p.m. at Market Hill Rooms in line with the other halls hire charges.

ROYSTON TOWN COUNCIL

306/09 MARKET HILL ROOMS:

The Town Clerk reported that the Town Premises/Human Resources Sub-Committee had recommended that the acoustics problem at the Market Hill Rooms be investigated, and she had approached three firms for quotations. She had only received one so far and it was agreed that this matter be considered at the next meeting of the committee.

307/09 EXCLUSION OF THE PRESS AND PUBLIC:

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

ROYSTON TOWN COUNCIL

308/09 ROYSTON MUSEUM:

Mr. Baker, Chairman of the Museum Advisory Sub-Committee, was invited to give a report on the Tapestry Presentation held last November in the museum. The presentation was to give the Councillors information as to how the project began and the problems that needed to be discussed in respect of the eventual hanging of the tapestry and the space required. Although it would be a few more years before the tapestry was finished it was necessary to start planning now for its display.

The first step was to find a designer and it was hoped that the Hub Museum Services would be able to help in this instance, advice would be free but the actual design work would come at a cost. There was money in the Tapestry Fund to pay for this. Further grants/funding from various sources would be sought to mount the tapestry and no funding would be required from the Town Council.

The Chairman thanked Mr.Baker for his clear and concise report and was asked to bring further information back to the Finance meeting when available.

The Chairman then 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 19 January 2009 at 8.12 p.m.

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

309/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Harrison.

310/09 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 27 October 2008 (minutes 218/09 to 221/09) were approved for signature.

311/09 ALLOTMENTS:

Members received a report on the meeting with the Allotment Association. A correction on the date of the meeting was noted to 30th October 2008.

312/09 ROYSTON CAVE:

The Town Clerk reported that the railings in the Cave had been removed as these had been in bad condition for a long time and new railings were to be put in place before the new season commenced.

In the meantime English Heritage had given approval to work going ahead on a survey on the condition of the Cave and a Conservation programme. Scaffolding would be erected shortly and all should be completed before Easter when the Royston Cave re-opens.

313/09 EXCLUSION OF PRESS AND PUBLIC:

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

ROYSTON TOWN COUNCIL

314/09

STAFF MATTERS:

The Town Clerk reported that she had recently held a first ever Staff Meeting. All staff had attended and the feedback had been very useful. It had been decided to hold staff meetings quarterly and that each staff department give some background of the work in which they were involved. It had been noted that some of the staff did not know the councillors and it was agreed that this should be addressed and be considered at a meeting of the Council. She also reported that she would be carrying out appraisals and staff would attend a fire safety training programme on 3 February 2009.

Chairman closed the meeting at 8.50 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 9 February 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Kennedy (in the Chair)
Councillors Berry, Davidson, Mayne, Palmer and Phillips.
County Councillor Drake, District Councillors Burt and Hill, Town Clerk, Committee Administrator and 7 Members of the Public in attendance.

Councillor Berry announced the sad news of Councillor Prime's death and that the funeral would be held at the Methodist Church on Wednesday, 18 February 2009 at 2 p.m. Martin Beaver as a previous Councillor and the Town Mayor had sent condolences.

Councillor Kennedy then spoke of the good work done by Councillor Prime for the town of Royston.

All those present then stood for one minute silence in memory of Councillor Prime.

315/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Smith.

316/09 DECLARATION OF INTEREST:

Councillor Kennedy declared his interest in Item 4 (a) & (b) in respect of 27 Heathfield and said that he would absent himself from the meeting during that discussion.

317/09 MINUTES:

The minutes of the meeting held on Monday, 12th January 2009 (279/09 to 282/09) were approved and signed as a correct record.

PUBLIC PARTICIPATION:

Councillor Kennedy vacated the Chair and Councillor Berry took his place.

Mr. Bentley, Mr. Cooper and Councillor Kennedy signalled their wish to speak to the meeting.

Councillor Kennedy commenced and spoke on Item 4(a) – 08/03015/1 – 27 Heathfield, Outline Planning Permission for two detached dwellings with link garages following demolition of existing bungalow.

Councillor Kennedy said that this would be out of keeping with the residential area and that it was contra to guide lines under Policy 57. He asked the Committee not to support this application.

Mr. Benstead spoke on Item 4 (b) – 09/00002/1 – 27 Heathfield – Full Planning Permission – erection of detached 5 bedroom dwelling following demolition of existing dwelling.

He said that it was still an over development of the site and contra to the District Council's planning rules, and he asked that Members did not support this application.

Mr. Cooper then spoke and explained that he was not a property developer but wished to use this site for his own use.

Ref 09/00002/1 he had changed the design to fit in with earlier comments reducing the size and height from the original application. The present property was not a Listed Building or

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in a Conservation Area and he felt that the design was right for the residential area and would enhance it.

Ref 08/03015/1 there was enough room for two detached dwellings or even more on this site. Councillor Berry thanked all three speakers and Councillor Kennedy left the meeting for the discussion by members.

318/09 PLANNING APPLICATIONS:

(a) 08/03015/1 27 Heathfield.

Following a full discussion by Members it was agreed not to support this application on the following grounds

- Out of character with the type of dwellings currently in the established area
- Contrary to objectives set out in Policy 57 – guideline 1 - Site and Surroundings of the District Local Plan No 2 with alterations.
- Development would not add value to the street scene but will detract from the general appearance of Heathfield.
- This area has an established character and any new building should enhance the area, the design, and appearance should be sensitive and in keeping with to the surrounding area.

(b) 09/00002/1 27 Heathfield.

