

ROYSTON TOWN COUNCIL

MINUTES of the **ANNUAL GENERAL MEETING** of Royston Town Council held on Monday 11 May 2009 in the Heritage Hall of the Town Hall at 7.15 p.m.

PRESENT: Councillor Paul Grimes (Town Mayor) in the Chair
Councillors Beardwell, Berry, Burt, Davidson, Doel, Gaillard, Harrison, Kennedy, Mayne, Palmer, Phillips, Prime and Smith.
In attendance Town Clerk, Assistant Town Clerk, Committee Administrator, District Councillor Hill and County Councillor Drake, Mayor's Consort, Pam Robinson, Les Baker, 5 Members of the Public and 3 Members of the Press.

The Reverend Leslie Harman led the meeting in prayers.

01/10 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

The Town Mayor welcomed everybody to the meeting and said how much he had enjoyed his year as Mayor. He said that so many people worked hard in various organisations and that he hoped the press coverage of his attendance at events would enlighten people to how much work was done in Royston.

Just under £4,000 had been raised for the Garden House Hospice and thanks were due to Councillors Hunter, Harrison, Kennedy and the Town Clerk and the staff for their help to achieve this. He also thanked Charlotte, his Mayoress and presented her with a gift.

It was then proposed by Councillor Berry, seconded by Councillor Harrison and **RESOLVED** that **COUNCILLOR ROD KENNEDY** be Town Mayor for the year 2009/2010.

Councillor Grimes presented Councillor Kennedy with the Chain of Office, followed by photographs taken by the Press.

02/10 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:

The Town Mayor then read out and signed his Declaration of Acceptance of office and took over the Chairmanship of the meeting.

The 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 Paul Grimes as Mayor of Royston from 2008-2009;
- (b) That the Council is very mindful that Councillor Grimes has during the period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the Town;
- (c) That the Common Seal of the Council be affixed to the above Resolution and that it be signed by the Town Mayor and the Town Clerk.

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

That the Council places on record their sincere appreciation of the service rendered to the Town by Charlotte Page in support of the Town Mayor from 2008 to 2009.

ROYSTON TOWN COUNCIL

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

03/10 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

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

04/10 COUNCILLOR KATHLEEN PRIME'S ACCEPTANCE OF OFFICE:

Councillor Kathleen Prime was welcomed to the Council and she then read out and signed her Declaration of Office and the Town Clerk signed the document.

05/10 TO RECEIVE APOLOGIES FOR ABSENCE:

The Town Clerk reported apologies for absence from Councillor Inwood.

06/10 TO APPOINT COMMITTEES FOR THE ENSUING YEAR:

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

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

- (b) Councillor Kennedy proposed, seconded by Councillor Harrison 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 Graham Palmer
Councillor Marguerite Phillips
Councillor Kathleen Prime
Councillor Robert Smith

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

Councillor Liz Beardwell
Councillor Peter Burt

ROYSTON TOWN COUNCIL

Councillor Lindsay Davidson
Councillor Elizabeth Gaillard
Councillor Mike Harrison
Councillor Robert Inwood
Councillor Phillip Mayne
Councillor Graham Palmer
Councillor Marguerite Phillips
Councillor Kathleen Prime

07/10 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;

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

08/10 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:

It was proposed by Councillor Kennedy, seconded by Councillor Harrison 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 R. Kennedy
Royston Community Association	Councillor G. Palmer
Royston Citizens Advice Bureau	Councillor E. Beardwell
Royston & District Local History Society	Councillor E. Beardwell
Friends of Royston & District Museum	Councillor E. Beardwell
Royston & District Scout Council	Councillor L. Berry
Royston & South Cambs. HomeStart	Vacant
Royston & District Chamber of Commerce	Councillor E. Gaillard
Royston Day Centre	Councillor L. Berry
Royston Society	Councillor R. Kennedy
Meridian Youth Centre Committee	Councillor L. Berry

ROYSTON TOWN COUNCIL

Royston Community Transport	Councillor R. Kennedy
Royston Youth Network	Councillor L. Davidson
Police Neighbourhood Watch Panel	Councillor L. Davidson
	Councillor M. Harrison
Sustran Underpass Support Group	Councillor M. Harrison
Royston Youth Advisory Group	Councillor L. Davidson
Therfield Heath and Greens	
Conservation Joint Advisory Committee	Councillor R. Kennedy

09/10 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)

10/10 TO APPROVE THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 27 APRIL 2009:

It was proposed by Councillor Kennedy, seconded by Councillor Harrison and **RESOLVED** that the minutes of the meeting of the Council held on 27 April 2009 (minutes 385/09 to 392/09) be approved and signed as a correct record.

11/10 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor announced that he was glad to be Mayor for the second time and that he would do his best to serve the Town. With Royston First and taking over the Markets Royston was moving forward. He said that Royston should not be involved in politics and that he would be serving his last year as a Councillor as an Independent. He hoped that in the future there would be a wider number of people willing to serve on the Council.

He said that his charities for the year would be for the Royston Town Council Community Chest Fund, MAGPAS and the East Anglia Air Ambulance.

The Fund had already been started with the sponsoring of his cycle ride in New Zealand. This had raised £2,000 half of which had gone to Councillor Grimes' charity and half to his own.

One of the Mayor's fund raising events would be the Annual Golf Day at Royston Golf Club on Friday, 11 September 2009.

12/10 DATE OF NEXT MEETING:

The date of the next meeting is 29 June 2009.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.50 p.m. on Monday, 11 May 2009.

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

13/10 APPOINTMENT OF CHAIRMAN:

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

Councillor Smith took the Chair.

14/10 APPOINTMENT OF VICE-CHAIRMAN:

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

15/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Inwood.

16/10 DELEGATION OF POWERS & DUTIES:

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

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

17/10 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.

18/10 MUSEUM ADVISORY SUB-COMMITTEE:

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

Councillor Berry as Chairman, Les Baker as Vice Chairman and Councillors Beardwell, Burt, Gaillard, Grimes & Mayne.

19/10 TOWN COUNCIL PREMISES & HUMAN RESOURCES SUB-COMMITTEE:

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

ROYSTON TOWN COUNCIL

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

20/10 LEETE CHARITY COMMITTEE:

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

Councillor Kennedy (as Town Mayor), Berry, Grimes, Harrison and Smith.

21/10 COMMUNITY CHEST AWARDS SUB-COMMITTEE:

It was proposed by Councillor Smith, seconded by Councillor Doel and agreed that the following Members be appointed to serve on the Community Chest Awards Sub-Committee:-

Councillor Kennedy (as Town Mayor), Berry, Grimes, Harrison and Smith.

22/10 CAVE TRUSTEES:

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

Councillor Kennedy (as Mayor), Mayne and Inwood.

23/10 MAY FAYRE WORKING PARTY:

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

Councillors Davidson, Mayne and Smith.

24/10 MARKETS SUB-ADVISORY COMMITTEE:

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

Councillors Berry, Kennedy and Smith

25/10 DATE OF NEXT MEETING:

1st June 2009.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.01 p.m. on Monday, 11 May 2009.

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

26/10 APPOINTMENT OF CHAIRMAN:

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

Councillor Harrison took the Chair.

27/10 APPOINTMENT OF VICE-CHAIRMAN:

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

28/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Inwood.

29/10 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.

30/10 ROYSTON IN BLOOM WORKING PARTY:

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

31/10 DATE OF NEXT MEETING:

Monday, 1st June 2009.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 11th May 2009 at 8.04 p.m. in the Committee Room, Town Hall, Royston.

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

32/10 APPOINTMENT OF CHAIRMAN:

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

Councillor Berry took the Chair.

33/10 APPOINTMENT OF VICE-CHAIRMAN:

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

34/10 APOLOGIES FOR ABSENCE:

No apologies for absence were received.

35/10 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.

36/10 MINUTES:

The minutes of the meeting held on Monday, 6 April 2009 (372/09 to 375/09) were approved and signed as a correct record.

37/10 PLANNING APPLICATIONS:

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

09/00184/1	11 John Street
09/00388/1HH	22a Garden Walk
09/00667/1HH	17 Quail Walk
09/00546/1HH	5 Melbourn Road.
09/00603/1HH	89 Mill Road
09/00545/1HH	10 Newmarket Road

(b) 09/00544/1HH 17 Parthia Close

The Committee did not support this application on the grounds that it was loss of car parking space. If this was addressed the Committee would be able to support this application.

ROYSTON TOWN COUNCIL

38/10 09/00644/1TD LAND AT MELBOURN ROAD, ADJACENT TO 32 ACKROYD ROAD AND 6 CORVUS CLOSE – TELECOMMUNICATIONS DETERMINATION:

The Town Clerk reported that this application had been determined by the Chairman and herself due to a short time for reply to the District Council. The Committee noted that the response had been made that the Town Council was unable to support this application on the grounds of safety to the public.

There followed some discussion on this application and opinion was divided on whether or not these masts were unsafe. Mary Caldwell at Planning Department, District Council, had suggested that an approach could be made to Orange and it was suggested that a request should be made to ask for a representative to come and talk to the Committee. Councillor Grimes volunteered to obtain a report on the safety of these telecommunications masts.

39/10 APPEAL – 27 HEATHFIELD:

Members noted that the Appeal in respect of 27 Heathfield had been allowed.

40/10 DATE OF NEXT MEETING:

Monday, 8 June 2009.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 1st.June 2009.

PRESENT: Councillor Smith (in the Chair)
Councillors Berry, Burt, Doel, Gaillard, Harrison, Inwood & Kennedy.
County Councillor Drake, District Councillor Hill, Town Councillors Davidson, Mayne, Palmer, Prime & Phillips,
Helen McCormick Herts County Council, Phil Young Mouchel, Peter Bone Lambert Consultants
Town Clerk, Assistant Town Clerk, Committee Administrator and 7 Members of the Allotment Association in attendance.

PRESENTATION – ROYSTON RAILWAY UNDERPASS

Councillor Smith opened the meeting and invited Helen McCormick to give an update on the process involved in building the Underpass.

Helen McCormick then addressed the meeting and explained that there were conditions attached to the planning permission and that she was confident that these could be complied with satisfactorily.

The land required would be through Compulsory Order or negotiation. The next stage was discussion between the County Council and contractors in respect of space required for the ramp of the underpass and the path and how much working space was needed. It was hoped to do some of the work during the time the railway was closed, during the Christmas period etc. Stock piling sites would be required adjacent to the area.

About ten months for the work would be necessary and it was hoped to have the contract from January 2010.

Areas in the allotments and residents back gardens and also the access onto the A10 was being identified. During the next few weeks those involved will receive a letter and details will appear on the public documents.

There will be a necessity for entry onto the allotment land during the summer of 2010 and strict guide lines would be followed.

The points raised by the Town Council relating to fencing, club house and security had been noted.

Councillor Smith thanked Helen for her presentation and questions were invited. These included the compensation to the owners of the land, i.e. the Town Council, the making good after work had been completed and how the work could be done without too much disturbance to the allotment holders.

PUBLIC PARTICIPATION:

The Chairman then invited Neil Guttridge to speak to the meeting on behalf of the Royston Allotment Gardens Association.

Neil said that the Association was concerned that two allotments were to be the subject of a Compulsory Order, and that he felt sure that the County Council was aware of the protection given to allotments. He queried the condition of the land following the work.

He also mentioned the concern of the Association in respect of the hedging and that there should be some fencing up against the hedge. He also spoke about the removal of the club house and hoped that it would be replaced with some improvements, but that the Association needed to have some information about this in order that some fund raising could be commenced.

ROYSTON TOWN COUNCIL

Mr. Guttridge was thanked for his input following which a question was asked about the guarantee that the land would be returned to the Town Council following the work. The Town Council was assured that the Compulsory Order was a temporary measure and would be returned to the Town Council – it was a temporary displacement.

Helen McCormick said that everybody would receive a copy of the document and it will also be placed on the website.

The Chairman then thanked Helen Peter and Phil for their attendance and they left the meeting at 7.40 p.m.

41/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beardwell & Grimes.

42/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 27 April 2009 (minutes 393/09 to 406/09) were approved and signed by the Chairman.

43/10 NOTES OF MARKETS SUB-ADVISORY MEETING:

The Committee received minutes of the Markets Sub-Advisory Committee meeting held on 30 April 2009 into the workings of the Council.

44/10 MINUTES OF LEETE CHARITY TRUSTEES MEETING:

The Committee received the minutes of the Leete Charity Trustees meeting held 27 April 2009 into the workings of the Council.

45/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for May 2009 in the sum of £28,451.58 for payment.

46/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- i) Bank Reconciliation for Year End March 2009
- ii) Bank Reconciliation for April 2009
- iii) Income & Expenditure for April 2009.

47/10 TOWN COUNCIL'S DIRECT DEBITS:

Members noted the list of the regular Direct Debit payments for 2009-2010.

48/10 INTERNAL AUDIT 2008-2009:

The Town Clerk reported that the Internal Audit had taken place and read out the report on the audit year ending 2008-2009.

The check had included a review of the year end bank reconciliations, debtor and creditor balances, risk assessment procedures, VAT returns. It had been confirmed that the accounts were being kept in order and that there would be the usual External Audit document to complete at the next meeting of the Committee.

ROYSTON TOWN COUNCIL

The Chairman thanked the Town Clerk and her staff for their work on the accounts.

49/10 GREEN STREET ALLOTMENTS:

The Chairman referred to the earlier discussion on the Allotments and asked Members for their comments.

Members considered that the Underpass was essential for the well being of the Town and that the upheaval to the allotments was necessary but hoped that all would be restored in good order following the work. The Town Clerk said that the County Council had guide lines to follow and had said they would be prepared to come along to another meeting if required. She also said that should any allotments be given up during the year they would be offered to the two allotment holders who would be losing their plots during the construction period.

County Councillor Drake said that this was his last official meeting that he would be attending and that the whole project was being overlooked by a sub-group who will be keeping an eye on everything. He had been invited to stay on this group and he would be willing to do this. He thanked everybody for their support.

The members of the Allotment Association then left the meeting at 8 p.m.

50/10 CORRESPONDENCE RECEIVED:

The Town Clerk reported receipt of the following correspondence:

- i) The Frank Letts Blind Fellowship
- ii) Ken Charles – Rotary Club
- iii) Arts Festival Committee

51/10 TOWN COUNCIL FORWARD PLAN:

The Chairman explained that he felt that a Working Party should be set up to produce a Forward Plan for the Town Council.

Members agreed that this was sensible to make plans for the future and Councillors Berry, Davidson, Harrison and Smith wished to be part of this Working Party and Councillor Grimes had also shown interest. It was agreed that Councillor Beardwell be invited to take part.

52/10 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Kennedy reported that at a Conservators of Therfield Heath meeting it was reported that the sheep would be back on the Heath and warned dog owners to control their dogs.

Councillor Berry had attended the AGM of Royston Day Centre that had been well attended. They were very grateful for the grant given by the Town Council each year and also money raised by the Mayor's Charity in the last few years.

The Chairman of the Royston Day Centre had reached the age of 90 and she suggested that a letter of congratulations be sent from the Town Council and this was agreed.

53/10 EXCLUSION OF THE PRESS AND PUBLIC:

It was proposed by Councillor Smith, seconded by Councillor Berry, 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

54/10 ROYSTON MUSEUM:

Councillor Smith reported that two meetings had been held with the Curator of the Museum and these had been productive with ideas put forward.

They had also met with the Trustees and one or two things had been identified. A meeting with the Friends of the Museum had been postponed. He asked if a meeting with the History Society should be arranged but the Town Clerk explained that the Trustees were part of this Society.

Councillor Kennedy said after the initial problems, the meeting with the Trustees had been fruitful.

Councillor Burt asked that the meeting with the Friends be held as soon as possible in order that a full report can be made.

The Chairman then closed the meeting at 8.25 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 8.28 p.m. on Monday, 1st June 2009.

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

The Chairman opened the meeting and welcomed the new Member of the Council – Councillor Kathleen Prime.

55/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Beardwell.

56/10 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 2 March 2009 (minutes 345/09 to 354/09) were approved as a correct record.

57/10 REPORT OF WORKING PARTY:

The Committee received the notes of the Royston in Bloom Working Party meeting held on 12 May 2009.

58/10 RAILWAY CROSSING – COOMBES HOLE:

This item was discussed in the previous meeting of the Finance Committee.

59/10 WEIGHT LIMIT – MELBOURN STREET:

Members noted that this item was to be discussed at the next meeting of the Area Committee at District Council and it was also to be included in discussion when the Royston Urban Transport plan is produced.

60/10 PARKING – NEWMARKET ROAD/GARDEN WALK:

This item was postponed until the next meeting of the Committee.

61/10 FLOODING – TEMPLARS GATE:

Members were informed that there had been discussions and reports done on this problem and these would be on the agenda for the next District Council's Cabinet meeting in June. The Highways Agency is also preparing a report for that meeting.

Councillor Smith was invited to speak to the meeting and he reported that certain improvements had been made in some parts of the area. Remedial work had been done on the sewage pumping station and that work was awaited in connection with flooding at the Leisure Centre car park area.

District Councillor Hill confirmed this and that the road adoption could not take place until these issues were addressed. A report on the Meridian School was awaited.

ROYSTON TOWN COUNCIL

County Councillor Drake said that he was urging the preparation of the report on Meridian School for this week.

Councillor Hill said that the residents were promised that this problem would be resolved and that funding would be available.

62/10 ROYSTON YOUTH COUNCIL:

Councillor Davidson reported that she was awaiting a letter from Alan Fleck to confirm that the Royston Youth Council Advisory Group that was set up two years ago would not continue. There had not been a meeting since last December and Councillor Davidson said that it was very difficult to get new people interested.

Other schools had been approached to get more youth to join the Youth Council without success. The Youth Council have arranged for a big event on the Heath at the end of term. Councillor Davidson said she would remain as the link with the Youth Council.

Councillor Hill left the meeting at 8.45 p.m.

63/10 ROYSTON YOUTH NETWORK:

Members noted the summer programme for youngsters and Councillor Davidson updated Members on this excellent programme. She urged Councillors to drop in on a session to give support and she wondered if a donation could be made to the Youth Network.

The Town Clerk said that the request should be put to the next meeting of the Finance Committee and this was proposed by Councillor Davidson, seconded by Councillor Mayne and agreed.

64/10 CORRESPONDENCE RECEIVED:

The Town Clerk reported correspondence received from

- i) Oliver Heald re Government Plans for Storm drainage standards for future road adoptions
- ii) Children's Trust Partnership Hertfordshire.

65/10 COMMONS ACT 2006:

The Town Clerk reported the Transitional Period for the Commons Act 2006 in Hertfordshire; any amendments to records on Common Land need to be notified by 30 September 2009.

She pointed out that there was one area of Common Land shown on the map that is in the parish of Royston but comes under Therfield Heath and she had forwarded the documents to the Conservators of Therfield Heath and awaited their reply.

66/10 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Mayne reported that he had attended a meeting in March in respect of the Hertfordshire Policing Plan and he passed on information to the Town Clerk.

67/10 DATE OF NEXT MEETING:

Monday, 3 August 2009.

ROYSTON TOWN COUNCIL

The Chairman then thanked County Councillor Drake for his help and encouragement as County Councillor over the last few years, and wished him a long happy and healthy retirement.

County Councillor Drake thanked the Members and wished the Town Council a successful future.

There being no further business the Chairman closed the meeting at 9 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 1st June 09 at 9.05pm

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

68/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Grimes.

69/10 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 19 January 2009 (minutes 309/09 to 314/09) were approved for signature.

70/10 ALLOTMENTS:

- (i) Members noted the minutes of the meeting with members of RAGA held 7 April 2009.
- (ii) Members updated on conditions of allotments.

71/10 ROYSTON CAVE:

Members noted that the Cave was now closed until the 19th June 2009 whilst survey work on the carvings took place. At the same time a drainage survey would be done and it would be necessary for the road to be closed at some time during this work.

72/10 MARKET HILL ROOMS:

The Town Clerk reported on quotations received for

- i) notice boards in the main hall for use by the Town Council and
- ii) putting wooden batten (stained and varnished) around the hall to prevent damage to the walls by the chairs and tables.

After a full discussion it was agreed to recommend to the Finance Committee that this work be done at the preferred quotation of £375 for the two 12 x 4 boards and £245 for the batten making a total of £620.

73/10 INFORMATION LEAFLET FOR PROSPECTIVE NEW COUNCILLORS:

Members considered the draft "Would you like to be a Royston Town Councillor?" leaflet. Various amendments were put forward including inserting the qualifications required for Councillors and cutting down the size of the document. The Town Clerk was asked to arrange for the amendments to be made and then email it out to members.

There being no further business the Chairman closed the meeting at 9.56 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 8 June 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (in the Chair)
Councillors Davidson, Doel, Grimes, Kennedy, Mayne, Palmer, Phillips and Smith.
District Councillor F J. Smith, Town Clerk, Committee Administrator, 3 Members of the Public and 1 Member of the Press in attendance.

74/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Prime.

75/10 MINUTES:

The minutes of the meeting held on Monday, 11 May 2009 (32/10 to 40/10) were approved and signed as a correct record.

76/10 PLANNING APPLICATIONS:

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

09/00740/1	Stearns Pharmacy, Burns Road.
09/00794/1HH	17 Hollies Close.
09/00765/1HH	45 Coombelands.
09/00761/1HH	12 Foxglove Bank.
09/00707/1HH	54 Kneesworth Street.
09/00787/1HH	5 Tannery Drift.
09/00868/1HH	91 Green Drift.
09/00784/1HH	19 Priors Close. Subject to the dormer window being suitable.
09/00881/1HH	3 Nash Road.
09/00738/1HH	18 Betony Vale.
09/00892/1HH	62 Barkway Road.

(b) 09/00737/1 Somerfield Stores Ltd. Baldock Road.

The Committee supported this application subject to the District Council's condition in respect of the time limits on the use of the service yard to avoid noise and disturbance to neighbouring properties late at night and early morning.

(c) 09/00936/1TD Land in front of Automation Partnership, Grantham Close and corner of York Way.

Following discussion it was put to the vote that the Committee support this application and with 6 votes in favour and 3 against the motion was carried.
Councillor Smith and Councillor Phillips asked for their vote against to be noted.

77/10 HORSE AND GROOM, BALDOCK ROAD:

Members noted that copies of documents, plans and forms in respect of the South Cambridgeshire District Council's planning application for the erection of a restaurant

ROYSTON TOWN COUNCIL

building with ancillary accommodation following demolition of existing Public House were available to view on <http://scambs.jdi-consult.net/devcon/pa/php?paid=142551>.

Following discussion it was agreed to support the application as it would replace a very unsightly building and would be a great improvement to the site.

78/10 Void

79/10 Void

80/10 OLD CINEMA SITE, NEWMARKET ROAD:

Members noted that the Consultants for North Herts Homes would be attending the next meeting of the Planning Committee to give a presentation on the design of the development of the site.

81/10 RIDGEWAYS, ROYSTON:

Members indicated their interest in the invitation to tour around the updated development at Ridgeways and it was agreed to suggest early evening on 15 July 2009.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held on Thursday 11th June 2009 in Committee Room, at 7.p.m.

PRESENT:

Councillors: L Berry (Chair) Beardwell, Burt, Gaillard, Mayne
Museum Trustees: Peter Franks, Peter Ketteringham, Mike Lawrence, Jenny Smith, Phil Smith
Mr. L. Baker NHDC Representative
Friends: Shirley Thrussell

Officers: Carole Kaszak (Curator), Susan Thornton-Björk (Town Clerk) Ros Allwood (Museums Officer, NHDC)

82/10 APOLOGIES:

There were no apologies for absence.

83/10 MINUTES:

The minutes of the meeting held 16th April 2009 were approved for signing subject to the amendment under E2BN Gallery Website visit of 'pieces of' to 'hits on' were approved and signed.

84/10 CURATORS REPORT: (copy attached to the minute book):

Carole presented her report to the committee and added the following comments:

Shop Sales: These were higher in April due to Exhibition sales.

E2BN Gallery Website: Number of hits on site increasing.

Events: Carole reported that SHARE had 1000 days of free expertise to museums to offer during the next year and she was hoping to use some of them.

Studlands Rise workshop on Costumes had gone well and Carole had received a thank-you card from the school as well as pictures of costumes drawn by the children who visited. Following a visit from our Twinning Town, La Loupe, a version of the museum leaflet was now available in French; there is also a copy available in German.

The North Herts Arts, Museums and Heritage Forum meeting was attended by the Curator, Peter Ketteringham, Phil Smith and Les Baker. As Councillor Smith was no longer on the Museum Committee, he had not attended the meeting this time, after discussion it was agreed that the Chairman ask a member of the Finance Committee to attend the Forum meetings so they could update the council on what was discussed at these meetings. Meetings are held approx 6 monthly. Les Baker told the committee that the main item discussed at this meeting was about closing the two existing NHDC Council-run museums (Letchworth & Hitchin) and using the Hitchin Town Hall premises to operate a single museum and gallery, with a saving of £125,000.

The Collection: Carole reported that Phil Smith had donated a postcard of scenes of Royston to the museum.

No response had been received from Andrew Naish about his visit to the museum.

85/10 SCHEDULE OF MEETINGS:

Members noted the dates of the meetings now scheduled for bi-monthly.

ROYSTON TOWN COUNCIL

86/10 MUSEUM YEAR-END ACCOUNTS 2008-09:

Members noted the year-end figures which had come in slightly over budget. This was largely due to high costs for gas, electric and security issues.

The Town Clerk reported she was still waiting for a response to the rate relief requested. Peter Ketteringham said that the History Society would be prepared to sponsor an exhibition in the future and it was important to have forward planning for the museum. It was agreed that the chair would meet with the Town Clerk about forward planning.

87/10 MAY FAYRE:

Only 2 Jacks War books were sold at the May Fayre but Les reported he answered a lot of questions about the museum and felt it was a worthwhile exercise.

88/10 NAME OF THE MUSEUM:

Peter Ketteringham asked members to consider a change of name for the museum to Royston Museum and Art Gallery; he felt it would boost the image of the museum. After discussion, it was agreed to recommend this to the Finance Committee. The Town Clerk was asked to contact the District Council to see if they had any objection to this.

89/10 ANY OTHER BUSINESS:

AIM: Carole asked if the committee agreed that they should join the Association of Independent Museum (AIM) at a cost of £30 per year. Members agreed to this and it would come out of the admin budget.

Museum Development Officer: Carole reported that a meeting had been set up for Julie to talk to the Trustees; the current Chairman of the Finance Committee had already requested that she attends a meeting of the council to talk to councillors. Town Clerk to arrange this.

Working party museum review; a date for a meeting with the Friends has now been arranged. The working party will be reporting back to the Finance Committee and then to the Museum Sub-Committee.

91st Bomb Group: Carole reported that a reciprocal link with the 91st Bomb Group had now been added to the museum web-site.

Working Party: Carole asked if the working party set up in 2007 to look for funding and to visit other museums as a fact finding exercise was to continue, Councillor Berry agreed to replace Councillor Smith on this group if it was to continue. Peter Ketteringham said all things should be discussed through this committee as it now meets every two months.

90/10 DATE OF NEXT MEETING

13th August 2009

The chairman thanked everyone for coming and closed the meeting at 8.21pm.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 29 June 2009 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor R. Kennedy (Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Doel, Grimes, Mayne, Phillips, Prime & Smith
In attendance Ms Cath Boughton, (Listing) John Gourd, (Johnson Matthey) Rick Holloway (Automation Partnership), Mr. L. Baker, Town Clerk, Assistant to Town Clerk, Committee Administrator & 2 Members of the Press

The Reverend Les Harman led the meeting in prayer

PRESENTATION:

The Town Mayor welcomed everybody to the meeting and the three members of Royston First Bid Co and invited them to speak to the meeting in respect of the Royston First – Community Cinema project

John Gourd spoke in the absence of Geraint Burnell and gave a presentation on the proposed community cinema project and the possible involvement of the Royston Town Council. He explained that work had started on the first part of the process of this project, and that it was considered to be one of the most important projects put forward by Royston First.

Royston First could provide the equipment and drive for the cinema and they hoped the council would provide the accommodation in the Town Hall although it would need a lot of improvements. The Town Hall being in the centre of the town and a landmark makes it an ideal position

Rick Holloway then said that the local businesses had put this project in the top three of projects and felt that a community cinema would be filling a need to give residents local entertainment. The improved town hall with rollaway seating could also provide facilities for conferences and exhibitions when films were not being shown.

Cath Boughton then explained how the Arts Festival was bringing together things in Royston and has also been looking for somewhere to show films. A community cinema would be attractive and good for the children. Drama and dancing groups etc would also be able to use the improved facilities, the improve hall would bring great value to local residents for leisure and entertainment.

John Gourd said that Saffron Walden has a community cinema which is based in a school and is proving very successful and he circulated some information about films to be held in Saffron Walden. Members will be receiving an invite to go and watch a film at Saffron Screen on the 31 July.

Questions were put to the Royston First group and it was confirmed that Royston First could supply the hardware for the cinema and Cath Boughton said that rollout seating could be used so that the floor space could be empty for other events.

The Town Mayor thanked Ms Boughton, Mr. Holloway and Mr Gourd for their presentation and they left the meeting at 7.35 p.m.

91/10 APOLOGIES:

Apologies for absence were received from Councillors Davidson, Gaillard, Harrison, Inwood and Palmer.

ROYSTON TOWN COUNCIL

92/10 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he and his wife were enjoying the various events and had attended the following:- A report of the events he attended is attached to the minutes

He informed Members that the Mayor's Golf Day would be held on the 11 September 2009 at Royston Golf Club.

93/10 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 11 May 2009 (minutes 01/10 to 12/10).

94/10 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 27 April 2009 (minutes 393/09 to 406/09) be 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 11 May 2009 (minutes 32/10 to 40/10) be adopted as part of the true workings of this Council.

95/10 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 11 May 2009 (minutes 13/10 to 25/10) be adopted as a true record.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 1st June 2009 (minutes 41/10 to 54/10) be adopted as a true record.
- (c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held 11 May 2009 (minutes 26/10 to 31/10) be adopted as a true record.
- (d) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held on the 1st June 2009 (minutes 55/10 to 67/10) be adopted as a true record.
- (e) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 8 June 2009 (minutes 74/10 to 81/10) be adopted as a true record.

96/10 PRESENTATION OF RESOLUTION TO MAYOR FOR 2008-2009:

The Town Mayor presented the Town Council's Resolution to Councillor Grimes in recognition of his work done during his mayoral year 2008-2009

97/10 YEAR-END ACCOUNTS & ANNUAL RETURN 2008-2009:

- i) Members **RESOLVED** to approve the year-end accounts and supporting statement for signing by the Chairman.
- ii) Members **RESOLVED** to approve Section 1 of the Annual Return for signing by the Chairman.

ROYSTON TOWN COUNCIL

- iii) Members **RESOLVED** to approve Section 2 the Annual Governance Statement of the annual return and this was duly signed by the Chairman

The Town Mayor and Members thanked the Town Clerk and her staff for their work on the year-end accounts and annual return for 2008-2009.

98/10 COUNCIL INTO COMMITTEE:

It was **RESOLVED** that Standing Orders be suspended and that the Council go into Committee for the discussion on the following item on the agenda.

99/10 ROYSTON FIRST: Community cinema

Members discussed the subject matter of the presentation given earlier and agreed that it would be good for the town if a community cinema was provided. However, it was felt that a business plan and further details were required as the Town Council did not know how much money was involved and what improvements would be needed for the town hall. It was considered that although it was an excellent idea there were no concrete facts to consider at this point.

After further discussion it was **RESOLVED** and agreed that a Working Party be set up to investigate the proposal by Royston First. Councillors Berry, Burt, Doel, Grimes, Kennedy, Mayne, Phillips and Smith volunteered to be part of this Working Party and agreed to arrange to meet with the Cinema working party and report back to the appropriate committee.

100/10 COMMITTEE INTO COUNCIL:

It was **RESOLVED** that Standing Orders be reconvened and that the Committee revert into Council.

101/10 DATE OF NEXT MEETING:

The date of the next meeting was 24 August 2009.

The Town Mayor closed the meeting at 8.20 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.23 p.m. on Monday, 29 June 2009.

PRESENT: Councillor Smith (in the Chair)
Councillors Beardwell, Berry, Burt, Doel, Grimes & Kennedy.
Town Clerk, Assistant Town Clerk, Committee Administrator, Mr. L. Baker and 1 Member of the Press in attendance.

102/10 APOLOGIES FOR ABSENCE:

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

103/10 MINUTES:

It was **RESOLVED** that the minutes of the meetings of the Finance Committee held on 11 May 2009 (minutes 13/10 to 25/10) and 1st June 2009 (minutes 41/10 to 54/10) were approved and signed by the Chairman, subject to minute no. 53/09 being amended to 53/10.

104/10 MINUTES OF MUSEUM SUB-ADVISORY COMMITTEE:

The minutes of the meeting of the Museum Sub-Advisory Committee held on 16 April 2009 (minutes 376/09 to 384/09) were received into the workings of the Council.

105/10 MINUTES OF TOWN PREMISES & HUMAN RESOURCES SUB-COMMITTEE:

The Committee received minutes of the Town Premises & Human Resources Sub-Committee meeting held on 1st June 2009 (minutes 68/10 to 73/10) into the workings of the Council.

106/10 ACCOUNTS FOR PAYMENT:

It was **RESOLVED** to approve the accounts for June 2009 in the sum of £30,356.79 for payment.

107/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- i) Bank Reconciliation for May 2009.
- ii) Income & Expenditure for May 2009.

108/10 YEAR END OUT-TURN FOR 2008-2009 AND BUDGET 2009-2010:

Members noted:

- i) Out-turn against the budget figures for 2008-2009 and
- ii) Considered the agreed budget figures for 2009-2010.

The year end figures were noted by members.

Members were concerned on how the fall in interest rates would affect this year's budget, after discussion members agreed that income and expenditure for this year should be monitored closely and if necessary money would need to be taken from the General Fund to cover expenditure. Councillor Kennedy abstained.

ROYSTON TOWN COUNCIL

109/10 GREEN STREET ALLOTMENTS:

Members considered the correspondence received from Anthony Churchman, Chairman of RAGA and agreed that this appeared to be repetition of what had already been discussed with RAGA.

Following discussion it was proposed and agreed that a letter be sent to Mr. Churchman advising that until there is more information available the town council, they are unable to provide any further answers. As owners of the allotment site, they will continue to look after their interest in the land and of the allotments holders

110/10 ROYSTON & DISTRICT MUSEUM:

Members discussed the recommendation of the proposal put forward by the Museum Sub-Advisory Committee of the change of name of the museum to Royston Museum & Art Gallery. The Town Clerk confirmed that the Museum Sub-Advisory Committee had originally named the museum

After discussion it was **RESOLVED** that the name change is supported. Councillor Burt abstained.

- i) Members were informed that a receipt is required for shop sales to record VAT sales. Councillor Berry had offered to pay for a cash register. After discussion it agreed that this item be purchased from the museum budget. Councillor Berry was thanked for her kind offer.
- ii) Members were asked to decide if they would like a presentation from the Museum Development Officer. Following discussion, and hearing an explanation from Mr. Baker, it was agreed to arrange a meeting at a convenient time to take place, with Councillor Berry and Mr. Baker to liaise with the Town Clerk.
- iii) Councillor Smith said that he had always attended the North Herts Arts Museum & Heritage Forum meetings and even though he was no longer a member of the Museum Sub-Advisory Committee wished to continue to do so. It was agreed that Councillor Berry would stand in as and when required.

111/10 ROYSTON YOUTH NETWORK:

The Town Clerk explained the background to this item and following discussion it was agreed that the Royston Youth Network apply to the North Hertfordshire District Council Area Committee for a grant for this year and then applies to the town council for a Community Chest award next year.

112/10 MARKET HILL ROOMS:

The Town Clerk explained the background to this item and following discussion it was agreed that the recommendation from the Town Premises/Human Resources Sub-Committee to install wooden batten around the hall to stop damage to the wall and to install notice boards should be done, funding to be taken from the Stamford Yard account.

113/10 THE PARISH COUNCILS – POWER TO PROMOTE WELL BEING (PRESCRIBED CONDITIONS) ORDER 2008:

The Town Clerk notified members of the new power available to Town and Parish Councils and asked members to decide if they wished to pursue the necessary steps to fulfil the conditions of eligibility to use the power.

ROYSTON TOWN COUNCIL

Following discussion it was agreed to defer decision pending information about costs for training.

114/10 ANNUAL REPORT 2008-2009:

Members received and approved the Annual Report for 2008-2009.

115/10 CORRESPONDENCE RECEIVED:

The Town Clerk reported correspondence received from the Pink Ribbon Run/Walk Committee explaining that they had been unable to advertise the sponsorship of the town council on the banner in time but that they could announce it on the Tannoy system at their event. She had informed them to go ahead with this solution.

116/10 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Beardwell reported her attendance at a meeting of the Royston & District Local History Society and she had reassured them that the Museum Review was a fact finding exercise.

Councillor Kennedy reported that Royston & District Community Transport was now a registered charity and that members could join at a cost of £1. It was agreed that the town council join. It was also noted that more drivers were required.

Councillor Smith reported that he had attended the AGM meeting of HAPTA and also a Cabinet Meeting at the District Council in respect of the flooding on Templars Gate Estate.

117/09 EXCLUSION OF THE PRESS AND PUBLIC:

It was proposed by Councillor Smith, seconded by Councillor Berry, 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

118/10 ROYSTON MUSEUM:

Councillor Smith reported that the meeting with the Friends of Royston Museum had taken place the previous week and had been a very positive meeting. The three Members of the Working Party and the Town Clerk would now prepare the final full report for submitting to the meeting on the 24 August 2009. A query had been made as to whether the report could be circulated to those involved before it went to the meeting. After discussion it was agreed that only the working notes of each meeting be sent to the attendees of that meeting so as to verify the discussions at each meetings. The final report would become a public document after it was presented to council.

119/10 30 KNEESWORTH STREET:

- i) The Town Clerk reported that a request had been received from the tenant of 30 Kneesworth Street that the lease renewal is extended to 15 years with a break at any time of 6 months notice.
Following discussion it was agreed that an offer of a 15 year lease be made with a 5 year break at any time. If this was not acceptable then the Town Clerk was given authority to offer a three year break.
- ii) The Town Clerk notified Members the procedures had been started to register the property at the Land Registry.