Following a full discussion by Members it was agreed to support this application subject to the following conditions:-

1. Development to be commenced within 3 years from the date of permission being granted.
2. The development shall be carried out wholly in accordance with the details specified in the application and supporting documents and plans, or with minor modifications agreed in writing by the Local Planning Authority.
3. That details and/or samples of materials to be used on all external elevations and the roof of the development shall be submitted to and approved in writing by the Local Planning Authority before commencement of development. That approved materials shall be implemented on site.
4. The development shall not be brought into use until the proposed access has been constructed and the verge and highway reinstated to the Local Planning Authority's satisfaction following consultation with Hertfordshire Highways and the Heathfield Residents Association.
5. That in view of the scale of the development on the site, Permitted Development Rights are withdrawn and for any future alterations or additions to the building specific planning permission will be required from the Local Planning Authority.
6. Details of the appearance and position of the proposed boundary fencing shall be submitted and approved in writing by the Local Planning Authority.

The Public left the meeting and Councillor Kennedy returned to take the Chair.

(c) The Committee supported the following planning applications:-

08/02996/1HH 33 London Road.
09/00072/1HH 7 Swinburne Close.
08/02842/1HH 14 The Fleet.

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09/00102/1 2 Angel Pavement.
09/00102/1 Tesco Stores Ltd., Old North Road.

319/09 APPEALS – 08/00426/1 – 7 Melbourn Road & 08/00659/1 – 7 Melbourn Road:

Members noted that these Planning Appeals had been dismissed.

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

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MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 23 February 2009 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor R. Kennedy (Deputy Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Davidson, Doel, Gaillard, Mayne, Palmer, Phillips & Smith.
District Councillor Hill County Councillor Drake, Mr. L.Baker, Town Clerk, Assistant to Town Clerk, Committee Administrator, Emma Burgess, Markets Manager, 2 Members of the Public in attendance.

The Reverend Les Harman led the meeting in prayer and also in memory of Councillor Bill Prime.

PUBLIC PRESENTATION:

Mr. Emblem was invited to speak, he said he had read the report on Royston Cave and was concerned that a weight limit ban on the Melbourn Street would not achieve a solution to the problem as vehicles including the fire engines, buses, refuse collection lorries etc. weigh more than the heavy goods vehicles that use the road. He suggested the best solution would be to have corrugated iron laid which could be covered with tarmac. He said that the Town Council would need to persuade the District Council and County Council that this should be done.

The Chairman thanked Mr. Emblem and said that his comments would be noted for inclusion on the next meeting of the General Purposes & Highways & Transport Committee.

Members agreed to take an extra item on the agenda as item 8

320/09 APOLOGIES:

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

321/09 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 22 December 2008 (minutes 259/09 to 269/09).

322/09 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 22 December 2008 (minutes 270/09 to 278/09) 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 Planning Committee held 12 January 2009 (minutes 279/09 to 282/09) be approved and adopted as part of the true workings of this Council.

323/09 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held 12 January 2009 (minutes 283/09 to 291/09) be approved and adopted as a true record.

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- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 19th January 2009 (minutes 300/09 to 308/09) be approved and adopted as a true record.
- (d) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 9 February 2009 (minutes 315/09 to 319/09) be approved and adopted as a true record.

324/09 CASUAL VACANCY:

The Town Clerk reported that a Casual Vacancy, left by the recent death of Councillor B. Prime, had been notified to North Hertfordshire District Council and that a Notice of Casual Vacancy would be advertised in accordance with statutory requirements.

She asked the Members to decide council policy regarding the issuing of poll cards should a **by-election** be called.

Members discussed this matter and it was hoped that it would not be necessary to call for a **by-election** as the cost was high and there was only one year before elections for the Town Council.

It was **RESOLVED** that should a **by-election** be called then no poll cards would be issued on account of high postal costs.

325/09 COUNCIL REPRESENTATIVE – ROYSTON RAILWAY UNDERPASS STAKEHOLDERS GROUP:

The Town Clerk reported that a new representative was required on the Royston Railway Underpass Stakeholders Group to replace Councillor Prime. The next meeting would be held at 10.30 a.m. at Coombes Community Centre on Friday, 27 February 2009.

Following discussion Councillor Mayne said that he would attend this meeting.

326/09 DATE OF NEXT MEETING:

The date of the next meeting was 27 April 2009.

The Deputy Town Mayor 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 7.37 p.m. on Monday, 23 February 2009.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Doel, Gaillard, Kennedy & Smith.
County Councillor Drake, District Councillor Hill, Town Councillor Mayne, Mr. L. Baker, Town Clerk, Assistant Town Clerk & Committee Administrator and 1 Member of the Public in attendance.

PUBLIC PARTICIPATION:

Mr. M. Thrower spoke to the meeting on the All Weather Pitch for Royston project. He explained the great need for this to happen in Royston and the fund raising that was in progress. Bids for the project had been opened today and funding for £636,000 was needed. Various grants had been received and the District Council had also pledged £50,000. Sport England was also proposing to provide funding but this would not be available until after the pitch was completed. He asked if the Town Council would underwrite the risk of money due in lieu of funding from Sport England.

The Chairman thanked Mr. Thrower and said that the meeting would be discussing this item as its first item of business – Item 3(a),

327/09 APOLOGIES FOR ABSENCE:

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

328/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 19 January 2009 (minutes 300/09 to 308/09) were approved and signed by the Chairman.

329/09 LOCAL COMMUNITY PROJECT – ALL WEATHER PITCH FOR ROYSTON:

Members discussed fully the funding for the All Weather Pitch for Royston as described by Mr. Thrower in his public participation.

Although all Members agreed that it was important for Royston to have this all weather pitch, it was agreed that there needed to be a full investigation by the Town Clerk into how the underwriting of the risks could be achieved.

County Councillor Drake left the meeting at 7.50 p.m.