The Chairman then closed the meeting at 10.15 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 6 July 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (in the Chair)

Councillors Davidson, Kennedy, Mayne, Palmer and Prime.

County & District Councillor Hill, Town Clerk, Committee Administrator, Mr. N. Wright, Mr. Mark Duffen (North Hertfordshire Homes), 16 Members of the Public and 1 Member of the Press in attendance.

PRESENTATION – OLD CINEMA SITE, NEWMARKET ROAD:

The Chairman opened the meeting welcoming all those present and invited the representatives from North Hertfordshire Homes to speak to the meeting.

First of all Mr. Wright said that North Hertfordshire Homes was aware that Royston was entering Anglia in Bloom and promised that the corner site would be tidied up in readiness for the judging. He then explained that according to the housing register Royston had two needs, affordable housing and accommodation for the elderly with extra care facilities. The site was in an important part of the town on the main approach to the town and warranted a good development and he assured the committee that North Hertfordshire Homes would be working with the District Council's planning department to ensure that the best possible development for Royston is achieved. There would be public consultations before the official planning application was put forward and they would be looking to start the building in 2010.

Mr. Duffen then circulated details of the two suggested plans that would also be on their website. The first plan was for 28 to 30, 1 or 2 bedroom houses with landscaping to reflect the previous view of buildings in that place and car parking would be contained within the site. Ingress would be from Newmarket Road and not Priory Lane.

Members put forward questions in respect of height of buildings and landscaping.

Mr. Duffen then circulated details of the second idea for development that was for 42 units with extra care facilities and said that this would be a good site near to the centre of the town for the elderly. In answer to a question he explained that the one bed flats could have a partition wall that could make them into two bed flats.

The Chairman then thanked Mr. Wright and Mr. Duffen for attending the meeting and said that the Committee looked forward to receiving the planning application in due course.

Mr. Wright and Mr. Duffen left the meeting at 7.30 p.m. and some members of the public left the meeting.

PUBLIC PARTICIPATION:

Councillor Kennedy then spoke to the meeting in his private capacity as a resident of Heathfield and on behalf of the residents in respect of application 09/01121/1 – 27 Heathfield.

He explained that two detached dwellings to replace the existing bungalow on this site was an over development of the site and not in keeping with the area and he asked that the Committee did not support this application.

120/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Doel, Phillips and Smith.

121/10 DECLARATION OF INTEREST:

Councillor Kennedy declared a prejudicial interest in Agenda item 4 (a) 09/01121/1 – 27 Heathfield and a personal interest in 4 (b) 09/00847/1 – Heath Sports Club, Baldock Road, and he would leave the room in respect of 4(a) and take no part in the discussions.

ROYSTON TOWN COUNCIL

122/10 MINUTES:

The minutes of the meeting held on Monday, 8 June 2009 (74/10 to 81/10) were approved and signed as a correct record subject to the amendment that minutes 78/10 and 79/10 be considered void.

123/10 PLANNING APPLICATIONS:

- (a) 09/01121/1 27 Heathfield.

Councillor Kennedy left the committee room for this item on the agenda. Members discussed this application and noted receipt of 8 letters objecting this development.

The Town Clerk said that an application had already been accepted on appeal for this site of a single dwelling but there was nothing to stop the applicant putting forward another plan.

Following a full discussion Members agreed not to support this application on the grounds that it was an over development of the site, out of keeping with the area and inadequate parking facilities.

Councillor Kennedy returned to the meeting for the remainder of the agenda.

- (b) 09/00847/1 Heath Sports Club, Baldock Road.

It was noted that this application was in the Therfield parish area but that the Royston Town Council could put forward their comments.

Following discussion it was agreed that the District Council be informed that it was hoped that the District Council would support this application.

- (c) 09/00928/1HH 14 Thomas Way

The Committee did not support this application on the grounds that although they supported the provision of a garage they had concerns that it was close to the footpath on an estate with open space areas.

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

09/01007/1 10A Angel Pavement

09/01016/1HH 8 Woodcock Road

09/01055/1HH 24 Gower Road

09/01014/1HH 10 Cedar Crescent

09/01122/1HH 43 Weston Avenue

09/00776/1) 25 High Street,

09/00777/1LB)

Provided internal alterations had the approval of the Conservation Office

09/01175/1HH 1 Towne Road.

There being no further business the Chairman closed the meeting at 8.12 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 27 July 2009.

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

124/10 APOLOGIES FOR ABSENCE:

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

125/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 29 June 2009 (minutes 102/10 to 119/10) were approved and signed by the Chairman.

126/10 ACCOUNTS FOR PAYMENT:

Following queries on the Cave Survey, Christmas Lights and Banner charges, it was **Resolved** to approve the accounts for July 2009 in the sum of £39,655.89 for payment.

127/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- iv) Bank Reconciliation for June 2009.
- v) Income & Expenditure for June 2009.

128/10 ANNUAL AUDIT PLAN 2009-2010:

Members received the Annual Audit Plan for 2009-2010 and it was agreed that this Plan be adopted, and that Councillors Doel & Kennedy carry out the internal audit review as before and that a third person should be appointed. Councillor Smith was appointed to take part in this year's review and the review should take place before mid September.

129/10 ROYSTON FIRE STATION – INVITATION TO A PRESENTATION BY THE FIRE SERVICE AT ROYSTON FIRE STATION:

The Town Clerk advised members that the Chief Fire Officer had been due to make a presentation to the Council previously, but now it had been suggested that the Councillors attend a presentation at the Fire Station. It was agreed that it was important for the whole Council and the District Councillors to be invited to attend this Presentation and the dates of either 14 September 2009 or the 12 October 2009 were suggested.

It was also agreed that a presentation by the Royston Police be arranged.

130/10 ROYSTON TOWN CRIER:

Members considered the draft issue of Royston Town Crier previously circulated and subject to minor amendments under the staff item and the word "Award" be added to Royston Town Council Community Chest Award Fund under the Mayor's item, the latest issue of the newsletter be accepted.

ROYSTON TOWN COUNCIL

It was also agreed that it be checked with the District Council as to whether or not the figure under the Markets item of the Accounts should be published in the Royston Town Crier. Councillors Davidson and Phillips were thanked for their work in producing this newsletter.

131/10 THE PARISH COUNCILS – POWER TO PROMOTE WELL BEING (PRESCRIBED CONDITIONS) ORDER 2008:

The Town Clerk reported that training of Councillors would be free. Following discussion it was agreed that it would be sensible to defer this training until after the May 2010 elections.

132/09 EXCLUSION OF THE PRESS AND PUBLIC:

It was proposed by Councillor Smith, seconded by Councillor Berry, 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

133/10 30 KNEESWORTH STREET:

The Town Clerk reported that she had followed the instructions given at the last meeting to offer the tenant a 15 year lease with a 5 year break, and if this had not been acceptable a 3 year break. He had returned with the offer of a 2 year break.

Following discussion it was proposed by Councillor Berry, seconded by Councillor Beardwell and agreed that a lease of 15 years with a 2 year break notice be accepted.

The Chairman then closed the meeting at 7.47 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 3 August 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

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

134/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Doel and Kennedy.

135/10 MINUTES:

The minutes of the meeting held on Monday, 6 July 2009 (120/10 to 123/10) were approved and signed as a correct record.

136/10 PLANNING APPLICATIONS:

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

09/00834/1	70 Heathfield
09/01295/1HH	19 St. Mary's Park
09/00986/1HH	35 Coombelands
Councillor Smith recorded his displeasure at yet another retrospective application and that there was some confusion on the plan.	
09/01293/1HH	22 Palace Gardens
09/01318/1HH	11 Chilcourt
09/01337/1HH	31 Stakepiece Road

137/10 HORSE & GROOM PUBLIC HOUSE, BALDOCK ROAD (ref.S/0509/09/F):

The Town Clerk reported that South Cambridgeshire District Council had approved this application with certain conditions.

Members agreed to write to South Cambridgeshire District Council saying that the Town Council was pleased to note this approval and that the proposed plan would improve the area and remove the "blot on the landscape".

138/10 NORTH HERTFORDSHIRE DISTRICT COUNCIL – LOCAL DEVELOPMENT FRAMEWORK:

Members fully discussed the consultation on Additional Suggested Sites for Royston, Site 84 – Land at Ivy Farm, Baldock Road and Site 85 – Land north of Newmarket Road. The Chairman also allowed input from Councillors Burt, Harrison, Hunter & Hill.

Councillor Smith asked members to acknowledge receipt of a letter from Mr. F.J. Smith regarding site number 85.

The member of the public left the meeting at 7.40 p.m.

ROYSTON TOWN COUNCIL

Finally the Committee was in full agreement that the Town Clerk and the Chairman complete the form issued by the District Council with the comments as follows:

Site No.84 – Ivy Farm

The Committee were more in favour of this site being developed rather than site No.85 as it is already a brown field site with buildings already on the site, although the Committee is concerned about the infrastructure of the town being insufficient and this would, therefore, need to be redressed. There would be less impact on the highways if a development was to proceed on this site.

Site No.85 – Land north of Newmarket Road

The Committee would not support this site as follows:-

- a) It is a Greenfield site,
- b) It is too big a development, infrastructure would not support increased housing
- c) The contour of the land does not lend itself to housing development
- d) Increase traffic on roads in an already busy area would lead to highway issues
- e) There is an already established footpath on this site that should be added to the Definitive Footpath map.
- f) The site borders the A505 and the North/South bypass would cut through any development if it was to go ahead

139/10 SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL – LAND DEVELOPMENT FRAMEWORK:

Members noted that in the Consultation on Gypsy & Traveller Development Plan Document there were two areas close to Royston.

Following a full discussion by all Members it was finally agreed to thank South Cambridgeshire District Council for the opportunity to comment but the Town Council was unable to make any comment at this stage.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.02 p.m. on Monday, 3rd August 2009.

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

The Chairman opened the meeting and congratulated Councillors Hill & Hunter on their recent success in the elections.

140/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Gaillard and Inwood.

141/10 MINUTES:

The minutes of the meetings of the General Purposes & Highways Committee held on 11 May 2009 (minutes 26/10 to 31/10) and 1st June 2009 (minutes 55/10 to 67/10) were approved and signed as a correct record.

142/10 REPORTS OF WORKING PARTIES:

The Committee received the notes of the Royston in Bloom Working Party meetings held on 9 June 2009 and 7 July 2009.

It was agreed to send a letter of thanks to Angela Louch and her team for all the hard work done in preparation for the Anglia in Bloom judging.

143/10 RAILWAY CROSSING – COOMBES HOLE:

There was nothing to report at this time.

144/10 WEIGHT LIMIT – MELBOURN STREET:

The Town Clerk reported that the Area Committee was still pursuing the issues with the protection of the cave and road safety issues in Melbourn St. It was noted that Highways are treating them as separate issues. Members noted that there would be a report on the work on the survey of Royston Cave following the next meeting of the Royston Cave Trust Fund. It was agreed that a copy of this report be sent to County Councillor Hill and to the North Herts Area Committee.

145/10 PARKING – NEWMARKET ROAD/GARDEN WALK:

Members noted parking restrictions in these areas will form part of the whole Strategy Plan for Royston.

146/10 FLOODING – TEMPLARS GATE:

Members were informed that an urgent temporary solution of the installation of bunding was now in place to stop water from the Leisure centre flooding Templars Gate estate. A second temporary bunding to stop flooding from Meridian was to be done next.

ROYSTON TOWN COUNCIL

Councillor Hill said that the County Council and the District Council were working together to find a permanent solution and that extra drainage would be put into the system.

147/10 ROYSTON YOUTH COUNCIL:

Councillor Davidson reported that she was still awaiting a letter from Alan Fleck to confirm that the Royston Youth Council Advisory Group that was set up two years ago was to be wound up. She explained the background to this and asked that the Town Council write a letter to Alan Fleck to urge this matter forward.

Members were concerned that the Youth Council was not moving on with new people but it was agreed that the Youth Council be encouraged to continue.

It was proposed and agreed that a letter be sent to Alan Fleck asking him to clarify the position of the Youth Council Advisory Group and if it was to cease could an official letter be sent to those who were part of the group.

148/10 ROYSTON YOUTH NETWORK:

Councillor Davidson reported that the summer workshops were proving to be successful, and the Police were pleased that the youngsters were happily occupied. She urged Councillors to find a few minutes to call in on the workshops to see what is happening and to take an interest.

149/10 CORRESPONDENCE RECEIVED:

The Town Clerk reported that further correspondence had been received from Oliver Heald MP in respect of his question in Parliament in respect of Storm drainage standards for future road adoptions. It appears that the Government expect each Council to control their own problem of drainage.

The Committee agreed that a letter of thanks be sent to the MP for his assistance.

150/10 ROYSTON SCHOOL INITIATIVE:

Councillor Davidson reported that visits had been made to most of the schools in Royston although Meridian had not accepted their invitation to participate. There had been good feedback from the children involved and they obviously enjoyed living in Royston. A letter had been sent to the newspapers explaining these visits.

151/10 ROYSTON URBAN TRANSPORT PLAN:

Members noted the Royston Urban Transport Plan report previously circulated and that further consultation will take place later in the year.

152/10 HERTFORDSHIRE COUNTY COUNCIL – PROPOSED WAITING RESTRICTIONS – INFORMAL CONSULTATION:

Following discussion on the safety issues in respect of the proposed waiting restrictions in Briary Lane/Sun Hill/.Stakepiece Road it was proposed and agreed that the Committee support this Plan.

153/10 DATE OF NEXT MEETING: Monday, 5 October 2009.

There being no further business the Chairman closed the meeting at 8.45 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held on Thursday 13th August 2009 in the Committee Room, at 7.p.m.

PRESENT:

Councillors: Berry (Chair), Beardwell, Burt, Galliard, Mayne
Museum Trustees: Peter Franks, Peter Ketteringham, Mike Lawrence, Jenny Smith, Phil Smith,
Mr. L. Baker NHDC Representative
Friends: Shirley Thrussell
History Society: Betty Skyrme

Officers: Carole Kaszak (Curator), Susan Thornton-Björk (Town Clerk) Ros Allwood (Museums Officer, NHDC)

154/10 MINUTES:

The minutes of the meeting held 11th June 2009 were approved for signing.

155/10 CURATOR'S REPORT: (copy attached to the minute book):

Carole presented her report to the committee and added the following comments:

Exhibitions: Shop sales were higher due to good exhibition sales and the donations were higher due to the well attended Archaeology Day.

A new exhibition, 'Paired Vision – Take Two' is now on display and everyone is invited to the coffee morning on Saturday to view it.

The museum's collection of the Whydales is now ready for display, invitations to view will be sent out in due course.

Events: Archaeology Day - this is the biggest event in the year of the museum's calendar; thanks go to the Dilley family who organise this event every year.

Art4Crafty Kids - the first day sessions were well attended, funding had been received from NHDC Area Committee towards this.

Royston Arts Festival - The museum will be open on Sunday 27th September for the Arts Festival weekend, funding for the Sunday Warders will come from the Arts Festival.

A group (Ware U3A) of about 60 people visited the museum on the 12th August.

Collection: Thanks go to Phil Smith for donating more postcards to the museum.

Shop: Carole reported that a DVD called 'Memories of Hertfordshire Parts 1 & 2' were now available to purchase from the museum shop.

156/10 FINANCE:

Members noted the income and expenditure to date for the museum.

The Town Clerk reported that the museum was not entitled to any rate relief as it is a council museum.

157/10 MUSEUM NAME:

The Town Clerk reported that the Finance Committee had agreed to the change of name for the museum, however after speaking to District Councillors it was suggested that the name should include the word District, this would improve its ability to apply for funding from the Area County Councillor as well as the Royston County Councillor. After further discussion it was agreed that the new name should be Royston & District Museum & Art Gallery.

ROYSTON TOWN COUNCIL

158/10 MUSUEM REVIEW:

The Town Clerk reported that the Working Party was in the process of compiling its report and it was hoped to present it to the next Finance Committee meeting on the 24th August. Once the report had been accepted into the workings of the council, it would then be available for all members to see. Any recommendations in the report would come to the Museum Advisory Sub-Committee for further discussion and consideration.

159/10 TAPESTRY & VISIT TO READING MUSEUM:

The curator reported that herself, the museum assistant, Peter Ketteringham, Phil Smith and Les Baker had visited Reading Museum to view how the copy of the Bayeux Tapestry was displayed. They were shown how it was hung on the wall and found the visit very useful, it has provided members with good ideas. There were clearly Health and Safety issues that would need to be addressed when arranging the display of the Royston Tapestry. Unfortunately, the designer from the Museum Hub, who visited the museum to help with ways of displaying the Tapestry, had suggested it should be cut up into sections, this is not an option.

The final length of the Tapestry will be decided when the final decision of the mounting is confirmed. Fundraising is ongoing towards the costs of the mounting and displaying of the Tapestry.

160/10 ANY OTHER BUSINESS:

Ros informed members that North Herts Museums are now on Facebook, this is a first for North Herts.

Date of next meeting Thursday 8th October.

There being no further business the chairman closed the meeting at 8.25pm.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 24 August 2009 in the Committee Room, Town Hall, Royston at 7.15 p.m.

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

The Reverend Les Harman led the meeting in prayer.

PUBLIC PARTICIPATION:

The Town Mayor invited Mr. Derek Emblem to speak to the meeting. Mr. Emblem asked that the Town Council bring pressure to bear on the appropriate authority to reinstate the bus No.17. This bus used to serve the Burns Road area and now the residents of that area are unable to get to the town centre which is therefore causing much difficulty, especially to the elderly who need to shop at the new supermarket. The new supermarket does not provide a delivery service like the old one did. The Town Mayor thanked Mr. Emblem for his attendance and said that this problem would be noted and placed on the agenda of the appropriate committee for consideration.

161/10 APOLOGIES:

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

162/10 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported on the many events attended as follows:-

The Walk to School arranged by the Hertfordshire Highways, Christian Aid Day, Hertfordshire County Council Garden Party, Bassingbourn Barracks Annual Review, End of School Events, Johnson Matthey Queen's Awards Presentation, Summer events held in the Market Hill Rooms, etc.

He had been in touch with the Town Band who had said they would donate proceeds from their Christmas events to the Town Mayor's charity - the Community Chest Fund.

The Mayor reminded the committee of the Golf Day on 11th September 2009 and reported that it was being well supported, and his Quiz to be held on the 9 October 2009.

163/10 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 29 June 2009 (minutes 91/10 to 101/10).

164/10 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 29 June 2009 (minutes 102/10 to 119/10) be adopted as part of the true workings of this Council subject to the amendment in respect of minute 110/10, Royston & District Museum, that the Museum be known as **Royston & District Museum & Art Gallery**.

(b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 6 July 2009 (minutes 120/10 to 123/10) be adopted into the workings of this Council.

ROYSTON TOWN COUNCIL

165/10 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 27 July 2009 (minutes 124/10 to 133/10) be adopted into the workings of the council.
- (b) It was proposed and **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 3 August 2009 (minutes 134/10 to 139/10) be deferred for approval on account of minute 138/10 - North Hertfordshire District Council – Local Development Framework.