Finally, it was agreed that as there would be information forthcoming on the 18 March 2009 there would be time for the Town Clerk to research all the facts and present a report to the Finance Committee at its next meeting on the 23rd March 2009, and Mr. Thrower would know the result on the 24th March 2009. The Town Clerk asked Mr Thrower to provide details on official letterhead paper of the project to be sent to her.

330/09 MINUTES OF SUB-COMMITTEE AND WORKING PARTY MEETINGS:

The following minutes were received into the workings of the Council:-

- a) Museum Sub-Advisory meeting held 15th January 2009 (minutes 292/09 to 299/09).
- b) Town Premises/Human Resources Sub-Committee meeting held 19 January 2009 (minutes 309/09 to 314/09).

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- c) May Fayre Working Party meeting held 27 January 2009.
- d) Markets Sub-Advisory meeting held 30 January 2009.

331/09 LEETE CHARITY:

The minutes of the following Leete Charity Trustee meetings were accepted into the working of the Council:-

29th September 2208 and 22nd December 2008.

332/09 ROYSTON CAVE:

The minutes of the Royston Cave Trustees meeting on the 11 December 2008 were accepted into the workings of the Council.

The Town Clerk reported that the erecting of the scaffolding for carrying out the survey had been postponed until June, therefore the new railings would be installed before the Cave re-opens at Easter. The Cave would now have to be closed for two weeks during June when the survey on the deterioration of the carvings is carried out. English Heritage had carried out some digital photography while the railings were removed.

333/09 ROYSTON MARKETS:

The Market Manager gave a report and circulated various details of changes that had been made and those that were proposed. There had been good feed back from the public and the stall holders. She was contacting new stall holders and there should be a lot of activity shortly. She had prepared a calendar of events that would be issued to every household in Royston and advertising was being done in The Listing magazine and a free editorial on the market was to be done. BBC Radio Cambridgeshire had been present on the market last Wednesday with great interest.

Members congratulated Emma on the work she had achieved to bring about a better market and the Chairman thanked her for her attendance.

The Markets Manager left the meeting at 8.10 p.m.

334/09 ACCOUNTS FOR PAYMENT:

It was **RESOLVED** to approve the accounts for February 2009 in the sum of £26,105.85 for payment.

335/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for January 2009.

336/09 PUBLIC CATALOGUE FOUNDATION:

The Town Clerk reported that a letter had been received from The Public Catalogue Foundation thanking the council for the support of the project and thanks to the Mayor for being present at the Launch and making a speech. It was also suggested that the books could be purchased from them.

Following discussion it was agreed that a letter be sent back saying that books would be purchased as and when required. It was noted that the Royston & District Museum held some copies of the book.

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337/09 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Smith reported on his attendance in early February at a meeting of the Herts Arts Forum in Baldock and he explained the background to the Baldock Museum.

Mr. Robinson of North Hertfordshire District Council had reported that the old Town Hall in Hitchin was undergoing a huge renovation to house museum facilities.

Councillor Hill left the meeting at 8.20 p.m.

338/09 EXCLUSION OF THE PRESS AND PUBLIC:

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

It was agreed that Mr. Baker be allowed to remain for the next item in his capacity as Chairman of the Museum Sub-Advisory Committee.

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339/09 ROYSTON MUSEUM:

Councillor Burt reported that he had been looking at the budget for the Museum and that it was the second highest item of expenditure in the Budget and ways of saving costs if possible should be looked into. He would like to suggest that an audit is carried out on the Museum to see if it is being run effectively, is value for money, and whether any improvements were possible. He stressed that it was in no way any criticism of the staff or volunteers. North Herts District Council could do the audit, for a sum of approx £4,000, other quotes should be sourced.

There followed a full discussion and Mr. Baker spoke to the meeting at the request of the Chairman. He outlined the work done at the Museum and the difficulties faced by the Curator due to lack of space and a separate work room, which made it difficult to do some work during the opening days. The Museum had recently received Accreditation which proved that things were working effectively. It was a busy Museum with school party visits, the Time Trackers, people doing research etc, volunteer helpers were always occupied. Visitor numbers had increased as had interest through the website. He suggested that the councillors visit the Museum during the working week to see what went on there. Several Members agreed and said that they supported the Museum and regularly visited it.

After further discussion, it was proposed and agreed that a small working party consisting of Councillors Beardwell, Kennedy and Smith would visit the Museum during the week and talk with the Curator and her Assistant. A report should be given to the next meeting of the Finance Committee.

Mr. Baker also suggested that the Working Party talk to the Trustees and the Chairman of the Friends of Royston & District Museum.

Councillor Mayne and Mr. Baker then left the meeting at 9 p.m.

340/09 MARKET HILL ROOMS:

The Town Clerk reported on the quotations received for the work to install sound proofing panels at the Market Hill Rooms and she circulated the quotations to Members.

Following discussion it was RESOLVED that the Quotation No.2 be accepted in the sum of £5994.00 and the Town Clerk should instruct for the work to be completed as soon as possible.

Local Government Act 1972 s.133

The Chairman then closed the meeting at 9.05 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 2 March 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Kennedy (in the Chair)
Councillors Berry, Davidson, Doel, Mayne, Palmer, Phillips & Smith..
County Councillor Drake, District Councillor Hill, Town & District Councillors Beardwell, Burt & Inwood, Town Clerk & Committee Administrator in attendance.

341/09 APOLOGIES FOR ABSENCE:

There were no apologies for absence.

342/09 MINUTES:

With the amendment that the name Mr. Bentley be replaced with the name Mr. Benstead under the item of Public Participation, the minutes of the meeting held on Monday, 9th January 2009 (315/09 to 319/09) were approved and signed as a correct record.