It was **RESOLVED** that Standing Orders be suspended for the Mayor to make the following comments.

The Town Mayor then spoke of his concerns on Minute 138/10. He felt that sites 84 and 85 should be opposed, and that Site 84 should be kept open to protect landscape of Therfield Heath as it was outside the boundary of Royston. He proposed that this be considered again at the next meeting of the Planning Committee due to be held on the 7 September 2009 as the comments did not have to be put forward until the 14 September 2009.

Councillor Berry seconded the motion and on being put to the vote the motion was carried and, therefore, the minutes of the meeting of the Planning Committee held on the 3 August 2009 (minutes 132/10 to 139/10) were deferred for later adoption.

It was then proposed and **RESOLVED** that Standing Orders be reinstated for the remainder of the meeting.

- (c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held 3 August 2009 (minutes 140/10 to 153/10) be adopted into the workings of the council.

166/10 CLERK'S REPORT: copy with Minutes

The Town Clerk enlarged upon her report, previously circulated together with the Royston First E- bulletin, on various matters relating to the town.

Members were pleased to have this update and Councillor Smith thanked the Town Clerk for this item on the agenda.

Councillor Davidson asked that the item on the Portrait Bench be discussed by the Full Council.

167/10 DATE OF NEXT MEETING:

The date of the next meeting was scheduled for 26 October 2009.

The Town Mayor closed the meeting at 7.50 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.00 p.m. on Monday, 24 August 2009.

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

168/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Grimes.

169/10 MINUTES:

The minutes of the meetings of the Finance Committee held on 27 July 2009 (minutes 124/10 to 133/10) were approved and signed by the Chairman.

170/10 MINUTES OF MUSEUM ADVISORY SUB-COMMITTEE:

The minutes of the meeting of the Museum Sub-Advisory Committee held on 11 June 2009 (minutes 82/10 to 90/10) were accepted into the workings of the council.

171/10 MINUTES OF LEETE CHARITY TRUSTEES MEETING:

The minutes of the Leete Charity Trustees meeting held 27 July 2009 were accepted into the workings of the Town Council.

172/10 ACCOUNTS FOR PAYMENT:

It was **RESOLVED** to approve the accounts for August 2009 in the sum of £27,102.58 for payment.

173/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- vi) Bank Reconciliation for July 2009.
- vii) Income & Expenditure for July 2009.

174/10 ROYSTON TOWN COUNCIL BUDGET 2010-2011:

The Chairman asked for names of those Members who wished to be part of the Working Party for setting next year's budget and precept.

Members put forward were Councillors Berry, Inwood, Kennedy and Smith.

The Chairman said that the Town Clerk would liaise with these Members in due course and make arrangements for the meeting.

175/10 NORTH HERTS ARTS MUSEUMS & HERITAGE FORUM:

The Chairman reported that he had attended a meeting of the NHDC Museums & Heritage Forum Working Party at Hitchin Town Hall. A Feasibility Study for the future use of Hitchin

ROYSTON TOWN COUNCIL

Town Hall as a new NHDC Museum that would serve North Hertfordshire is taking place. Letchworth Museum was due to close in March 2011.

Local residents had concerns about the loss to the local community of the Town Hall facilities that are used by many groups.

Consultants had been appointed to investigate and report back to the Working Party in September. The study would take twelve weeks at a cost of £25,000. NHDC had budgeted £2.5 million for the cost of the conversion and £1 million to provide a new Museum storage facility.

The report will be considered by the Working Party on 9th September, the final report to go to NHDC Cabinet on 20th October 2009.

Councillor Smith felt that it was time Royston had money spent on it as well as Hitchin and Letchworth. Following further discussion it was agreed that the Town Council ask the District Council for an update on Royston Town Centre Strategy and action plan.

176/10 TOWN HALL CINEMA WORKING PARTY:

The Town Clerk circulated the proposed questionnaire compiled by the Working Party and Members were asked to consider the recommendation to put the questionnaire in the local paper asking for local people's views regarding accommodating a cinema in the Town Hall. Several Members had visited the community cinema in Saffron Walden and were impressed with this purpose built hall.

It was reported that extensive works would be required to enable the Town Hall to accommodate a cinema in the upper hall and several Councillors were concerned that this might be a waste of money if the Town Hall site was to be redeveloped in the future.

The Town Clerk had obtained two costs for this questionnaire to be placed in the local newspapers and following input from Members it was agreed to accept the quotation in the sum of £275 for the questionnaire to be placed in the local newspaper together with an editorial.

Councillors Hill and Hunter left the meeting at 8.30 p.m.

177/10 EXCLUSION OF THE PRESS AND PUBLIC:

It was proposed by Councillor Smith, seconded by Councillor Berry, 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

178/10 MUSEUM REVIEW:

The Chairman reported that the Museum Review had been completed and a report was in the process of being prepared to present at the next meeting of the Finance Committee on 28 September 2009.

Councillor Burt emphasised the need that the Working Party be completely satisfied with what they are to propose, and that the Working Party should allow time to consider all aspects.

Councillor Davidson left the meeting at 8.35 p.m.

179/10 TOWN HALL:

Members considered the recommendation of the Working Party to have a structural survey done on the floor of upper hall.

The Town Clerk reported that she had received two quotations from contractors for this work and outlined what had been suggested. There was also the suggestion that the main kitchen be turned into a lift area and toilets for the disabled.

Members discussed the matter and it was **Resolved** that the quotation for a feasibility study at a cost of £945 be accepted and asked the Town Clerk to arranged this.

The Chairman then closed the meeting at 8.45 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 7 September 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (in the Chair)
Councillors Davidson, Doel, Kennedy, Mayne, Palmer, Phillips and Smith.
County & District Councillor Hill, Town Clerk, Committee Administrator, 1 Member of the Press and 3 Members of the Public in attendance.

180/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Grimes.

181/10 MINUTES:

The minutes of the meeting held on Monday, 3 August 2009 (134/10 to 139/10) were approved and signed as a correct record.

182/10 PLANNING APPLICATIONS:

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

09/01462/1	Heath House, Princes Mews
09/01412/1	St. Thomas of Canterbury and The English Martyrs Church, 6 Melbourn Road.
08/01343/1	71 Melbourn Road.
09/01457/1HH	8 Swinburne Close
09/01506/1HH	14 The Brambles
09/01378/1HH	4 Donne Close
09/01340/1HH	15 Heathfield
09/01380/1HH	4 Serby Avenue
09/01416/1HH	11 Saffron Street

(b) 09/01287/1 7 Lower King Street

The Committee did not support this application on the grounds that the original planning application agreed was with a condition that it be designated as a shop and, therefore, it should remain as a shop.

183/10 HERTFORDSHIRE COUNTY DEVELOPMENT UNIT – CHILDREN’S CENTRE AT ROYSIA MIDDLE SCHOOL:

Members noted and supported the application for planning permission that had been submitted from the Hertfordshire County Development Unit for a new detached single storey building for use as a Children’s Centre at Roysia Middle School. Comments by email to be received on the 8 September 2009.

184/10 APPEAL 08/01700/1HH – 117 GARDEN WALK:

The Town Clerk reported that this Appeal had been dismissed.

ROYSTON TOWN COUNCIL

185/10 NORTH HERTFORDSHIRE DISTRICT COUNCIL – LOCAL DEVELOPMENT FRAMEWORK: Additional Suggested Sites

It was noted that several letters had been received by councillors from residents in relation to this document. The Town Clerk also tabled a document from Planning Consultants in relation to **Site 85** and provided copies to all councillors.

Councillor Kennedy had asked that the discussion on **Site 84** and **Site 85** be re-opened and following discussion on the background to these areas some years ago it was **Resolved** that the Committee's previous comments in minute 138/10 be rescinded.

After further discussion and with support from all members it was then **RESOLVED** that the following comments be forwarded to NHDC in response to the document:

Royston Town Council considers that no additional land is required for development over the LDF period 2001 to 2021, as previous studies have identified more land than will be required. If suitable sites are identified then they should be held in reserve for future needs, or currently identified sites should be deleted.

With regard to the two specific areas that have been put forward in Royston, the town council has the following comments:

SITE 84

The council considers that this site should not be allocated, for the following reasons:

- The site must be kept in open in perpetuity to preserve the long views to and from Therfield Heath across South Cambridgeshire.
- The area is agricultural land; rural area beyond the green belt policy applies
- The land is in a landscape conservation area. (Check maps for aborted District Plan 3)
- The dwellings and buildings on the site were built under the policies for agricultural dwellings and buildings. They should only be re-developed as permitted under PPS7 - Rural Areas and the existing dwellings must be retained.
- The land is not required as sufficient land has already been identified.

SITE 85

The Council considers that this site should not be allocated, for the following reasons:

- The site was the subject of a Planning Appeal in 1989 against a refusal for development, when it was part of South Cambridgeshire. The Inspector dismissed the appeal and the reasons for not supporting development of the land remain unchanged; amongst which:
 - High landscape value.
 - Substantial areas of the site, not only land above the 80m contour, are highly visible in the broader landscape.
 - The site fulfils an important function as part of the setting of Royston.
 - Any attempt to "green" any development proposal could be seen to be as intrusive as any development itself.
- The area is agricultural land; rural area beyond the green belt policy applies.
- The land is in a landscape conservation area. (Check maps for aborted District Plan 3).

ROYSTON TOWN COUNCIL

- To develop the land would have an adverse impact on the setting of Royston.
- The land is not required as sufficient land has already been identified.

Note: There is an established footpath on the site which should be added to the Definitive Footpath map.

There being no further business the Chairman closed the meeting at 8.01 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 28. September 2009.

PRESENT: Councillor Smith (in the Chair)
Councillors Beardwell, Berry, Burt, Doel, Harrison & Inwood.
Town Clerk, Assistant Town Clerk, Committee Administrator, Town Councillors Davidson & Palmer, Mr. L. Baker, Mr. N. Guttridge, Mr. P. Ketteringham, 3 members of the public and 1 member of the press in attendance.

PUBLIC PARTICIPATION:

The Chairman opened the meeting welcoming all those present and invited Mr. P. Ketteringham to speak in respect of Item 6 – Green Street Allotments/Railway Underpass.

Mr. Ketteringham asked that the Town Council give consideration to those involved in the problems surrounding the building of the underpass as well as in connection with their own land. He explained that Green Street has a footpath both sides of the road and enough space for two lines of vehicles. Coombes Lane is wider than Green Street. The Compulsory Purchase Order is for land to enable a cycle lane to be included along the middle of the track. The Chairman thanked Mr. Ketteringham for his attendance.

186/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Gaillard, Grimes and Kennedy.

187/10 MINUTES:

The minutes of the meetings of the Finance Committee held on 24 August 2009 (minutes 168/10 to 179/10) were approved and signed by the Chairman.

188/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for September 2009 in the sum of £41,480.39 for payment following a clarification by the Town Clerk in respect of a Cave item.

189/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- i) Bank Reconciliation for August 2009.
- ii) Income & Expenditure for August 2009.

190/10 GREEN STREET ALLOTMENTS/RAILWAY UNDERPASS:

The Town Clerk reported that a Compulsory Purchase Order for allotment land had been received and updated Members on the background to this Order. A length of 27 metres along the junction of Green Street to the railway is included and land required on a temporary basis is included. She had spoken to Helen Cormack regarding a discussion with us in respect of the temporary rights and she has replied that agreement would be reached where possible. She has suggested a meeting with the Council and Lamberts and the Town Clerk asked for the Committee's instructions in respect of this.

Councillor Harrison said that bearing in mind the many years the Town Council has been pressing for an underpass, the Town Council must agree to temporary use of allotment land

ROYSTON TOWN COUNCIL

by the CPO, but there must be a condition that the land is returned to the Town Council in good order after the work is completed.

Other Members agreed with this and after some clarification on other matters it was agreed that the meeting with Helen Cormack be arranged as soon as possible. It was agreed that Councillors Smith, Berry, Harrison, Davidson and Burt attend this meeting and the date was agreed for Thursday 1st October 2009. Mr. Churchman of the Royston Allotments Association was also invited to attend.

191/10 ROYSTON MARKET:

The Town Clerk circulated minutes of the Sub-Committee meeting held on 21 September 2009 and Members accepted these into the workings of the Council.

192/10 EXCLUSION OF THE PRESS AND PUBLIC:

It was proposed by Councillor Smith, seconded by Councillor Berry, 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

193/10 MUSEUM REVIEW:

The Chairman enlarged about the report previously circulated to all Members and said that he and his fellow members on the Working Party were satisfied with the Report. The volunteers' time was significant and was a valuable contribution to the Museum. The Working Party had been impressed by the commitment of staff and volunteers and the Accreditation last year.

It was noted that no funding from the North Hertfordshire District Council had been received since the Concurrent Functions Grant had ceased in 1977 and grants had to be researched. A Forward Plan was required to be put into action.

Following a very full discussion by all Members and ideas put forward the Chairman led the meeting through the Recommendations in the Report, as attached to these minutes, and with the following amendments and agreed to accept the report into the workings of the council. It was also agreed to present the report to the Museum Sub Advisory Committee.

1. Accepted.
2. Amended as follows:
"The Committee encourages (a) the active promotion and publicity of the Museum in conjunction with the Cave and should consider appointment of councillors, staff member or volunteer as a Publicity Officer to promote the Town, Museum and Cave through local Tourist Board offices and (b) the establishment of a Tourist Office in the Town should be discussed Royston First, these recommendations to go to Full Council
3. Accepted.
4. Accepted
5. Accepted
6. Accepted
7. Accepted
8. The Committee asks that the Museum Advisory Sub-Committee be requested to consider the proposal to close the Museum for 4-6 weeks (January & February) to enable displays to be updated, carpets cleaned and any other improvements to the layout and facilities.
9. Accepted
10. The Committee acknowledges that (a) the Tapestry is a major project with potential high value to the Museum and the Town and thanks all involved with the work to date, particularly Martin Kaszak for the design and the Embroiderers for their stitching skills. (b) the Committee looks forward to receiving proposals, in due course, from the Museum Advisory Sub-Committee for the display and funding of the completed Tapestry and (c) the Committee supports the recruitment of experienced embroiderers.
11. Accepted
12. That the Finance Committee prepares a Vision Statement for Royston & District Museum & Art Gallery.
13. The Finance Committee requests that the Museum Working Party collate all items of income and expenditure, with and without, all hours worked by volunteers.
14. The Committee to record its thanks and appreciation to all parties for their contributions to the review process and look forward to a secure future for the Royston & District Museum & Art Gallery.

194/10 STAFF SALARIES:

Members noted the agreed cost of living increase for 2009-2010.

ROYSTON TOWN COUNCIL

195/10 ROYSTON MARKETS – SUNDAY FARMERS MARKET:

Members considered the recommendation of the Markets Sub-Committee that the Town Council take over the running of the Sunday Farmers Market from the 1st November 2009.

The Market Manager felt that the time is right for taking over this market as there had been some difficulties that would reflect on the Wednesday and Saturday markets if they continued.

The Chairman said that the Market Manager was doing an excellent job. The Town Clerk said that it would involve about two extra hours and the sales would compensate for that.

It was proposed by Councillor Burt, seconded by Councillor Harrison and agreed that this recommendation be accepted.

The Chairman then closed the meeting at 9.15 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 28 September 2009 at 9.16 p.m.

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

196/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Doel & Grimes.

197/10 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 1st June 2009 (minutes 68/10 to 73/10) were approved for signature.

198/10 DISCIPLINARY RULES & PROCEDURES POLICY AND WHISTLE BLOWING POLICY & PROCEDURES:

The Town Clerk circulated the draft Policies for Recommendation to the Council and following clarification on several points by the Town Clerk it was proposed that these policies be approved and recommended to Full Council for approval.

199/10 ALLOTMENT LAND:

The Town Clerk reported that she had investigated whether or not land was available for allotments at the back of Royston Hospital. Members noted that a reply had been received from the Hospital Board that the land was reserved for building to produce better facilities for the future of the hospital.

200/10 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

201/10 ALLOTMENT LAND:

The Town Clerk reported on the offer of land available for consideration for allotments use and circulated details.

Members discussed this offer and agreed that a meeting should be sought with the chairman of Royston Allotments Association to see if the land would be suitable. Enquires as to whether the land was available to lease or buy would need to be looked into.

There being no further business the Chairman closed the meeting at 9.40 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 5 October 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston

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

202/10 MINUTES:

The minutes of the meeting held on Monday, 7 September 2009 (180/10 to 185/10) were approved and signed as a correct record.

Members noted that in respect of minute 185/10 Local Development Framework, there had been a public consultation in Royston during the last week with the showing of plans for development on Site 84.

203/10 PLANNING APPLICATIONS:

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

09/00703/1	Meltax Ltd., Wickstead Park, Barkway Road
09/01528/1	Units17-20 Greenfield
09/01590/1HH	5 Ermine Close -Councillor Smith abstained from voting.
09/01615/1HH	6 Mallard Road
09/01678/1HH	42 Tannery Drift
09/01599/1	43a Icknield Walk

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.38 p.m. on Monday, 5th October 2009.

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

PUBLIC PARTICIPATION:

The Chairman invited Mr. Emblem to speak to the Committee. Mr. Emblem said he was concerned over the proposed alterations to the speed limit on the A10 in that it was to be increased from 30 mph to 40 mph in the area of the Royston Hospital, Royse Grove and Layston Park, and he asked the Committee to object to this change. The Chairman thanked Mr. Emblem for his attendance, and said that this matter would be discussed under Agenda Item 11.

204/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt and Inwood.

205/10 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 3rd August 2009 (minutes 140/10 to 153/10) were approved and signed as a correct record.

206/10 REPORTS OF WORKING PARTIES:

The Committee received the notes of the Royston in Bloom Working Party meeting held on 8 September 2009.

Members congratulated the Royston in Bloom Working Party for their achievement in winning a Silver Award for Royston.

207/10 RAILWAY CROSSING – COOMBES HOLE:

Members discussed the plans to expand the cycle network in general and the Newbolt link and the A10 toucan crossing and asked for the following comments to be forwarded to Highways.

- i. Could the cycleway at Newbolt be moved to the other side of the hedge?
- ii. Is a crossing proposed for the Old North Road near Tesco's roundabout?

208/10 WEIGHT LIMIT – MELBOURN STREET:

Members noted that there was nothing to report at this stage and Councillor Hill said that reports were awaited and the various issues would be taken into account.

209/10 PARKING – NEWMARKET ROAD/GARDEN WALK:

Councillor Hill reported that it has been agreed to put yellow lines in Garden Walk.

ROYSTON TOWN COUNCIL

210/10 FLOODING – TEMPLARS GATE:

Members were informed that temporary bunding had been upgraded and was now a permanent bunding suitable for 100 years storm drainage.

211/10 ROYSTON YOUTH COUNCIL:

Councillor Davidson circulated her report and said she was disappointed that the Youth Council was not moving forward with more young people taking part to take over as others leave school. The Town Clerk had received a letter from Alan Fleck who had suggested that the Support Group be wound up and to find a more effective way of encouraging the Youth Council to continue. Councillor Davidson suggested that a re launch event be held to encourage more youngsters. Alan Fleck had asked if £250 could be funded to put on this event, there is money already allocated in this year's budget.