343/09 PLANNING APPLICATIONS:

(a) 09/00238/1 The Old Bakehouse, Upper King Street.

Following discussion by Members it was agreed to support this application subject to the Conservation Officer's approval and the retention of as much of the original building as possible.

(b) The Committee supported the following planning applications:-

09/00117/1AD	Unit 11, Orchard Road. (Subject to the Highways' comments being agreed).
09/00202/1HH	99 Green Drift.
09/00170/1	3 Angel Pavement.
09/00247/1HH	79 Melbourn Road.
09/00184/1	11 John Street.

344/09 APPEAL – 08/01085/1 – 27 HEATHFIELD:

Members noted that the Appeal date hearing was on 11 March 2009 at 10 a.m. Council Offices, Gernon Road, Letchworth.

Councillor Kennedy said that he would not be able to make a presentation on behalf of the Town Council as he had an interest in this Appeal. Councillor Smith put his name forward to attend the Appeal hearing.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.32 p.m. on Monday, 2 March 2009.

PRESENT: Councillor Mayne (in the Chair).
Councillors Beardwell, Burt, Davidson, Gaillard, Inwood, Palmer & Phillips.
County Councillor Drake, District Councillor Hill, Town Councillors Doel, Kennedy & Smith, Town Clerk and Committee Administrator in attendance.

345/09 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Harrison

346/09 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 12 January 2008 (minutes 283/09 to 291/09) were approved as a correct record.

347/09 WEIGHT LIMIT – MELBOURN STREET:

The Town Clerk reported that the Royston & District Area Committee were awaiting results of investigations by the Herts Highways. District Councillor Hill reported that the suggestions put forward by the Area Committee which were supported by the Town Council were still being researched.

County Councillor Drake reported that the Royston Urban Transportation Plan was due to be developed this year, it would look at all issues including cycle lanes, bus stops and road safety issues which would include Melbourn Street. The Town Council will be invited to give their input.

Councillor Hill informed members that the development of the plan would be discussed at the next Area Committee meeting on the 18 March 2009.

After further discussion the committee agreed it should continue to push for road and parking safety issues to be improved in Melbourn St.

It was agreed that Mr. Emblen's comments at the Full Council meeting in respect of Melbourn Street, should be forwarded to the Area Committee and Hertfordshire Highways for consideration. It was also agreed to write to Mr. Emblen to inform him that his comments were being forwarded on.

348/09 RAILWAY CROSSING – COOMBES HOLE:

Members noted that plans for the railway crossing were to be displayed at Coombes Community Centre and the Town Hall this week. They were urged to inspect these and make their comments known.

As there did not appear to be any knowledge of who owned the land of the Drift Way a Compulsory Purchase Order for taking this land over was being made. The Town Clerk had looked at all the documents available in the office and there is no proof of ownership of the land, and she confirmed that after this Order is issued the County Council would own the land.

A planning application would be coming to the Planning Committee shortly.

County Councillor Drake said that this was to be dealt with by the Development Control at Hertford and that the District and Town Councils would be asked for comments.

The Town Clerk said that the utilities services would not be on the allotment land and County Councillor Drake said that cycle lanes would be included in the plan and the bus shelter would have to be moved.

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349/09 COMMUNITIES & LOCAL GOVERNMENT:

The Chairman thanked Councillors Davidson and Phillips for their work on the consultation document and for their response to this that was circulated to Members.
The Committee agreed that these be accepted and put forward as the Town Council's response.

350/09 PARKING – NEWMARKET ROAD/GARDEN WALK:

The Town Clerk informed the meeting that this would be discussed at the next Area Committee meeting on the 18 March 2009.

351/09 FLOODING – TEMPLARS GATE:

Councillor Hill said that a report would be forthcoming at to the Area Committee on the 18 March 2009.

352/09 HERTFORDSHIRE POLICE AUTHORITY POLICING PLAN 2009/12:

The Town Clerk reported that the date of the launch of the Policing Plan was to be held on the 27 March 2009 at Hatfield and Councillor Mayne said that he would attend.

353/09 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson reported on the Youth Council and said she had attended a meeting with them recently and they had shown interest in attending the Town Meeting on the 26 March 2009. The Youth Council would be having a stall at the May Fayre.
Councillor Davidson suggested that the Youth Council come to a Council meeting and following discussion it was agreed that they would be invited to make a presentation to the Council either at the April meeting of the Full Council or the next meeting of the General Purposes & Highways Committee.

354/09 DATE OF NEXT MEETING:

Monday, 11 May 2009.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 23 March 2009.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Doel, Gaillard, Grimes, Kennedy & Smith.
County Councillor Drake, Town Councillors Davidson, Mayne & Phillips, Town Clerk, Assistant Town Clerk & Committee Administrator and 2 Members of the Public in attendance.

PUBLIC PARTICIPATION:

Mr. N. Guttridge spoke to the meeting on behalf of the Royston Allotments & Gardens Association; in respect of the railway underpass development and advised the committee of the concerns of the association.

- There was a need for increased security along the edge of the site
- the turning point for vehicles should also be looked at again as it did not allow sufficient room for the backing out of a tractor and trailer
- If the first set of plans is used the council would lose some land and it was not certain whether or not the land was required. More detail was needed on the positioning of the gates
- Concerns over the lighting levels for the benefit of CCTV, this would make it difficult for allotment holders to visit their allotments at dusk going from light into complete darkness.
- Parking would be difficult, they would like parking to be available both sides of the track.
- Coombes Hole would need to be closed at times during the construction, and the Association would need to know when and would like to have ten days notice to enable deliveries to be made.
- Finally Mr. Guttridge asked that the jib should not be left overhanging the allotments when not in use and over night.