212/10 ROYSTON YOUTH NETWORK:

Councillor Davidson circulated her report and it was noted that the summer workshops had been very successful and the Police had reported that the incidence of Anti-social behaviour by youngsters had been down on previous years. The children's work was soon to be displayed on the notice boards at Market Hill Rooms.

213/10 A10 LONDON ROAD:

Members discussed the proposed alteration to the speed limit on the A10 and noted Councillor Burt's letter of objection to the Hertfordshire Highways and Mr. Emblem's comments earlier. County Councillor Hill said that this current proposal was not what the Area Committee had asked for. After discussion members agreed that they do not agree with the current proposal and suggest that the 30mph limit should still apply to the area which includes the entrances to Layston Park, Royse Grove and the hospital and a 40mph buffer zone should be installed further up the hill.

It was agreed that the Town Council's concerns be forwarded to Herts Highways and ask that the buffer zone be placed farther back on the A10.

214/10 PARKING PROBLEMS –PRINCES MEWS:

The Town Clerk reported receipt of an e-mail from a resident complaining about the difficulties due to the on-road parking directly outside Morrisons, and that the free parking at this point should be removed.

Following discussion it was agreed that the Committee did not support this suggestion.

215/10 BUS ROUTE NO.17:

Members discussed the problems for the residents now that Bus No.17 had been discontinued. Councillor Hill said that the District Council had tried to keep this bus, and it had now been proposed that there should be a bus route either the 16a or b which could incorporate Coombelands and other areas of the town to enable residents to get into the centre of the town for shopping.

It was agreed that the Town Council write to the Transport Department at Hertfordshire County Council to support Councillor Hill and her efforts to obtain a bus for this route.

ROYSTON TOWN COUNCIL

216/10 A10/GARDEN WALK:

Members discussed the proposed ban on the right-turn traffic movements from Garden Walk on to A10 Melbourn Road.

Following discussion it was agreed that this proposal be supported.

217/10 DATE OF NEXT MEETING:

Monday, 7 December 2009.

There being no further business the Chairman closed the meeting at 8.32 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held on Thursday 8th October 2009 in Committee Room, at 7.p.m.

PRESENT:

Councillors: Berry (Chair), Burt, Gaillard, Mayne
Museum Trustees: Peter Franks, Peter Ketteringham, Mike Lawrence, Jenny Smith, Phil Smith,
Mr. L. Baker NHDC Representative
Friends: Shirley Thrussell

Officers: Carole Kaszak (Curator), Susan Thornton-Björk (Town Clerk)
Ros Allwood (Museums Officer, NHDC)
Cllr R.D.Smith

218/10 APOLOGIES:

Apologies were received from Councillors Beardwell and Grimes

219/10 MINUTES:

The minutes of the meeting held 13th August 2009 (154/09 to 160/09) were approved for signing by the chairman.

220/10 CURATORS REPORT: (copy attached to the minute book):

Carole presented her report to the committee and added the following comments:
Visitor numbers were over 600 for September due to the Art Festival weekend, the museum was also open on the Sunday.

Exhibitions:

The Elizabeth Marsh Collection of Etchings by E H Whydale given to the museum's collection is now on display, invitations to view have been sent to all councillors. Thanks go to the Friends of the Museum and the Area Committee for funding towards some of the restoration of these. A recent purchase by the History Society for the museum, of a Whydale oil painting is also on display for the first time.

Time Trackers;

The Time Trackers Club has been invited to take part in a dig later this month at Norton Common.

Modes Cataloguing:

There are now over 700 items listed so far. Thanks go to the volunteers for their help in this.

221/10 FINANCE:

Members noted the income and expenditure to date for the museum and made no comment as to what they would like to see budgeted for next year.

222/10 MUSEUM NAME:

The Town Clerk informed the committee that the new name for the museum had finally been agreed as Royston & District Museum & Art Gallery. Phil Smith informed the committee that the Friends will be paying for the new sign at the front of the museum.

ROYSTON TOWN COUNCIL

223/10 MUSUEM REVIEW:

The chairman presented the museum review which had been accepted into the workings of the Finance Committee and asked members to go through the recommendations. Before the committee went through the recommendations Les Baker asked for corrections to be made to the content of the report as follows

Page 1 - Paragraph 2: the museum is the second largest item in the Town Council's budget.

Page 2 – Replace Assured with 'Accredited'

Page 2 – Replace paragraph which starts with The Friends of the Museum with the following:
The Friends of the Museum are the main source of additional income:-

- Whydale restoration £1690
 - King James I garden container £347
 - Museum signs £228
 - Translation of Museum leaflet (French & German)
-
- Christine Whitbourn funds the Museum website preparation and hosting
 - Christine Whitbourn funds the printing of Christmas cards and calendars
 - Archiving of Royston Crow photographs is done by volunteers

Page 3 – Change to read

•Subsidised training is provided by 'MLA and Hertfordshire Museum Development Partnership'

Change – NHDC do charge for teaching sessions in their museums

Change - Local History Society to Royston & District Local History Society

Change – Local History Society Trust to Friends of the Museum

Change - Hertfordshire County Council to East of England Hub

Change – 70 items to over 200 paintings, etchings and sketching

Page 4

Archive desks to read desktop showcases

Change to read visitor numbers are monitored at various times throughout the year by using comment cards

Page 5

Under the paragraph Royston Tapestry add the words 'and copyright' after insurance, transfer value.

It was also agreed that recommendations 12 and 13 become 3 and 4, thus keeping the recommendations that were not relevant to the sub-committee to be listed together.

Members then went through the recommendations and made the following comments:

Due to items 12 and 13 becoming 3 and 4, the following recommendation numbers were also changed

No.3 now 5 – The cost of Loan boxes will be addressed when the new North Herts Leaflet is printed standardising the cost through North Herts. There is already a small charge for workshops.

It was agreed a charge of £25 per hour for researches that take the curator over an hour or more or for commercial researching may be requested.

It was agreed to keep entry free to all.

ROYSTON TOWN COUNCIL

No.4 now 6 – to add ‘and to consider all other Grant possibilities’ It was noted that grant applications were now being applied for.

No.5 now 7 – Members agreed to the proposal that the museum is opened on Sundays and Bank Holiday Mondays from Easter to the end of September in line with the Cave opening hours. Discussion over who would be available to open the museum took place and the Sub-Committee asked for this to be referred to the Town Premises and Human Resources to discuss further re employing staff. It was also agreed to discuss with the Royston Area Committee as to whether funding from them would be available for this and to request the Finance Committee to include the costs for Sunday and Bank Holiday openings in next year’s budget.

No.6 now 8 - Members agreed that the volunteer provides a fantastic service to the museum and at present there was no need to change this. This could be considered at a later date.

No.7 now 9 Members prioritised items in Appendix 7 as follows:

1 - Not accepted

4 – to be done under Health & Safety

3 – Source price/grants - discuss at Town Premises Committee

2 – Replace light bulbs with LED type on rolling programme

5 – Already Part of the Forward Plan for the Tapestry display

6 - Cost and put forward at a later date to Town Premises

7 – Take recommendation to General Purpose and Highways Committee

5, 8, 9 - for long term consideration

10 – Memory Lane – volunteers already active in interviewing local people

11 - Action plan to sell books to be put in place. Contact Duxford Museum

12 – Not enough money in museum expenditure to achieve this

To add **12a** – Provision of an outside tap

No.8 now 10 - Exhibitions already booked for next year. It was agreed it could happen 2011. Forward Plan needed to ask for money to be put in the museum budget, consider grants etc.

No.9 now 11 – not averse to this providing the storage facilities are suitable. Members recommended that this be referred to the Town Premises Committee for consideration and costs.

Phil Smith left the meeting saying how he thought the Review Working Party had produced a good report.

No.10 now 12 – Agreed

No.11 now 13 – Agreed

No.12 now 13 – Noted

It was agreed to recommend to the Finance Committee that when the new council is elected in May 2010 that a visit to the Museum be included in part of their induction training to look at the collection.

Thanks are recorded to the Review Working Party Group.

ROYSTON TOWN COUNCIL

224/10 TAPESTRY:

The curator reported that a qualified architect had been for a preliminary look at the space and options available in the museum for the hanging of the tapestry and she is now waiting for his written comments.

225/10 ANY OTHER BUSINESS:

Mike Lawrence asked if the agenda and reports could be available 2 weeks before the meeting. The Town Clerk explained this was not possible, as the information would then not be up to date.

Date of next meeting Thursday 10th December 2009

There being no further business the chairman closed the meeting at 9.25pm

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 26 October 2009 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor R. Kennedy (Town Mayor in the Chair)
Councillors Beardwell, Burt, Harrison, Inwood, Mayne, Palmer, Prime & Smith.
Town Clerk, Assistant to Town Clerk, Committee Administrator, Mr. L. Baker and 1 Member of the Press in attendance.

The Reverend Les Harman led the meeting in prayer

226/10 APOLOGIES:

Apologies for absence were received from Councillors Berry, Davidson, Gaillard, Grimes and Phillips.

227/10 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported on the many events attended and included:-

Market event celebrating the first year under the control of Royston Town Council, Girl Guide Centenary held at Hatfield on 5 September 2009, Hardwicke Arms event, Golf Day that had been very successful and had raised the sum of £2,270. He thanked the Golf Club for allowing the event to be held at the Royston Golf Club.

He had also attended the Motor Cycle Club's event on the 7th October when cheques had been presented to many deserving causes. His own Quiz Evening had been successful and raised £715.13 and his Reception last Friday had been well attended in the Market Hill Rooms.

At present his Charity stood at £3,996.17.

228/10 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 24 August 2009 (minutes 161/10 to 167/10).

229/10 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 24 August 2009 (minutes 168/10 to 179/10) 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 3 August 2009 (minutes 134/10 to 139/10) and 7 September 2009 (minutes 180/10 to 185/10) be approved and adopted as part of the true workings of this Council.

230/10 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

(a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 28 September 2009 (minutes 186/10 to 195/10) be approved and adopted as a true record.

ROYSTON TOWN COUNCIL

- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 5 October 2009 (minutes 202/10 to 203/10) be approved and adopted as a true record.
- (c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held 5 October 2009 (minutes 204/10 to 217/10) be approved and adopted as a true record.
In respect of minute 213/10 – A10 London Road – Councillor Burt informed the meeting that following representations in respect of the change in speed limit, it had been agreed by Highways not to change the present speed limit on the London Road approach to Royston.

231/10 DISCIPLINARY RULES & PROCEDURES POLICY & WHISTLEBLOWING POLICY & PROCEDURE:

Members **RESOLVED** to accept the recommendations from the Town Premises/Human Resources Sub-Committee to adopt these policies into the workings of the Council.

232/10 CLERK'S REPORT:

The Town Clerk presented her report to the meeting for information only (copy with minutes)

There would not be a Farmers' Market on Sunday, 1st November 2009 due to the changeover in management. The next Farmers' Market would be held on Sunday, 6th December 2009.

A meeting in respect of the railway subway had been held with the County Council and talks were ongoing.

The Royston Arts Festival Committee had thanked the staff for their help and said that the Art Exhibition had been very successful, and it was hoped that the Town Council would continue to support this event. Comments page on the website was available for Councillors to give feed back on the event

Standards Committee Monitoring Officer at the District Council has asked for a DVD about the Code of Conduct to be passed to all Members. The DVD would be circulated by the office to all Councillors.

Hertfordshire Third Transport Plan. Members were invited to the Herts County Council meetings being held on Wednesdays, 28 October, 11 November and 25 November, 2 to 5 p.m. at Welwyn Garden City.

The Royston & District Local History Society had donated the full amount of £972 for the repair to the Cave steps.

Councillor Smith thanked the Town Clerk for her report that was very useful.

233/10 MAYOR'S CHARITY:

The Town Mayor explained the background to this item and said that the Mayor's Charity could become a registered charity and he explained how it could be done and the benefits. Following discussion it was agreed that a Working Party be set up to investigate this idea.

ROYSTON TOWN COUNCIL

234/10 REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

- (i) It was agreed that Councillor Davidson be a representative of the Town Council on the Volunteer Centre Management Committee.
- (ii) The Committee considered the request from the Royston & District Chamber of Commerce to appoint a representative to serve on a working group for creating a Business Data Consortium. Councillor Burt volunteered to be this representative and it was agreed.
- (iii) Councillor Beardwell reported her attendance at a committee meeting of the Royston & District Local History Society during which it was agreed to donate the sum of £972 to the Town Council for the repair of the Cave steps. The Society has also taken out Employers Liability insurance for the Cave Guides now that they receive payment from the Society as they can no longer be covered by the Town Council insurance. This amounted to £307.63.
She had also noted that the new Whydale painting was now on display and The Friends Christmas calendar was now on sale

Councillor Burt asked that a letter of thanks be sent to the Society for the donation.

Councillor Harrison reported that he was a member on the Police Committee but had not received any notices about meetings. The Town Clerk said that she would investigate this. Members asked for arrangements to be made for the Police to give a presentation to the council.

235/10 PRIMARY CARE TRUST MERGER CONSULTATION:

Members discussed the proposed merger of East North Hertfordshire PCT and West Hertfordshire PCT

The Committee agreed to complete the Response Form as follows:

No objection to the proposal for the creation of a single PCT Board for Hertfordshire.

And

To request more regular meetings are held at local level which include Town and District Councils.

236/10 EAST OF ENGLAND AMBULANCE SERVICE NHS TRUST:

It was agreed to ask the Community First Response Unit in Royston to give a presentation to the Council.

237/10 MUSEUM REVIEW RECOMMENDATIONS

Members accepted the amendments made to the report by the Museum Sub-Committee and then discussed recommendations 2a and 2b

- (2a) Councillor Smith explained that it was suggested that there should be an appointment of a Councillor, member of staff or volunteer as a Publicity Officer to promote the town, museum and cave through local tourist board offices.
- (2b) A Tourist Office – to be discussed with Royston First.

The Town Clerk said that a Tourist Office was not included in Royston First's list of projects for the next five years.

ROYSTON TOWN COUNCIL

Members discussed this item and were of the opinion that it would be good to have a Tourist Office but too costly and that the Library already provides a lot of tourist information. The Town Hall reception is also available during week days. More publicity was required and maybe something in the press would help.

Finally it was agreed that the Press be invited to do an article on this and to use the Town Crier newsletter asking if there is a volunteer to deal with tourism.

238/10 DATE OF NEXT MEETING:

The date of the next meeting was scheduled for 21 December 2009.

The Town Mayor closed the meeting at 8.08 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.10 p.m. on Monday, 26 October 2009.

PRESENT: Councillor Smith (in the Chair)
Councillors Beardwell, Burt, Harrison, Inwood & Kennedy
Town Clerk, Assistant Town Clerk, Committee Administrator, Town Councillor
Mayne, Mr. L. Baker and 1 member of the press in attendance.

239/10 APOLOGIES FOR ABSENCE:

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

240/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 28 September 2009 (minutes 186/10 to 195/10) were approved and signed by the Chairman.

241/10 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:

- a) The Committee received the minutes of the Museum Sub-Advisory Committee meeting held 13 August 2009 (minutes 154/10 to 160/10) into the workings of the Council.
- b) The Committee received the minutes of the Town Premises & Human Resources Sub-Committee meeting held 28 September 2009 (minutes 196/10 to 201/10) into the workings of the Council.

242/10 MINUTES OF THE LEETE CHARITY TRUSTEES MEETING:

The minutes of the meeting of the Leete Charity Trustees held 28 September 2009 were received into the workings of the Council.

243/10 ACCOUNTS FOR PAYMENT:

It was **RESOLVED** to approve the accounts for October 2009 in the sum of £38,743.60 for payment following a clarification by the Town Clerk in respect of the Cinema feasibility study item.

244/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- i) Bank Reconciliation for September 2009.
- ii) Income & Expenditure for September 2009.

245/10 EXTERNAL AUDIT 2008-2009:

- i) The Town Clerk explained that there had been an alteration to the Annual Return for 2008/2009 in respect of the Leete account and the auditors had allowed for the Town Mayor and Town Clerk to make this alteration.
- ii) The completion of the External Audit for 2008-2009 was noted by the Committee and the completion notice had been posted.

ROYSTON TOWN COUNCIL

The Town Clerk and her staff were congratulated for their work in bringing about a satisfactory conclusion to the External Audit.

246/10 INTERNAL AUDIT ANNUAL REVIEW:

The Chairman reported that a Working Party meeting had been held on the 8 October 2009 to undertake the Internal Audit Annual Review. (Copy report with minutes)

Members noted the two recommendations consideration be given to having the council's minutes archived electronically and that the council's reserves be kept under review. It was **RESOLVED** to accept the Annual Review into the workings of the Council.

247/10 RISK MANAGEMENT:

Members accepted the review of the Risk Management document (previously circulated) into the workings of the Council.

248/10 TOWN HALL KITCHENS:

The Chairman expressed concern over the condition of the Town Hall kitchens. The Town Clerk had closed down the main kitchen and had obtained two quotations for the redecoration of the main and small kitchen (i) £909 and (ii) £825.

She also reported that repairs had just been carried out to the boiler.

Following discussion by Members it was **RESOLVED** that the work must be carried out as soon as possible and that the quotation in the sum of £825 be accepted. It was also agreed to have the main kitchen steam cleaned

249/10 ARCHIVING TOWN COUNCIL MINUTES:

The Town Clerk reported on the advantages and costs of converting the Town Council Minutes dating back to 1974 to digital storage.

Following discussion it was **RESOLVED** that the costs be researched for the next meeting of the Committee.

250/10 MUSEUM REVIEW:

i) Vision Statement. Members discussed this item and were unsure as to whether it should be discussed by the Museum Sub Advisory Committee or the Finance Committee. The suggestion of a Working Party was mooted and Councillor Beardwell showed interest in being a member of that Working Party. Finally it was agreed to discuss this item at the next meeting of the Committee.

ii) Income & Expenditure comparison for the Museum Councillor Burt said it was necessary to find the total cost of running the Museum and to answer the question if it was value for money. It had been suggested that the volunteers' time should be included in the comparison and to compare the costs with a similar size museum. Julie Massey had volunteered to help with this.

After further discussion it was agreed that the Town clerk provide all the costs related to the museum and to ask Julie Massey to help make financial comparisons with other museums it was agreed to do two comparisons one with costings for the amount of volunteer work included

ROYSTON TOWN COUNCIL

251/10 ROYSTON TOWN CRIER NEWSLETTER:

Members approved the latest edition of the Council's newsletter for publication.

252/10 ROYSTON CAVE:

Members received a report from the Cave Manager, Royston & District Local History Society, on the opening of the Royston Cave for 2009.

253/10 PLANTATIONS:

Members discussed the management arrangements for Stile and Green Walk Plantations, and whether or not these open spaces/woodlands/amenity areas should be returned to NHDC. After further discussion it was RESOLVED that this idea should not be considered but to look into the costings.

Councillor Kennedy abstained from the voting.

The Chairman then closed the meeting at 9.40 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 16 November 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (in the Chair)
Councillors Davidson, Grimes, Kennedy, Mayne, Palmer, Prime and Smith.
County & District Councillors Hill & Hunter, District Councillor Smith, Town Councillors Beardwell & Harrison, Mr. D. Drake, Town Clerk, Committee Administrator, 6 Members of the Public and 2 Members of the Press in attendance.

PUBLIC PARTICIPATION:

Jane Bratton spoke to the meeting on behalf of the North Royston Action Group that had been formed in respect of the plans by Fairview Homes to build 249 dwellings on plots of land adjacent to Burns Road and Coombelands. (Applications 09/01573/1 and 09/01574/1). She said that this was an over development of the site and would cause many problems with extra traffic in an already very congested area, near to two schools. She also said that with the flooding problems and sewage facilities not coping with extra houses there would be chaos in this area.

She asked that the Planning Committee would vote to not support these applications on the grounds of density, noise and traffic problems together with the lack of infrastructure for so many more houses.

254/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Doel and Phillips.

255/10 MINUTES:

The minutes of the meeting held on Monday, 5 October 2009 (202/10 to 203/10) were approved and signed as a correct record.

256/10 PLANNING APPLICATIONS:

(a) 09/01573/1 Site A, Land adjacent to Yeats Close.

Members discussed this application at length and were of the opinion that this was a gross overdevelopment of the site causing traffic difficulties in the area and that the infrastructure was not sufficient for such a development. Councillor Kennedy informed members that he had referred to various documents of the District Council and said that the application was contrary to the current parts of the Local District Plan No2 with amendments 1996, which were saved under the Planning and Compulsory Purchase Act 2004 – Written Statement September 2007 and saved Policies 2007 in particular Policy 9 and Policy 6 and that members should be minded not to support this application on these grounds. After further discussion it was proposed by and agreed that the Committee did not support this application on the grounds that in their view the development was contrary to the current NHDC Local District Plan as referred to above. If the District Council were minded to support this application, town council members confirm that they do not support the application on the following grounds:

1. It is an overdevelopment of the site, density of properties too high and 3 storey buildings too high for a development on the edge of town
2. Flooding is already a problem in the area this will cause more problems
3. Lack of infrastructure to support such a large development, services in the town i.e. doctors already at full capacity.

ROYSTON TOWN COUNCIL

4. Traffic problems during construction and on completion due to only one access to the estate in an already busy area with two schools in the vicinity, which could also prevent emergency services gaining access.

(b) 09/01574/1 Sites B & C North of Yeats Close.

Members discussed this application and had the same concerns as the previous application. It was proposed and agreed that the Committee did not support this application on the same grounds as the previous application.

All public except one left the meeting together with the District Councillors at 7.55 p.m.

(c) The committee supported the following applications:

09/01613/1	Johnson Matthey Plc, Orchard Road
09/01892/1	Land opposite Johnson Matthey, Orchard Road
09/01789/1CAC	The Old Bakehouse, Upper King Street)
09/01788/1	The Old Bakehouse, Upper King Street) Provided that the Conservation Officer is in agreement.
09/01712/1AD	27c High Street
09/01723/1HH	21 Hunters Way
09/01416/1HH	11 Saffron Street
09/01923/1HH	4 Morton Street
09/01973/1LB	22-24 Kneesworth Street)
09/01942/1AD	22-24 Kneesworth Street) Provided that the Conservation Officer is in agreement.
09/02011/1HH	3 Honey Way
09/02065/1LB	10-12 High Street)
09/02064/1AD	10-12 High Street) The Committee noted this was a retrospect application.

257/10 09/01692/1AD LAND NEAR JUNCTION OF GREEN STREET:

Members noted the decision made by the Chairman and Town Clerk in respect of this application for advertisement posters to be displayed on new bus shelter at relocated bus stop.

258/10 APPEAL – APP/X1925/A/09/2115689/NWF- LOWER KING STREET:

Members noted the Appeal made in respect of this development.

259/10 TELEPHONE KIOSK – OPPOSITE ELIOT ROAD ON BURNS ROAD:

Members noted that BT will be permanently removing this damaged kiosk.

260/10 ENHANCEMENT SCHEME – FISH HILL SQUARE:

Members noted that the Town Clerk and a fellow representative of the Town Council had been invited to a NHDC Planning Policy & Projects meeting to discuss the above scheme. The meeting to be held on 23 November 2009 in the Committee Room, Royston. It was agreed that Councillors Berry, Mayne and Kennedy would attend with the Town Clerk.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 30 November 2009.

PRESENT: Councillor Smith (in the Chair)
Councillors Berry, Burt, Doel, Harrison & Kennedy
Town Clerk, Assistant Town Clerk, Committee Administrator, District & County Councillors Hill & Hunter, Town Councillors Davidson & Mayne and I member of the public

261/10 APOLOGIES FOR ABSENCE:

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

262/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 26 October 2009 (minutes 239/10 to 253/10) were approved and signed by the Chairman.

The Chairman informed the Committee that in respect of minute 248/10 - Town Hall Kitchens – the work to the ceiling of the main kitchen would be carried out before Christmas and that steam cleaning had already taken place.

263/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for November 2009 in the sum of £37,337.73 for payment.

264/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- i) Bank Reconciliation for October 2009.
- ii) Income & Expenditure for October 2009.

265/10 INTERNAL AUDIT 2009-2010:

Members received a report from the Internal Auditor regarding the work on the audit year 2009-2010 and this was received into the workings of the Council.

Councillor Burt said that thanks were due to the staff for their splendid achievement in dealing with the Town Council's accounts.

266/10 ARCHIVING TOWN COUNCIL MINUTES:

Following discussion it was **Resolved** that all the Town Council's minutes from 1972/73 should be converted to digital storage for archiving and retrieval at a cost of approximately £650 and this should be included in the budget.

267/10 MARKET HILL ROOMS:

The Committee considered the costs for black-out blinds on 8 windows in the main hall which would enable hirers to use the hall for slide shows and power point presentations etc. It was **Resolved** that Quote 1 for 8 roller black-out blinds, fire retardant with 8 x chain safety tidy

ROYSTON TOWN COUNCIL

for long chains, plus hire of scaffolding for the sum of £665 be accepted, with funds coming from the Stamford Yard funds as part of the recent refurbishment.

268/10 BUDGET 2010-2011:

The Chairman enlarged upon the budget figures presented to members which have been prepared by the Working Party and the Town Clerk and her Assistant. He explained the reason for the budgeted high election costs, should the General Election be called on the same day as local elections then local elections would have to be delayed this would mean that the town council could have costs up to £21,000 to pay. He also explained that the extra costs of opening the Museum on Sundays during the next summer season are not included in the forecasted budget for 2010-2011 and hoped these costs could be sourced from elsewhere. In respect of other suggested costs yet to be included was the voluntary registration of all council's properties with the Land Registry at a cost of £420 and the costs for archiving the council's minutes electronically as minute 266/10.

He recommended that the option 3 to raise a precept of £222,783 be agreed.

There followed a full discussion by all Members, Councillor Berry felt that a precept of £232,909 should be raised so as not to put the councils budget into deficit figures. Further discussion took place regarding the Youth Council budget, this was agreed to be kept at £250 for the Youth Council. It was also noted by members that there were no proposed increases in charges for hall and room hire. A proposal was then put forward to raise a precept for 2010/2011 to £232,909, this was not seconded, it was then proposed and **Resolved** to recommend the budget figures including the amounts for Land Registry fees and electronic minute archiving with the Option 3 amount for the Precept of £222.783 to Full Council.

269/10 REMEMBRANCE DAY – BRITISH LEGION:

- (i) Members considered a donation to this year's Poppy Appeal and it was agreed that the sum of £50 be donated.
- (ii) Members considered a donation towards the refreshments put on by the Royston Branch of the British Legion and following a full discussion by all Members it was agreed that the sum of £20 be donated. Councillor Hunter, Hill, Mayne and Kennedy contributed towards this donation to the sum of £25 which will be forwarded to the British Legion
- (iii) Members considered the request for a donation towards the costs of the Remembrance Day Order of Service but it was agreed not to support this request as the council do not have the resources in their budget to help with this.

Councillor Hunter left the meeting at 8.40 p.m.

270/10 MUSEUM REVIEW:

- (i) **Vision Statement** The Chairman explained that the Museum Advisory Sub-Committee felt that this item should be discussed by the Town Council's Finance Committee as it was the Council's decision to decide the direction of the museum. It was agreed that a Working Party was required; Councillor Beardwell had previously shown interest in being part of this and the Town Clerk was asked to check if she was still willing. Councillors Smith, Berry, Burt & Mayne also volunteered to be on the working party.

ROYSTON TOWN COUNCIL

- (ii) **Income & Expenditure comparison for the Museum** The Town Clerk had that day received information from Julie Massey in respect of this item but would need to look at this before making a report.

271/10 NHDC CONSULTATION ON CORPORATE BUSINESS PLANNING PROCESS 2010/11:

Members discussed this document and various suggestions were put forward to reduce costs. It was agreed to suggest reducing operating times for the fountain in Letchworth and it was agreed to e-mail the content of Councillor Kennedy's suggestions, as circulated, to the District Council.

Further discussion took place on the three options for revised parking charges and members agreed not to support any introduction of evening, Sunday, or on-street parking charges. Councillor Hill reported that at the Area Committee meeting various proposals and options were put forward by Councillor's Burt, Hunter and her self These suggestions were taken away to be looked at in more detail and will be discussed at the Cabinet meeting on the 15th December.

It was proposed by Councillor Smith, seconded by Councillor Berry and agreed that Members support the District Council's Area Committee on these proposals

The Chairman said that there would be a meeting of the Working Party with District Council officers in early January to discuss plans for the Town Hall, cinema etc. and to ask the officers about their proposals for the Town Hall site.

272/10 CINEMA WORKING PARTY:

The Chairman reported the results of the questionnaire as to whether or not people wanted a cinema in the Town Hall. There had been a favourable response. There had been a feasibility study and report on the use of the upper hall as a cinema. Three options had been put forward for Members' consideration.

The Town Clerk had contacted the surveyor who had dealt with Market Hill Rooms and he had visited the Town Hall and given a report free of charge.

Councillor Hill left the meeting at 9.40 p.m.

The surveyor had said that the upper floor might be a problem but a lift for the disabled could be placed in the store cupboard near the front of the hall and a disable toilet in the kitchen area. The work could be done in two parts on the Town Hall in order that a toilet and lift for the disabled is completed first.

Following discussion by all Members it was **Resolved** that an expenditure of up to £5,000 be authorised to continue with investigations into getting this work done on the Town Hall. Councillor Burt abstained from the vote.

The Chairman then closed the meeting at 10 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 7 December 2009 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (in the Chair)
Councillors Davidson, Doel, Grimes, Kennedy, Mayne, Palmer, Phillips and Smith..
County & District Councillors Hill & Hunter, Town Councillor Harrison, Town Clerk,
Committee Administrator and Mr. Andrew Mills, NHDC, in attendance.

273/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Prime.

274/10 DECLARATION OF INTEREST:

The Chairman declared an interest in Item 4 (a) -8 Lower Gower Road. She would leave the room during discussion and her Deputy Chairman would take the chair for that item.

275/10 MINUTES:

The minutes of the meeting held on Monday, 16 November 2009 (254/10 to 260/10) were approved and signed as a correct record, subject to the amendment under Public Participation – Jane Bratton to be amended to Jayne Bratton.

276/10 PLANNING APPLICATIONS:

(a) 09/01928/1 8 Lower Gower Road.

The Chairman explained that this development was opposite her house but she did not have any objection to this proposed dwelling. She then left the meeting and Councillor Mayne took the Chair.

The Town Clerk reported that the District Council had been in contact with the applicant and certain amendments had been achieved.

Following discussion the Committee agreed to support this application.

Councillor Berry returned to the meeting and took the Chair.

(b) The committee supported the following applications:

09/02138/1 5 Kneesworth Street.

09/02185/1HH 1 2a Stamford Avenue

09/02127/1 Tesco Stores Ltd., Old North Road.

On being put to the vote there was 7 for, 1 against and 1 abstention.

09/01871/1AD31-33 Market Hill.

277/10 APPEALS – Ref 09/2099772 & 09/2107153 – 13 Hawthorn Close.

The Town Clerk reported that in respect of 09/2099772 the Appeal had been dismissed. In respect of 09/2107153 the result was in two parts. First part was dismissed but the second part with the development with swimming pool had been allowed.

ROYSTON TOWN COUNCIL

**278/10 HERTFORDSHIRE COUNTY COUNCIL WASTE DEVELOPMENT FRAMEWORK
– CONSULTATION ON WASTE DEVELOPMENT PLAN DOCUMENTS:**

Members noted that comments were due to be returned by 18 December 2009 on the following documents:-

Waste Core Strategy and Development Policies Option 2 Document

Waste Site Allocations Preferred Option 2 Document

Following a full discussion by Members with input from County Councillors Hill and Hunter it was agreed to reply that the Committee support the enhanced area as designated on the map and supported HCC Waste Strategy Plan.

There being no further business the Chairman closed the meeting at 7.47 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 7.50 p.m. on Monday, 7th December 2009.

PRESENT: Councillor Harrison (in the Chair).
Councillors Beardwell, Burt, Davidson, Inwood, Mayne, Palmer & Phillips.
County & District Councillors Hill & Hunter, Town Councillor Smith, Town Clerk,
Committee Administrator and Mr. Andrew Mills, NHDC in attendance.

279/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Gaillard and Prime.

280/10 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 5th October 2009 (minutes 204/10 to 217/10) were approved and signed as a correct record.

281/10 REPORTS OF WORKING PARTIES:

The Committee received the notes of the Royston in Bloom Working Party meetings held on 13th October 2009 and 10th November 2009.

282/10 NHDC PRIORY MEMORIAL GARDENS MANAGEMENT PLAN:

Members discussed the Management Plan previously circulated and Andrew Mills of North Hertfordshire District Council enlarged upon this plan explaining the reasons behind it and in particular the Green Flag Award. He asked members to note that maps and photos are to be added to the document. He acknowledged the history behind the Priory Memorial Gardens and its importance to Royston.

Various suggestions had been made by the Royston in Bloom Working Party, in particular about the Band Stand and the Sensory Maze.

Members discussed the Plan and praised the way in which the Gardens and flower displays in Royston were kept in excellent order. It was noted that the Sensory Maze had been a Millennium Project, and that the Band Stand had been built by public donation in commemoration of the Queen Mother's 80th Birthday but that unfortunately there had not been enough money raised to put on a roof to this Band Stand. Discussion also took place about the future height of the gardens boundary hedge. Andrew explained that some of the playground equipment needed replacement and he had been in contact with the Youth Council in respect of what kind of equipment was preferred.

Finally the Committee agreed to support the Management Plan and asked that all the committees' comments be taken away by Andrew for consideration especially the comments relating to the band stand and sensory maze.

Andrew Mills was thanked for his attendance and he left the meeting.

283/10 FUTURE OF STREET LIGHTING IN HERTFORDSHIRE:

Members received a report on the proposed approach to improve the street lighting in Hertfordshire. Various suggestions were put forward as how to improve and save costs by reducing the lighting during the night, and replacing the lamp standards with passive safety columns.

ROYSTON TOWN COUNCIL

It was agreed to support the plan and to write to the County Council with these comments.

284/10 ROYSTON UNDERPASS:

The Town Clerk reported that the proposed cycle way route past Newbolt was now being investigated to see if it could be re-routed.

285/10 ROYSTON YOUTH COUNCIL:

Councillor Davidson reported that the Youth Council now met in Meridian school during their lunch hour. Unfortunately this excluded those from outside the school joining the council. She thought the other schools in Royston should be more involved with the Youth Council but it was viewed by others as the Meridian School Youth Council not Royston Youth Council. Councillor Hill mentioned that Greneway had said they wanted to be involved. The Youth Council are planning an event for May in Priory Memorial Gardens. Lindsay was asked to contact Alan Fleck and inform him that other schools wanted to be involved in the Youth Council.

In relation to the £250 being put into next years budget it was agreed that this should remain under the heading for Youth Council for the time being.

286/10 A10 LONDON ROAD:

Councillor Burt confirmed that highways were not proceeding with the original proposal of introducing a buffer zone and altering the speed limits on the A10 and to keep it at the current 30mph. The installations of the traffic islands will go ahead. Further investigations were going ahead to bring about a “slowing down” system.

County Councillor Hill said that she would be taking this up with the Highways Authority.

287/10 STREET NAMING:

The Town Clerk reported that the land at 34-36 Melbourn Road was unofficially called Precious Court. Comments or suggestions were required by 11th December 2009.

There was some discussion on this item and also about the odd island in the middle of the pavement at this site. It was agreed that the Committee support this name and that the Town Clerk investigate who is responsible for the island in the pavement and bring information back to the next meeting of the Committee.

288/10 BUS ROUTE NO.17:

Members discussed the difficulties in respect of the loss of a bus service in some areas of the town; the Chairman suggested that the 127 bus coming into Royston from the villages could collect passengers from Coombelands and Templars Gate on its way into the centre of Royston. The Town Clerk was asked to investigate this possibility.

289/10 COLLAPSED MANHOLE COVER – MELBOURN ROAD, NR. STAMFORD AVENUE:

The Chairman reported that a lorry driver was continually going over the pavement and causing damage to the manhole cover at this point.

Following discussion it was agreed to write and ask the area committee for a bollard to be placed near the man-hole cover, the police be informed and also that the owner of the firm operating the lorry be contacted.

ROYSTON TOWN COUNCIL

290/10 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Beardwell reported that she had attended a recent meeting of the Royston & District Local History Society.

Councillor Davidson reported she had attended a meeting with the Police where they had discussed issues relating to the youth and the lack of leisure activities in the town. One suggestion put forward was night time lighting in the MUGA in Priory Gardens. The police are also organising a football match to take place between them and some of the youth in the town.

Councillor Smith reported that only about 10% of the Templars Gate estate roads have been adopted. The Templars Gate Resident Group is frustrated at the delay in the adoption of the rest of the estate roads. NHDC are unable to remove any abandoned cars from the estate until they have been adopted. The original developer had sold to Kiers Homes and nothing was being done about this matter. It appears that there is a loophole in the law and means that Kiers Homes does not have to offer up the estate for adoption. The Group are considering holding a street party or something which will block the road to the Leisure Centre as a protest.

291/10 DATE OF NEXT MEETING:

Monday, 8 February 2009.

There being no further business the Chairman closed the meeting at 9.35 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held on Thursday 10th December 2009 in the Heritage Hall at 7.p.m.

PRESENT: Councillors: Berry (Chair) Mayne
Museum Trustees: Peter Ketteringham, Mike Lawrence, Jenny Smith, Phil Smith,
Mr. L. Baker NHDC Representative
Friends: Shirley Thrussell
Officers: Carole Kaszak (Curator), Susan Thornton-Björk (Town Clerk)
Ros Allwood (Museums Officer, NHDC)

292/10 APOLOGIES:

Apologies were received from Councillors Beardwell & Burt and Peter Franks

293/10 MINUTES:

The minutes of the meeting held 8th October 2009 (218/09 to 225/09) were approved for signing by the chairman.

294/10 CURATORS REPORT: (copy attached to the minute book):

Carole tabled an extra sheet to go with the previously circulated report and presented it to the committee and added the following comments:

The presentation to the Friends of the Ashwell Museum had been well received and another booking for a further talk had been made.

Thanks go to volunteers Phil Smith and Reg Hounsell for their dedicated work on the Modes cataloguing, a total of 1710 items have been catalogued to date.