The Town Clerk was able to reassure Mr. Guttridge on the points raised and said that the Committee would be discussing air-rights over the allotments in due course. It was possible that new gates would be installed and it was not anticipated that any land would be lost. Allotments 28a to 28d will be affected by the air-rights application. When the crane is working access to plots 28a to 28d will be restricted but tenants will be notified in advance of this. There may be times when allotment holders will have to use the bottom gate for access to the site; notification of this will be given. It is proposed to arrange times with RAGA to allow deliveries to the site. She had spoken with the tenant of plot 28d and he had no problems about what was proposed. The hedging would be reinstated so that it is secure and infilled so there would be no gaps at the end of the construction. The turning point would need further discussion.

County Councillor Drake said that it is possible that arrangements could be made for the old portacabin to be removed from the site and the new one installed before the end of the project. Councillor Berry confirmed that a meeting with RAGA and town councillors will be arranged to discuss the purchase of a new hut.

355/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Harrison & Inwood.

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356/09 GREEN STREET ALLOTMENTS:

Following discussion it was **RESOLVED** to agree to allow “air-rights” over the allotments during construction of the railway underpass under a licence.

357/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 23 February 2009 (minutes 327/09 to 340/09) were approved and signed by the Chairman following a clarification by the Town Clerk and Chairman in respect of item 339/09 –Royston & District Museum with a vote of 4 votes for and 4 abstentions.

358/09 MINUTES OF WORKING PARTY MEETING:

The following minutes were received into the workings of the Council:-

- (a) May Fayre Working Party meeting held 3 March 2009. It was noted that the NHDC had awarded a grant of £880 as the Royston Crow would not be giving the usual donation this year. The licence for the event had now been received.

359/09 COMMUNITY CHEST AWARDS:

The Committee accepted the recommendations for the Community Chest Awards from the Community Chest Awards Sub-Committee held 23 February 2009. **LGA 72 s 137 payments**

360/09 ACCOUNTS FOR PAYMENT:

It was **RESOLVED** to approve the accounts for March 2009 in the sum of £32,997.96 for payment.

361/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for February 2009.

362/09 TOWN TWINNING:

Members agreed to purchase a copy of the Hertfordshire Catalogue of Oil Paintings in Public Ownership from the Museum at a cost of £15 as a gift from Royston Town Council to be presented to the Mayor of La Loupe when they visit the town in May 2009. This would be presented at the official reception on Friday, 8 May 2009, 12 noon to 2 p.m.

It was **RESOLVED** to give a donation of £50 to the Twinning Association for the Civic Reception to be held on the 8th May. (LGA 72 s144) All councillors were invited to attend

363/09 ALL WEATHER SPORTS PITCH:

The Town Clerk reported that a letter had been received from the Meridian School in respect of the previous request for funding informing the Town Council that this was no longer required as funds had been forthcoming. The Town Council was thanked for their courtesy and consideration of this matter.

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It was agreed to write congratulating them on sorting out the finance, and to inform them that the Town Council fully support the project, and to advise them to contact the council if they feel they could be of any further assistance with the project.

364/09 ROYSTON TOWN CRIER:

Members considered the draft copy of the next publication of the newsletter and noted that following the Town Meeting on the 26 March 2009 it could be completed ready for the May issue of The Listing. The final draft will be emailed to members for final approval.

The Committee noted their thanks to Bill Davidson for his hard work in arranging for the printing and distribution of the Town Crier over the last two years. It was agreed that the Town Clerk write and thank him.

Following discussion over the addition of email addresses to the newsletter the Town Clerk confirmed the office does not give out email address to members of the public unless authorised to do so by each member. Members to let the Town Clerk know if they want their email address to be given out or added to the web-site.

365/09 RISK ASSESSMENTS:

The Town Clerk circulated copies of all the updated risk assessments for the Town Council's properties and it was proposed by Councillor Burt, seconded by Councillor Kennedy and agreed that these be accepted into the workings of the Council.

366/09 TOWN TWINNING:

The Town Clerk circulated a copy of a letter from the Twinning Association in respect of a request from a town in Spain that Royston be twinned with them.

Following discussion of whether or not this would be a good idea for both the Council and the Twinning Association it was agreed that the Town Clerk contact the Twinning Association to ask when their next meeting was to be held in order that Members could attend to discuss this matter. Councillors Burt, Davidson and Kennedy would attend and report back to the next meeting of the Committee.

367/09 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Smith reported on his attendance at a seminar in Cambridge on Lottery Funding, details given to the Town Clerk, and he also attended a course run by SHARE which was funded by Renaissance East of England called 'Look to the Future - business planning and sustainability for the independent museum' The latter meeting had also been attended by the Curator, Mr.Ketteringham, Mr. P. Smith and Les Baker and it had been a very interesting and informative meeting. Councillor Smith asked for this to be included on the next Museum Sub-Advisory Committee for discussion.

Councillor Burt reported his attendance at the Royston Sports Council AGM and reported that this organisation was going from strength to strength and now meets at the Heath Sports Club and not at Greneway School

368/09 BYE-ELECTION:

The Town Clerk reported that a bye-election had not been called. The vacancy would now be advertised on notice boards asking if anybody wished to be considered for co-option onto the Town Council to apply to the Town Clerk before the 9 April 2009.

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369/09 EXCLUSION OF THE PRESS AND PUBLIC:

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

Town Councillor Phillips, County Councillor Drake and two members of the public left leaving Councillor Mayne and Davidson in attendance.

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370/09 ROYSTON MUSEUM:

Members considered the problems surrounding the Working Party's visit to the Museum to research how the running of the Museum was carried out by the Curator and the Museum Assistant.

It appeared that there had been some confusion on the remit of the Working Party and the list of questions given to the Curator by e-mail prior to the visit.