The next exhibition arranged for Feb 13th to April 3rd is by Royston Photographic Society.

Carole also reported that applications for grants were in the process of being made, one to NHDC's Visionary Grant and one to Luton Community Resources.

The committee thanked Carole for her report.

295/10 FINANCE:

Members noted the income and expenditure figures for the museum, for the year April 2009 to date, against the budget. Peter Ketteringham said that a considerable amount of money was raised from outside sources for projects in the museum.

296/10 TAPESTRY:

The curator reported that comments from the qualified architect who had visited the museum had now been received and will be reported at the next meeting.

Les and Carole attended a Funding Fair and gained lots of advice on how to apply for funding for displaying the tapestry. Les said there are lots of web-sites where lots of paperwork can be downloaded from; there is a lot of work involved with applying for grants. Peter said he was pleased with how the project was progressing and asked who will apply for the grants.

ROYSTON TOWN COUNCIL

This will be discussed at a later date. Carole said a draft of the stages of the project will be available for the next meeting.

297/10 CHRISTMAS OPENING HOURS:

The museum will close to the public at 5pm on the 23rd December until Wednesday 6th Jan at 10am.

298/10 SUNDAY/BANK HOLIDAY OPENING 2010:

An application for a grant from North Herts Area Committee has been submitted to cover the costs for extra opening hours in 2010. This will be decided at their next meeting on 20th January 2010.

299/10 MUSEUM REVIEW:

It was noted that the Review with alterations suggested by the Museum Sub Committee had been adopted into the working of the council.

Ref item 3, a small working party had been set up to prepare the council's Vision Statement for the museum.

Ref item 10, in principle it was agreed to close the museum from 23 December 2010 and re-open the week beginning 16th February 2011 (School half term). Carole said that it would not be a completed re-display of the whole of the museum and grants would need to be applied for.

300/10 ANY OTHER BUSINESS:

Review of Museum Forward Plan 2007-2010 – Carole presented the review of the Forward Plan and it was recommended that it be presented to the next Full Council meeting to be accepted into the workings of the council.

There being no other business the chairman closed the meeting at 8.30pm and wished everyone a Happy Christmas and New Year.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 21 December 2009 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor R. Kennedy (Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Davidson, Doel, Grimes, Harrison, Mayne, Palmer, Phillips & Smith.
Town Clerk, Assistant to Town Clerk, Committee Administrator, Mr. L. Baker, Geraint Burnell, County & District Councillor Hill, Mr. Davidson, Mrs. Kathy Wholley and Mr. Graham Palmer in attendance (Arts Festival Committee members)

The Reverend Les Harman led the meeting in prayer

PRESENTATION BY KATHY WHOLLEY & MR. GRAHAM PALMER REPRESENTING ROYSTON ARTS FESTIVAL:

Kathy Wholley outlined the background of the Royston Festival Committee and the Royston Arts Festival Weekend in September. The Committee was a small body of people and as some would be resigning there was a need to encourage people to become involved to keep the Festival going in the future. Graham Palmer then spoke to the meeting and said how many of the local organisations, artists, businesses etc. were involved including the District and Town Council, and he said how much their support was appreciated.

The Festival Committee now had a choice to either run down this event, organise a reduced festival or to obtain greater involvement from established organisations such as the Town Council.

It was stressed that they were not asking for funding or even for the Town Council to run it but would welcome advice on the legality of reforming and perhaps providing venues at a reduced rate etc.

Councillors agreed that the Festival Weekend had been very successful and it was agreed that an item be placed on the agenda for the next meeting of the Committee to discuss this more fully.

The Town Mayor thanked Kathy Wholley and Graham Palmer for their attendance and they left the meeting at 7.32 p.m.

301/10 APOLOGIES:

Apologies for absence were received from Councillors Inwood, Phillips and Prime.

Councillor Grimes expressed his disappointment that there was nobody from the Press present at this meeting when the Budget and precept for 2010-2011 was to be finalised.

The Town Mayor then read a letter of resignation from Councillor Gaillard to take place with immediate effect due to her health. Members noted her loyal service over many years and wished her well. The Town Mayor said that a letter would be sent to Councillor Gaillard.

The Town Clerk informed the meeting that as they were within the six months period following a resignation it was not necessary to publish a notice of vacancy before the elections next May but the council could chose either to co-opt someone to fill the seat or leave it vacant. It was **RESOLVED** that the seat remain vacant.

ROYSTON TOWN COUNCIL

302/10 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported on the many events attended which included:-

A visit to Roysia School for Fireworks evening, Remembrance Events, Visit to St. Albans, Model Railway Club, Christmas Carnival Day, the Blind Fellowship Christmas Dinner, Royston Choral Society event and the Royston Town Band evening at the Town Hall.

At present his money raised for his Charities stands at over £4,500.

He was looking forward to attending various Christmas events during the current week and he wished everybody a Happy Christmas and New Year.

303/10 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 26 October 2009 (minutes 226/10 to 238/10).

304/10 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 26 August 2009 (minutes 239/10 to 253/10) be approved and adopted as part of the true workings of this Council.
- (c) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held 16 November 2009 (minutes 254/10 to 260/10) be approved and adopted as part of the true workings of this Council.

305/10 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 30 November 2009 (minutes 261/10 to 272/10) 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 7 December 2009 (minutes 273/10 to 278/10) be approved and adopted as a true record.
- (c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held 7 December 2009 (minutes 279/10 to 291/10) be approved and adopted as a true record.

In respect of minute 282/10 the Town Mayor said that the Band Stand had been erected in celebration of the Queen's Silver Jubilee and not the Queen Mother's 80th Birthday, the Town Clerk was asked to check this out.

In reference to Minute 288/10 the Town Clerk reported she had contacted the company that was responsible for the 127 bus service and they had agreed to reroute the 127 so it stops on the Twigden estate on the way into town at 11am and 1pm and on the way out of town, leaving Baldock Road stop at 10.25am and 12.25pm.

Councillor Harrison said that in respect of the Royston Underpass cycleway project, there were some revised plans available to view in the Town Clerk's office.

ROYSTON TOWN COUNCIL

306/10 CLERK'S REPORT:

The Town Clerk reported the following:-

The Farmers Market held on Sundays was re-launched on 6 December under the management of the Town Council and had been very successful and traders were pleased with the outcome. The date for the next Sunday Farmers Market would be 6 February 2010. A smaller Farmers Market was also held together with the Saturday market on the third Saturday of the month.

The Town Clerk said that together with Councillor David Short of Ashwell Parish Council and Councillor David Reavell from Kimpton Parish Council they were arranging a meeting for Councillors and Clerks from town and parish councils in North Hertfordshire. The meeting would be held at the Mrs. Howard Hall in Letchworth on Tuesday, 19 January 2010 7.30 to 9 p.m. Councillors were asked to tell the Town Clerk if they wished to attend. Councillors Berry, Davidson, Harrison and Smith showed interest in attending.

The Town Hall office would be closing at 12.30 p.m. on Christmas Eve until 9 a.m. on Tuesday, 29 December 2009, and closing at 12.30 p.m. on New Year's Eve, re-opening at 9 a.m. Monday, 4 January 2010.

The Museum would be closing at 5 p.m. on Wednesday, 23 December 2009 until 10 a.m. on Wednesday, 6 January 2010.

Councillor Smith thanked the Town Clerk for her report that was very useful.

307/10 PROPOSED BUDGET & PRECEPT 2010-2011:

The Members considered the recommendation of the Finance Committee to set the budget for 2010-2011 and to raise a precept of £222,780.

Councillor Smith said it had been a difficult year globally and had affected the interest figures predicted in the council budget it seemed unlikely there would be much of an increase in these during the next year. If the elections could not be held on the 6th May due to the General Election, then this would affect the cost greatly and had to be budgeted for accordingly. Difficult decisions had been made and thanks were due to the Town Hall staff for their hard work in the preparation of the budget. He asked the Council to support the recommendation that a Precept be requested of £222,780, an increase of 6p per week.

Councillor Grimes said he was concerned about the high increase in the precept and asked if the council could wait until a date for the General Election was known so the high cost for elections could be taken out of the budget. The Town Clerk confirmed that the District Council required the amount to be raised by precept by the 4th January, and that if the election costs were not used then the money would be returned into the General Fund.

Following discussion Councillor Smith proposed that a Precept be raised in the sum of £222,780, a counter proposal was put by Councillor Grimes that the sum of £21,000 be protected in some way, but as there was not a seconder for this proposal, the original proposal was seconded by Councillor Berry that the recommendation of the Finance Committee to set the budget for 2010-2011 and to raise a precept of £222,780 be **RESOLVED**. Councillor Grimes abstained.

308/10 ROYSTON & DISTRICT MUSEUM – REVIEW OF FORWARD PLAN 2007-2010:

Councillor Berry presented the Curator's Review of Forward Plan for 2007-2010 and following discussion it was **RESOLVED** that the Review of the Museum Forward Plan be accepted into the workings of the council. The Curator was thanked for her work in the preparation of this document.

ROYSTON TOWN COUNCIL

309/10 REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

- (a) Councillor Davidson reported that she had joined the Management Team of Volunteers Centre.
- (b) Councillor Berry was the Council's representative with the Guiding and Scouting Movement. They had had the 100th Birthday Balloons Launch and there would be celebrations in Royston next year to celebrate 100 years of the Scouting and Guiding Movement.
- (c) The Town Clerk reported that Councillor Gaillard had been the Council's representative on the Chamber of Commerce and at their last meeting there had been concerns raised at the speed of traffic down Lower King Street. The Chairman of the GP & Highways Sub-Committee agreed that this be placed on the agenda for the next meeting.

310/10 DATE OF NEXT MEETING:

The date of the next meeting was scheduled for 22 February 2010.

The Town Mayor closed the meeting at 8.20 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.30 p.m. on Monday, 21st December 2009.

PRESENT: Councillor Smith (in the Chair)
Councillors Beardwell, Berry, Burt, Doel, Grimes, Harrison & Kennedy.
Town Clerk, Assistant Town Clerk, Committee Administrator, Town Councillors Davidson & Palmer and Mr. L. Baker.

311/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Inwood.

312/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 30 November 2009 (minutes 261/10 to 272/10) were approved and signed by the Chairman.

313/10 MINUTES OF SUB-COMMITTEE & WORKING-PARTY MEETINGS:

The minutes of the meeting of the Museum Sub-Advisory Committee held 8 October 2009 (minutes 218/10 to 225/10) were received into the workings of the Council.

314/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for December 2009 in the sum of £56,191.00 for payment.

315/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- i) Bank Reconciliation for November 2009.
- ii) Income & Expenditure for November 2009.

316/10 PUBLICITY OFFICER:

The Chairman reported that there had been some concern from the Library that the Town Council required a tourism officer in the town as the Library itself is a tourism centre, and that they would be willing to work with the Town Council towards promoting the town. There was some discussion about what was required and it was noted that the Library had display boards in the window available for any display by organisations and that information was available on request. The Chairman asked if there was anybody who would like to offer their services to do some promoting of the Town and the Council itself. Councillor Davidson said that it was a huge task and that it could not be done on a voluntary basis, but she would be happy to help promote the Town Council's work.

Finally the Town Clerk was requested to ask the local press for a news item requesting volunteers to take on the role of promoting the town.

The Chairman then closed the meeting at 8.46 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 21 December 2009 at 8.50 p.m.

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

31710 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Doel.

318/10 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 28th September 2009 (minutes 196/10 to 201/10) were approved for signature.

319/10 TOWN HALL:

The Town Clerk explained the background to this item and that she required the Committee's confirmation that the cost for the engineer's report on the Town Hall could be paid – this was for £1,000. The Finance Committee had agreed that up to £5,000 could be paid to include this work. It was also explained that there would be two parts to this work on the Town Hall, the first being the building of a lift and a toilet for the disabled persons. Should the cinema project go ahead this part would already be in place. The Committee then confirmed that it was in order to pay for the report.

320/10 EXCLUSION OF THE PRESS AND PUBLIC:

It was proposed by Councillor Harrison, 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

321/10 30 KNEESWORTH STREET – EXTERNAL DECORATIONS:

The Town Clerk reported that she had received two quotations for the external decoration of 30 Kneesworth Street and a third was still awaited.

It was agreed to postpone this item until the third quotation had been received and that it be considered by the Finance Committee.

322/10 ALLOTMENT LAND:

The Town Clerk updated the Members on this item and said that no more information was to hand at the present time.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 4 January 2010 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

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

323/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Mayne & Prime.

324/10 MINUTES:

The minutes of the meeting held on Monday, 7 December 2009 (minutes 273/10 to 278/10) were approved and signed as a correct record.

Councillor Palmer arrived at the meeting at 7.17 p.m.

325/10 PLANNING APPLICATIONS:

(a) The committee supported the following applications:

09/02199/1 7 Melbourn Road.
09/01918/1LB 7 Baldock Street.

326/10 LAND AT IVY FARM, BALDOCK ROAD:

Members noted that an application for this development of not more than 135 residential units of mixed size and tenure comprising 2 and 2.5 storey buildings, new vehicular access and associated works (appearance, layout, landscaping and scale reserved) had been received and will be discussed at the next Planning Committee meeting on the 8th February 2010. Details were available in the Town Clerk's office and Councillor Kennedy advised Members to look at the information on the NHDC website and also to read the Saved Local District Plan.

There being no further business the Chairman closed the meeting at 7.28 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 25 January 2010.

PRESENT: Councillor Smith (in the Chair)
Councillors Beardwell, Berry, Harrison & Kennedy.
Town Clerk, Assistant Town Clerk, Committee Administrator,
In attendance Town Councillors Davidson & Phillips, Mr. L. Baker and Mr. Graham Palmer(Royston Festival).

327/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt, Doel, Grimes and Inwood.

The Chairman expressed his concerns at the low number of Members attending the meeting and said that he would be addressing this in due course. He said that because the Council was one Member short due to the resignation of Councillor Gaillard, Councillor Davidson had volunteered her services on the Finance Committee. This meant that she would be on three committees and, therefore, more than necessary. The Town Clerk explained that although the Standing Orders did not state that this was not allowed, it did affect the balance of the committees. Councillor Harrison said that he had been on three committees in the past and there did not seem to be a problem with this as it was only until the elections.

The Chairman thanked Members for their comments and said that this would be discussed at the next meeting of the full Town Council.

328/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 21 December 2009 (minutes 311/10 to 316/10) were approved and signed by the Chairman.

329/10 MINUTES OF SUB-COMMITTEE & WORKING-PARTY MEETINGS:

The minutes of the meeting of the Town Premises & Human Resources Sub- Committee held 21 December 2009 (minutes 317/10 to 322/10) were received into the workings of the Council.

330/10 MINUTES OF LEETE CHARITY TRUSTEES MEETING:

The minutes of the Meeting of the Leete Charity Trustees held on the 21 December 2009 were received into the workings of the Council.

331/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for January 2010 in the sum of £35,608.30 for payment.

332/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- i) Bank Reconciliation for December 2009.
- ii) Income & Expenditure for December 2009.

ROYSTON TOWN COUNCIL

333/10 TOWN CRIER NEWSLETTER:

Members approved the latest issue of the Town Crier Newsletter subject to three amendments as follows:

- i) Removal of inverted commas around “effectively” and “committed” under the item Royston & District Museum and Art Gallery.
- ii) The words “ward seat” be placed before Vacant under the list of Royston Town Councillors.

Councillors Davidson and Phillips were thanked for their work in preparing the newsletter for publication and it was agreed to ask for the continuing sponsorship from Johnson Matthey and The Listing.

334/10 30 KNEESWORTH STREET – EXTERNAL DECORATION:

Members considered the three quotes received from contractors for the external decoration of 30 Kneesworth Street and it was proposed by Councillor Smith, seconded by Councillor Kennedy and agreed to accept the quotation of £5,050.

335/10 MUSEUM REVIEW:

- i) **Vision Statement** - the Town Clerk said that she had asked Councillor Beardwell if she wished to be part of this discussion but she had declined as there were already enough people on this Working Party. It was now necessary to organise a meeting of this Working Party.
- ii) **Income & Expenditure Comparison for the Museum** - the Town Clerk reported that she had prepared one year comparison for 2007-2008 but the following year would not be available until March. She had ascertained that out of about 50 Museums there were about 4 that were of similar size.

336/10 ROYSTON ARTS FESTIVAL:

The Chairman reported on the presentation given by the Royston Arts Festival Committee at a recent meeting and the difficulties faced by the Committee. The Town Clerk’s notes were circulated.

The Chairman went through the various points made at the presentation and it was noted that the Town Council is not in a position to provide legal advice. It was agreed that a Member of the Town Council could be a representative on the Committee. The Chairman noted that a new constitution was to be set in place and that, after a recent public meeting of the Royston Arts Festival, a new Chairman and Treasurer had been appointed. A secretary was now required.

It was agreed by the Committee that a free room in the Town Hall on a Tuesday could be used for their meetings free of charge, once a month. It was also agreed that post could be sent to the Town Hall ready for collection but that the Town Council staff could not be involved other than putting it aside. The Museum would be open during the summer at weekends so there would not be a problem in this respect. Licences could be obtained from the District Council in respect of the Priory Gardens and street areas used for entertainment. The Town Manager would need to discuss his involvement with the Arts Festival Committee by the Royston First Bids Advisory Board and discussion about an arts & craft market to be organised and run on the Sunday of the Arts Festival weekend would be discussed at the next Town Council Markets working party meeting. The Town Clerk had already put a link on the

ROYSTON TOWN COUNCIL

Town Council Website. The Town Manager already deals with banners and the Arts Festival had permission to display posters on the Town Councils notice board.

The Chairman concluded the discussion by wishing The Royston Festival Committee well and that the Town Council would help where possible.

The Chairman then closed the meeting at 8.10 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 8 February 2010 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Berry (in the Chair)
Councillors Davidson, Doel, Grimes, Kennedy, Mayne and Smith.
Town Clerk, Town Clerk's Assistant, Committee Administrator, County Councillors & District Councillors Hill and Hunter, Town Councillors Beardwell, Harrison & Inwood, 18 Members of the Public and 2 Members of the Press in attendance.

PUBLIC PARTICIPATION:

The Chairman opened the meeting welcoming all those present and inviting Mr. Porter to speak. Mr. Porter said that he wished to speak in respect of Item 4 (b) – 009/02327/1 – 47/49 High Street. He said that there was a steady decline in the High Street with shops closing and he had two petitions up and running, one by local residents and the other by the business sector to oppose more retail shops changing to café use, he also said he was working with Woolworths to get a tenant into the premises. He thought that the Town Manager and the Market Manager had done some good work and that this showed what could be done. He was concerned at this application for another restaurant in place of retail and he asked that the Town Council's Planning Committee to show their support by declining this application.

The Chairman thanked Mr. Porter for his attendance and explained that the Town Manager and Market Manager were acting on behalf of the Town Council. Shops are owned by independent bodies, but it was hoped that the owners would strive to find tenants for the empty shops and, therefore, make the High Street a busy area again and Royston a viable town.

District Councillor Hill also commented that NHDC also back the markets and Town Manager.

Councillor Kennedy then spoke on behalf of the public in respect of Item 4 (a), 09/02242/2 – Land at Ivy Farm, Baldock Road, and said he would not take part during the later debate on this item.