Following a full and frank discussion by all Members and the understanding that this was to have been a chance to listen and gather information rather than carry out an audit, it was proposed by the Chairman, seconded by Councillor Burt and agreed that the Town Clerk speak to the Curator and re-write the 'Review details' before the Councillors arrange to meet with the Curator, the Trustees and the Friends of the Museum, It was also agreed that the Curator have a person with her during any discussion.

It was stressed that this discussion was not an Audit, nor was it in any way, any criticism of the staff or volunteers, but for everyone to give their opinion of how the museum operates and was there any way to improve the facilities available at the museum. All future communications should be through the Town Clerk, the Town Clerk asked if contact could be made with the Trustees and the Friends as quickly as possible.

371/09 STAFF SALARIES:

The Town Clerk notified Members that the final agreed cost of living increase for 2008-2009 had been set at 2.75% and that the extra percentage on the earlier amount after arbitration was 0.3%. This was noted by members

The Chairman then closed the meeting at 9.27 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 6 April 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Kennedy (in the Chair)
Councillors Berry, Davidson, Doel, Mayne, Palmer, Phillips & Smith..
District Councillor Hill, Town Clerk, Committee Administrator and 4 members of the public in attendance.

PUBLIC PARTICIPATION:

Mrs. Janice Clarke was invited to give her presentation to Members on behalf of herself and residents of Hawthorn Close in respect of planning application 09/00333/1HH, 13 Hawthorn Close.

She explained that this proposed extension and single storey timber outbuilding for a swimming pool was out of character in the area and would have a detrimental effect. The height of the building was far in excess of other houses in the area and with insertion of dormer windows and increased number of windows would greatly affect other houses in the street. It was out of harmony with the original concept and could create a precedent in the future.

The swimming pool building's height is not sympathetic with other gardens in the area and would be totally out of character with no consideration of the general street scene.

The Chairman thanked Mrs. Clarke for her excellent presentation.

372/09 APOLOGIES FOR ABSENCE:

There were no apologies for absence.

373/09 MINUTES:

The minutes of the meeting held on Monday, 2nd March 2009 (341/09 to 344/09) were approved and signed as a correct record.

374/09 PLANNING APPLICATIONS:

(a) 09/00333/1HH 13 Hawthorn Close.

The Town Clerk explained that this application should be considered in two parts with (i) the extensions to the bungalow and (ii) the timber outbuilding for swimming pool. The outbuilding was a retrospective application as the owners thought it would be covered under Permitted Development Rights but as it has been built with a pitch roof the planning officer has said it needs planning permission. If it had been built with a flat roof it would have been classed as a Permitted Development and not need a planning application.

The Town Council had received two letters of objection received from neighbours.

(i) Following a full discussion by Members it was agreed that the Committee should not support the application for the extensions to the bungalow on the grounds that it was a gross over development of the site, it would not be sympathetic to the existing house in height, form, design or proportion and totally out of keeping with the street scene. The proposals would have an adverse impact on the visual amenity of this established area and would be contrary to NHDC Local Plan No2 with Alterations, Policy 28(House Extensions). Members also referred to Policy 57, Guideline 11 of the Local Plan and are concerned over the effect of parking as no parking spaces are shown on the plans.

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(ii) In respect of the retrospective planning application for the extension to the outbuilding and a swimming pool, members did not support this application on the grounds that it was out of keeping for the area, and the roof height would affect neighbours, and it is in keeping with other buildings in the area.

(b) The Committee supported the following planning applications:-

09/00430/1	10A Angel Pavement.
09/00220/1HH	12 Middle Drift.
09/00343/1HH	18 Chilcourt.
09/00390/1HH	22a Garden Walk.
09/00468/1HH	8 Gower Road.
09/00482/1	Tesco Store, Old North Road.
09/00505/1AD	Somerfield Store, Baldock Street.

375/09 APPEAL – 08/01085/1 – 27 HEATHFIELD:

Members noted that no decision had been made yet but Councillor Smith reported that he had attended the Appeal hearing on behalf of the Town Council.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held on Thursday 16th April 2009 in Royston & District Museum, at 7.p.m.

PRESENT: Mr. L. Baker (Chair), NHDC Representative
Councillors: Berry, & Smith
Museum Trustees: Peter Franks, Peter Ketteringham, Mike Lawrence, Jenny Smith, Phil Smith,
Friends: Shirley Thrussell
History Society: Betty Skyrme
Officers: Carole Kaszak (Curator), Susan Thornton-Björk (Town Clerk)

The chairman welcomed Peter Franks a new Trustee to the Committee.

376/09 APOLOGIES

Apologies for absence were received from: Councillors Beardwell, & Mayne & Ros Allwood (Museums Officer, NHDC)

377/09 MINUTES:

The minutes of the meeting held 15th January 2009 were approved and signed.

378/09 CURATORS REPORT: (copy attached to the minute book):

Carole presented her report to the committee and added the following comments:

Visitors: Carole had carried out a brief survey on visitor numbers since 2005, a dip had occurred in 2006-07 but despite the museum being closed on Sundays there had been an increase in visitors this year.

E2BN Gallery Website visits: Carole explained this was used by schoolchildren to support their lessons under Culture and Heritage. Royston Museum had over 2000 pieces of the collection listed on this site.

Events: Carole gave her thanks to the Friends for the support for the Book Fair. Carole was still waiting for a report from designer Andrew Naish re mounting of the Tapestry.

Training: The Business Planning & Sustainability for Independent Museum, all attended found this very useful. Councillor Smith commented on being advised that museums can get up to 80% rate relief. It was explained that this was for museums with Charity Status. The Town clerk informed members that she had written to NHDC to ask if they would give a discretionary relief for the museum as stated in a Communities and Local Government document 'Business Rates – A Guide' Question 14 and was waiting for a reply.

Councillor Smith felt the day warranted a greater discussion and after further discussion it was agreed to arrange a meeting with the museum trustees and councillors to discuss the details of the day in more depth.

It was also agreed for Carole to contact the Museum Development Officer and ask if she would come and talk to the Councillors and Trustees.

Safeguarding Children: Peter Ketteringham asked how many of the local schools visited the museum and how often? Carole said all local First Schools visited the museum at least once year.

Current Exhibition: Liz Beardwell's exhibition had opened on Saturday which brought over 70 visitors into the museum on that day.

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The Collection: Carole reported that she had purchased a Whydale etching this week. The museum now had 74 Whydale etchings in the Collection. An exhibition of Whydale etchings would take place later in the year.

379/09 MUSEUM FUNDING & GRANTS:

The Town Clerk reported that funding from North Herts Area Committee had been received in the sum of £717 for the exhibition '*What the Victorians Did for Us*'

The chairman reported they were still looking at ways for the museum to get funds from NHDC and will check and get clarification of how to get funding from the Area Committee.

380/09 SHOP & VAT:

The Town Clerk reported that the museum is required to issue receipts when items in the shop are sold as the council is registered for VAT.

After discussion about where the money would come from for the till Councillor Lynn Berry offered a donation of £100 to pay for it.

Members of the committee recorded their thanks.

381/09 MUSEUM ADVISORY SUB-COMMITTEE MEETINGS:

After discussion it was agreed to hold meetings every two months instead of every three. It was agreed to keep to Thursdays, but not the first or fourth Thursday of the month. The meeting schedule for 2009-2010 was just about to be agreed and the Town Clerk will re-arrange the dates. Some meetings throughout the year may have to be held in the museum due to the rooms at the Town Hall being already booked.

382/09 MUSEUM REVIEW:

Councillor Berry updated members of the process of the review being undertaken by Town Councillors. The review was an information gathering exercise to see whether there was any improvements that could be made to raise the profile and income of the museum. A small working party consisting of Councillors Beardwell, Kennedy and Smith would be talking to the staff, the Trustees and the Friends.

383/09 ANY OTHER BUSINESS:

Budget - Peter Ketteringham asked if the committee could have a copy of the museum budget for 2009-2010. The Town Clerk provided all members with a copy; the curator had already received one.

Jack's War books - The Chairman reported that there would be a small display about Jack's War at the May Fayre and the book would be on sale in the control tent together with Peter Ketteringham's book 'First 50 years of Royston' at a price of £15 for the two.

Advertising- The Town Clerk reported she had been contacted to ask if the Council wanted to advertise the museum at Royston station at a cost of £450 for an A4 poster for six months. Members agreed this was too costly and there was no money in the current budget for any advertising. Councillor Smith said he would make sure future events of the museum were included in the Council's newsletter which now goes to every householder in Royston as it is included in The Listings. Carole said the museum was promoted nationally by the web-site and in the Museums Gallery Year Book. Exhibitions were listed in NHDC Outlook.

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Name of Museum Peter Kettering asked for an item to be added to the next agenda for discussion about changing the name of the museum, this was agreed.

384/09 DATE OF NEXT MEETING, Members would be informed of the date of the next meeting when the new dates have been arranged.

As this was the last committee meeting of the council's year the chairman thanked everyone for their help during the year and closed the meeting at 9.25pm

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 27 April 2009 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor Grimes (Town Mayor in the Chair)
Councillors Berry, Burt, Davidson, Doel, Gaillard, Harrison, Inwood, Kennedy, Mayne, Palmer, Phillips & Smith
District Councillors Hill & Hunter, County Councillor Drake, Mr. B. Davidson, Mr. L . Baker & Mrs. K. Prime
Town Clerk, Assistant to Town Clerk, Committee Administrator & 1 Member of the Press in attendance

The Reverend Tim Weeks led the meeting in prayer

PRESENTATION:

The Town Mayor welcomed everybody to the meeting and the two candidates for the co-option to the Town Council. He invited them to speak to the meeting.

Mr. Baker then gave a speech on his background in Local Government work describing what he had done in the last twenty years within the Town Council and District Council and his particular interests and wishes to be involved on behalf of the community. He hoped that the choice the Town Council made would send the message to the people of the Town that it could put community before politics.

Mrs. Prime then spoke to the meeting saying that she had always been interested in Local Government and would have pleasure in serving on the Town Council. She said she was involved in the Methodist Church Council and the Schools.

The Town Clerk also read a letter from Mr. Michael Kaye who had put himself forward as a candidate. He stated that he had been a candidate in the last bye-election and had achieved the best result of those not elected, and would like the opportunity to help in the community.

The Town Mayor thanked Mr. Baker and Mrs. Prime for their speeches.

385/09 APOLOGIES:

Apologies for absence were received from Councillor Beardwell.

386/09 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had attended the following:-

- St. John Ambulance AGM
- Royston & District Guides Spring Fair
- Town Council's Annual Town Meeting
- Town Easter Trail
- Launch of new bus for the No.16 Route
- Royston Town Football event, and he asked that the Town Council write a letter of congratulation for achieving the Cup

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Events that he would be attending shortly were:-

- The Town Twinning Civic Reception of the twinned town La Loupe
- Royston May Fayre

387/09 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 23 February 2009 (minutes 320/09 to 326/09).

388/09 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 23 February 2009 (minutes 327/09 to 340/09) 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 Planning Committee held 2 March 2009 (minutes 341/09 to 344/09) be approved and adopted as part of the true workings of this Council.

389/09 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held 2 March 2009 (minutes 345/09 to 354/09) be approved and adopted as a true record.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 23rd March 2009 (minutes 355/09 to 371/09) be approved and adopted as a true record.
- (c) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 6 April 2009 (minutes 372/09 to 375/09) be approved and adopted as a true record.

390/09 CO-OPTION OF NEW MEMBER TO FILL THE VACANCY FOR PALACE WARD:

There was discussion on the correct procedure for co-option when Councillor Kennedy said that there was no need for each proposal to be seconded, Councillor Burt replied that it was normal standard procedure of the council for motions to be seconded and referred to council's Standing Orders No.16. After further discussion all 3 candidates were proposed and seconded to be co-opted on to the council. A secret ballot was then requested by two members of the council. The vote was counted by the Town Clerk who announced that Mrs. Kathleen Prime had been elected and co-opted onto the Town Council by a majority vote of 9 votes to 4 votes.

391/09 HAPTC:

The Town Clerk explained that Members were required to consider nominating a member to replace Councillor Prime on the Executive Committee of HAPTC for the next five years, and nominations to be sent to the HAPTC by 15 May 2009. The Town Clerk explained the

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background to this position and following some discussion Councillor Smith said that he wished to put himself forward for this nomination and it was agreed to nominate him as the Member to replace Councillor Prime.

392/09 DATE OF NEXT MEETING:

The date of the next meeting was 11 May 2009.

The Town Mayor closed the meeting at 7.56 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.58 p.m. on Monday, 27 April 2009.

PRESENT: Councillor Berry (in the Chair)
Councillors Burt, Doel, Gaillard, Grimes, Harrison, Inwood, Kennedy & Smith.
County Councillor Drake, District Councillor Hill, Town Councillors Davidson, Mayne & Phillips
Les Baker Museum Advisory Sub Committee Chairman
Mrs. K. Prime
Town Clerk, Assistant Town Clerk & Committee Administrator, and 1 Member of the Press in attendance.

393/09 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Beardwell.

394/09 MINUTES:

The minutes of the meeting of the Finance Committee held on 23 March 2009 (minutes 355/09 to 371/09) were approved and signed by the Chairman.

395/09 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETING:

The following minutes were received into the workings of the Council:-

- a) May Fayre Working Party meeting held 14 April 2009.
- b) Finance Committee/Allotments & Gardens Association (RAGA) meeting held 7 April 2009.

396/09 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for April 2009 in the sum of £64,285.50 for payment.

397/09 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Income & Expenditure and Bank Reconciliation for March 2009. Due to the low rate of interest it was agreed to have agenda item to review the budget set 2009-2010 at a future meeting. It was agreed this would take place after the year end for 2008-2009 had been completed when updated figures would be available.

398/09 MEETING DATES 2009-2010:

Members noted the suggested meeting dates of the Council and Committees for the coming year.

399/09 30 KNEESWORTH STREET:

The Town Clerk reported the tenant of 30 Kneesworth Street had not yet renewed the lease as following the decision not to allow a get-out clause he had asked if the Town Council would now re-consider selling the property to him. The previous time this had been requested the Town Council had decided it was sensible to retain this property.

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Following discussion it was agreed that property prices had fallen and it would not be sensible to lose this valuable rental, the Town Clerk was asked to continue with getting the Lease renewed

400/09 ROYSTON FIRST:

Members considered and approved the request from Royston First for the Town Clerk to be nominated by the Council to serve on the Royston First Steering Group for five years (reference minute 278/09 December 2008). She was requested to give a report to the Council on a regular basis.

401/09 ROYSTON ARTS FESTIVAL 2009:

The Town Clerk reported that the Royston Arts Festival had requested a reduction on the hire charges for halls that are used for the Arts Festival Weekend and following discussion it was agreed to allow the use of the Upper Hall of the Town Hall for the weekend free of charge.

402/09 INTERNAL & EXTERNAL AUDIT:

The Town Clerk reported that the next Internal Audit was scheduled for 13 May 2009, and the External Audit notice was to be displayed from 25 May 2009 to 7 June 2009, with the Accounts to be signed off by Council by the 30 June 2009.

403/09 ROYSTON ALLOTMENTS/RAILWAY CROSSING:

The Town Clerk had received a response from the County Council in respect of issues raised by the Allotment Association. They proposed a meeting with the Town Council and County Councillor Drake following a meeting with the contractors, and it was noted that there would need to be more discussions in relation to the proposed crossing development and access. The meeting was proposed for 5 May 2009 at 10.30 a.m.

404/09 EXCLUSION OF THE PRESS AND PUBLIC:

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

County Councillor Drake, District Councillor Hill and Mrs. Prime left the meeting. The Members agreed that Mr. Baker as Chairman of Museum Advisory Sub Committee Could stay item 15 – Museum Review

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405/09 ROYSTON MUSEUM:

Councillor Kennedy reported that he together with Councillors Beardwell & Smith, and the Town Clerk had met with the Curator at the Museum. They had spent two hours researching various aspects for the running of the Museum and suggestions had been made such as improved signing, increasing promotion of the museum, as well as searching for more volunteers. Space would be taken at the May Fayre in order to promote the Museum and to ask for volunteers.

A further meeting has been arranged for this Thursday following which another report would be given to the Committee. There would be a meeting with the Trustees and the Friends of the Museum.

It was pointed out that Museums throughout the country were undergoing reviews

The Chairman thanked the Working Party for their report and Mr. Baker, Councillors Mayne, Davidson and Phillips left the meeting.

406/09 STAFF SALARIES:

The Town Clerk circulated details to Members and following perusal of these it was proposed by the Chairman, seconded by Councillor Harrison and agreed that the proposals be accepted for salary scales for 2009-2010. Details of any inflation increases would be reported when received.

The Chairman then closed the meeting at 8.43 p.m.