He said that this proposed development was outside Royston's development limits and contrary to North Herts District Plan No 2 - Saved Policies September 2007 - Policy 9 - Royston's Development Limits and the saved Royston Map. This site was in a sensitive area and the development should be reflecting that by reducing the number of houses being proposed. The proposed access is by a single carriageway constructed off Baldock Road, approximately in the area where the ROYSTON sign is situated and is unsuitable. There is not enough infrastructure in the town to support more housing, in particular the sewage facilities were at capacity and requested that this be checked. The current plan is an overdevelopment of the site and he asked the committee not to support this application.

The Chairman thanked both speakers and continued with the agenda pointing out that there was an additional agenda item, **TOWN & COUNTRY PLANNING ACT 1990 Section 257 and Paragraph 1 of Schedule 14:** North Hertfordshire District Council (Therfield 6) Public Path Diversion Order 2010, this would be taken as item 5 as comments needed to be returned before the next planning committee meeting.

337/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Palmer, Phillips and Prime.

338/10 DECLARATION OF INTEREST:

Councillor Kennedy declared an interest in Item 4 (a) 09/02241/1 - Land at Ivy Farm, Baldock Road, and said that he would leave the room when the matter was discussed and voted on.

ROYSTON TOWN COUNCIL

339/10 MINUTES:

The minutes of the meeting held on Monday, 4 January 2010 (minutes 323/10 to 326/10) were approved and signed as a correct record.

340/10 PLANNING APPLICATIONS:

(a) 09/02241/1 Land at Ivy Farm, Baldock Road.

Councillor Kennedy left the room during this discussion. Members had a full discussion on this application and unanimously agreed not to support this application on the grounds that:

- It was outside the development area and contrary to North Herts District Plan No 2 - Saved Policies September 2007 - Policy 9 - **Royston's Development Limits and the saved Royston Map.**
- The proposed access to the site was unsuitable
- The proposed development was of high density, an over-development of a site in a sensitive area, i.e. overlooking Therfield Heath
- Infrastructure was insufficient, particularly the sewage facilities

It was agreed to forward comments to NHDC that should they be minded to grant approval for this development, Royston Town Council has a number of community projects which could benefit from any Section 106 agreements. Most members of the public left the meeting and Councillor Kennedy returned to the meeting.

(b) 09/02327/1 47-49 High Street.

Following a full discussion Members felt that another restaurant was not required in this area and that it was against policy to have a change of use from retail to café use in the High St. On being put to the vote it was agreed, with one abstention, that the Committee did not support this application on the grounds that it was against Policy to have a change of use of ground floor from Use Class A1 (retail) to Use Class A3 (restaurants and cafes) in the High St.

(c) The Committee agreed to support the following applications:-

09/02323/1	11 Angel Pavement
10/00063/1	The Old Court House, Fish Hill (1 abstention on the vote).
09/02332/1	Former Ling Dynamic Systems Ltd., Baldock Road.
09/02034/1HH	66 Heathfield (Cllr. Kennedy declared a personnel interest and took no part in the discussion).
10/00082/1HH	16 Morton Street
09/02390/1HH	31 Priory Close
10/00007/1HH	8 Nash Road
10/00073/1HH	18 Wheatfield Crescent

341/10 TOWN & COUNTRY PLANNING ACT 1990 Sect 257 & Paragraph 1 of Schedule 14:

North Hertfordshire District Council (Therfield 6) Public Path Diversion Order 2010.

Members noted that the above Order was made on the 3rd February 2010 and the effect will be to divert the 310 metre length of Public Footpath Therfield 6 at Land known as Therfield Heath Royston to a new position to the north and provide a Public Footpath approximately 333 metres long.

Comments were to be returned by 1st March 2010 and Members felt that there were not any comments against this recommendation to be made.

There being no further business the Chairman closed the meeting at 7.58 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 8.01 p.m. on Monday, 8th February 2010.

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

PUBLIC PARTICIPATION:

The Chairman invited Mr. Derek Emblem to speak in respect of Bus Route No.17. Mr. Emblem explained the difficulties faced by the elderly in Coombelands who did not have a bus in their area. He asked the committee to consider pursuing the matter of the number 17 bus again. He also spoke about the CPO's placed on some householders in the Coombes Hole in order to widen the path for the proposed railway underpass. He believed the track was already wide enough. The Chairman thanked him for his attendance and input to the meeting.

342/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt, Palmer, Phillips & Prime.

343/10 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 7th December 2009 (minutes 279/10 to 291/10) were approved and signed as a correct record.

344/10 ROYSTON UNDERPASS/WIDER NETWORK:

Members considered the proposed cycle path route and agreed it was necessary, but an amendment was suggested for the crossing area as it was dangerous for children going to and from school to cross at the roundabout. They request that a designated crossing be installed not on the roundabout but further along in Betjeman Road with this amendment the committee would be happy to support the new cycleway route.

345/10 ROYSTON YOUTH COUNCIL:

Councillor Davidson reported that the Youth Council now met in Meridian school and during the lunch hour. Unfortunately this excluded those from outside the school and if meetings were held elsewhere the attendance dropped down to about 2 people.

Following a full discussion and various suggestions it was agreed to suggest that a lunchtime meeting be held at the Town Hall for Meridian, Greneway and Roysia students with the head teachers allowing some extra time out of school and transport for them. Councillor Davidson said that she would approach Alan Fleck, NHDC, with this suggestion. It was also agreed to approach Royston First to see if they had any money to help with transport costs.

346/10 CORRESPONDENCE:

The Town Clerk reported that she had received correspondence about dog-fouling in and around the Town and at the Allotments entrance. District Councillor Hill said she had been in touch with Alan Fleck and steps were being taken to sort out the problem. Notes were being

ROYSTON TOWN COUNCIL

taken as to the times that dogs were walked. Notices would be placed in some areas and extra bins.

347/10 BUS SERVICES:

The Town Clerk reported that she had contacted the bus companies and it had been arranged for the 128 to start to visit Twigdens estate but so far this had not happened at the time arranged.

The use of Community Transport was suggested for some special cases. Following the comments made in public participation it was agreed to discuss the bus service in the town at the next meeting.

348/10 2010 SCHOOL VISITS –What Local Government does

Councillor Davidson said that school visits were being planned and one had already taken place at Tannery Drift with councillors from County, District and Town being involved. The Meridian School once again had not responded to the invite.

349/10 ROYSTON URBAN TRANSPORT PLAN – PUBLIC CONSULTATION:

Members discussed the proposed Transport Plan and supported the work that has been done on the document. It was agreed that the following comments be forwarded which need to be included in the Plan:-

- Footpath at Lower King Street needed be widened to enable mothers and their pushchairs to walk along it
- Weight limit in Melbourn Street needs to be introduced
- Installation of a crossing at Tesco to facilitate the cycle route
- Crossing in Old North Road near to Orchard Road
- Footpath to be widened at the bottom of Fish Hill, near to Days Bakery (mothers with pushchairs have to go into the road on exiting the shop)
- it was stressed that no free parking spaces should be lost in the Town Centre and there should be no reduction in the number of parking spaces in Fish Hill Square, it was suggested that these become 20 minute free parking.

350/10 34-36 MELBOURN ROAD:

The Chairman explained that there was a raised pavement outside these flats that could be dangerous to pedestrians. District Councillor Hill reported that Highways were investigating this problem.

351/10 HERTFORDSHIRE HIGHWAYS:

The Chairman reported the following:

- The new Highways Officer was Mr. Dave Standen, the highways office had been moved to Hertford House, Rutherford Way, Stevenage.
- He reported that road closures were to take place in Garden Walk and Lower King Street over the next few weeks and new enforcement restrictions will be put in place in Garden Walk, Briary Lane and Stakepiece Road.
- Highways were investigating solutions to the bollard on the corner of John Street which keeps being hit by cars.
- Numerous potholes were listed and reported and the public were urged to report their findings. They were being repaired but often needed repairing again.

ROYSTON TOWN COUNCIL

- A Street light near The Brambles and Stile Plantation had been out for 5 months despite frequent reporting. It was agreed that the Town Clerk write a letter to the appropriate authority and copy it to County Councillor Hill.

352/10 DATE OF NEXT MEETING:

Monday, 12 April 2010.

There being no further business the Chairman closed the meeting at 9.15 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held on Thursday 18th February 2010 in Royston & District Museum & Art Gallery at 7.p.m.

PRESENT:

Councillors: Berry (Chair) Beardwell & Mayne
Museum Trustees: Peter Ketteringham, Mike Lawrence, Jenny Smith, Phil Smith,
Mr. L. Baker NHDC Representative
Friends: Shirley Thrussell

Officers: Carole Kaszak (Curator), Susan Thornton-Björk (Town Clerk)

Councillor B Smith in attendance

353/10 APOLOGIES:

Apologies were received from Councillors Burt, Peter Franks (Museum Trustee) & Ros Allwood (Museums Officer, NHDC)

354/10 MINUTES:

The minutes of the meeting held 10th December 2009 (292/09 to 300/09) were approved for signing by the chairman after the amendment of Visionary to Visioning in Minute 249/10.

355/10 CURATORS REPORT: (copy attached to the minute book):

The curator went through her report and highlighted on some of the items.

Donations: The donation towards the Tapestry Fund was for a talk by the curator.

The Private View: Royston Photographic Society private view had been well attended and the 'Faces of Royston' video was also shown.

Coins Recognition: Carole had attended a training day and reported it was worth attending, there are some coins in the museum safe waiting to be itemised and displayed.

TimeTrackers: The talk to the TimeTrackers by Chris Murphy from the British Legion was well received and the theme will be continued at their next meeting.

Schools Resource Boxes: Carole showed the Committee a leaflet on Schools Resource Boxes (Loan boxes) that had just been published, it featured 12 museums in Herts and Beds that had loan boxes and Royston Museum was one of them. Leaflets would be forwarded to local schools. The museum Loan Box was currently at Studlands Rise School.

Carole is planning to attend another Reminiscence Seminar training event which is being held at Ware on the 1st March.

Governance Training: Carole reported that all who attend the training thought it was very worth while and agreed that certain documents relating to the running of the museum may need reviewing. Following the training session Julie Coles has offered to come and talk to the council/trustees about Governance documents. The Town Clerk reported that she was setting up a meeting with councillors and Trustees to take place first.

Donation: Phil Smith pointed out that the 4 postcards were various scenes of Royston not Royston Museum.

Project to Engage the Community: Carole has been working with Julie Massey on this and Royston Museum is one of four museums to be targeted to give money to liaise with local organisation to produce a small film/dvd, these will be local groups such as TimeTrackers, Coombes Community and Youth Groups.

It has not yet been decided whether the county museum service will purchase a camcorder and other equipment for the project or pay for a film company to do it.

ROYSTON TOWN COUNCIL

The committee thanked the curator for her report

356/10 FINANCE:

Members noted the income and expenditure figures for the museum, for the year April 2009 to date, against the budget.

357/10 TAPESTRY:

A Draft Project Plan on the redevelopment and refurbishment of the Museum to include the display of the Royston Tapestry was tabled. Carole explained that these were basic notes at this stage and she was open to suggestions for any alterations as needed. Members congratulated Carole on the notes as it is exactly what is needed to take the project forward. The next stage was for Carole to source designers, 3 if possible, to come and give quotes on how much they would charged to do a Feasibility Study on the redevelopment and display of the Tapestry and to bring this back to the next meeting. It may be possible to source funding for this stage.

A project team will be needed prepare a brief for an application for a Lottery Bid once costings and design for the project have been received.

358/10 SUNDAY/BANK HOLIDAY OPENING 2010:

The town Clerk reported that NHDC Royston & District Area Committee had agreed a grant of £1250 to pay for Warders to open the museum on a Sunday and Bank Holiday Monday throughout the summer season. Members were pleased to get the support from the District Council. The Warders will need to be CRB checked.

359/10 ANY OTHER BUSINESS:

Members were reminded of the Friends Quiz night which is being held in the Town Hall on 27 March, 5 teams have booked so far.

The Town Clerk mentioned that she had noticed that Hertford Museum have an '**Adopt an Object**' scheme where members of the public help contributed towards the costs of conservation of an object to make it suitable for display.....Members asked that this item be put onto the next agenda.

The curator informed members that she was purchasing a Medieval Silver Brooch pin from the British Museum for £25, the brooch has been found in this area by a Metal Detectorist.

Councillor Smith commented on how positive the work in the museum is and that he was pleased to hear funding had been received for the museum to be open on a Sunday during the summer months this year.

There being no other business the chairman closed the meeting at 8. 14pm

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 22 February 2010 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor R. Kennedy (Town Mayor in the Chair)
Councillors Beardwell, Berry, Davidson, Grimes, Harrison, Mayne, Palmer, Phillips, Prime & Smith.
Town Clerk, Assistant to Town Clerk, Committee Administrator, County & District Councillors Hill and Hunter, Mr. Adrian Jones, Royston & District Town Twinning and 2 members of the public & 1 Member of the Press in attendance.

The Reverend Canon Les Harman led the meeting in prayer

PRESENTATION BY MR. ADRIAN JONES, representing Royston & District Town Twinning Association:

The Town Mayor welcomed Mr. Jones to the meeting and invited him to make his presentation to the Town Council.

Mr. Jones said that he was now the Chairman of the Association and that Mr. Gray, previous Chairman, had made a presentation to the Council a year ago and had given them all the history of the Association. He explained that the friendship agreement between the two countries linked with Royston had been endorsed by both Councils. The link between Grossalmerode and Royston was over 30 years old and the link with La Loupe was nearing its 25th year. They had now been approached by Villanueva de la Canada in Spain as another possible link. They felt Royston was well situated as it was near to Stansted airport; the Spanish town was also researching other towns as well as Royston for a link. The Spanish town was a new town with good architecture and two universities and it already has links with Mexico, Jordan and France. A working party comprising members of the Town Council and the Twinning Association had met with two members of the Spanish town and now Mr. Jones was asking for the agreement of the Town Council to take on the twinning of a third country. He assured the Council that there would not be any cost to the Town Council although the Council had always helped towards the civic receptions. The Twinning Association was now awaiting the verdict of Villanueva de la Canada.

Members of the working party said they had been impressed at the meeting with the Spanish representatives and it would be placed on a future agenda for discussion.

Mr. Jones was thanked for his attendance and presentation and he left the meeting.

360/10 APOLOGIES:

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

361/10 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had visited the Royston Hospital, St. George's Nursing Home and Richard Cox House at Christmas. On New Year's Day he had visited Mary Barfield House. On 21st February he and his wife had attended the Royston Parish Church Service for the Royston Guiding Association that had been in operation for 100 years.

He had received monies for his charities including a donation from the Town Band of £600 and his fund now amounts to £5,205.29. There would be a Quiz Evening on 12 March 2010 to raise further funds.

ROYSTON TOWN COUNCIL

362/10 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 21 December 2009 (minutes 301/10 to 310/10).

363/10 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 21 December 2009 (minutes 211/10 to 316/10) be adopted as part of the true workings of this Council.
- (d) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held 4 January 2010 (minutes 323/10 to 326/10) be adopted as part of the true workings of this Council.

364/10 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 25 January 2010 (minutes 327/10 to 336/10) be adopted as a true record.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 8 February 2010 (minutes 337/10 to 341/10) be adopted as a true record.
- (c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held on the 8 February 2010 (minutes 342/10 to 352/10) be adopted as a true record.

36510 FINANCE COMMITTEE:

It was **RESOLVED** that Councillor Davidson be appointed to the Finance Committee in place of Councillor Gaillard for the rest of this election year.

366/10 MAYOR'S CHARITY:

The Town Mayor said that he felt it was necessary to set up a Registered Charity for the Mayor's Fund and it had previously been agreed that a Working Party be set up to discuss this. The Mayor has four volunteers on the Working Party, Councillors Smith, Berry, Palmer, Kennedy and Harrison agreed to be part of this Working Party and a meeting will be arranged soon.

Rev. Canon Harman left the meeting at 7.40 p.m.

367/10 CLERK'S REPORT:

The Town Clerk reported the following:-

A grant of £820 had been received from the Brian Leslie Racher Trust for purchasing a digital projector and lap-top for use by the May Fayre committee, Royston in Bloom committee and the Mayor on their quiz nights and presentations in the Town Hall.

A grant of £1,250 had been received from the Royston & District Area Committee towards the costs of opening the museum on a Sunday during the summer months of 2010, and also a

ROYSTON TOWN COUNCIL

grant of £4,000 towards hanging baskets for Royston in 2010. £450 had also been received from the Area Committee towards the May Fayre event this year.

A successful Quiz Evening had been held recently and a profit of £750 had been raised.

Plans were going ahead for this year's May Fayre and the Town Clerk asked for help from Councillors/Volunteers on the day especially at the start of the day and at the end of the day.

The Town Clerk also reported on the research being carried out on the preservation of the carvings in the Royston Cave. English Heritage would be funding 90% of the costs.

Worms and biological growth were weakening the chalk and leakage from rainwater and drains were adding to the problems. Vibration from the traffic was possibly an issue and would be investigated further. Various other suggestions were also being investigated.

The Town Clerk was thanked for her report and asked to write letters of thanks for the grants received from the Brian Racher Trust and the District's Area Committee.

368/10 REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

- (d) Councillor Phillips reported that she had attended a meeting of Sport Royston. Grants had been obtained by Ken Charles including two from Councillors Hill and Hunter from their locality budgets. Activities were planned in North Herts to celebrate the run up to the 2012 Olympics including the "Open Weekend" events on 23-25 July 2010. A Change4Life initiative to improve public health had been set up. NE Herts School Partnership had reported on their work with schools. Royston Leisure Centre had reported that DC Leisure had been unsuccessful in its bid for the contract to manage Royston Leisure Centre and that Stevenage Leisure will now be responsible for all facilities in North Herts. Archant Newspapers had confirmed that they will sponsor the Royston Sports Awards again this year.

Councillor Berry reported that she had attended the Thinking Day for the Guides and it had been very well arranged. The Celebration for 100 years of Scouting in Royston would be held on St. George's Day.

Councillor Davidson reported that the Royston Volunteers Centre is getting ready for the Volunteers for Olympic Games in 2012. There had been many enquiries in respect of this.

- (e) Members noted that a Member should be appointed to the Chamber of Commerce Committee to replace Councillor Gaillard and Councillor Smith volunteered for this appointment to the end of this election year.

369/10 DATE OF NEXT MEETING:

The date of the next meeting was scheduled for 26 April 2010.

The Town Mayor closed the meeting at 7.53 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.56 p.m. on Monday, 22 February 2010.

PRESENT: Councillor Smith (in the Chair)
Councillors Beardwell, Berry, Davidson, Grimes, Harrison & Kennedy.
Town Clerk, Assistant Town Clerk, Committee Administrator, Town Councillor Mayne, County & District Councillors Hill and Hunter, 2 members of the public & 1 Member of the Press.

370/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt, Doel and Inwood.

371/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 25 January 2010 (minutes 327/10 to 336/10) were approved and signed by the Chairman.

372/10 MINUTES OF SUB-COMMITTEE & WORKING-PARTY MEETINGS:

The minutes of the meeting of the Museum Sub-Advisory Committee held 10 December 2009 (minutes 292/10 to 300/10) were received into the workings of the Council.

373/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for February 2010 in the sum of £28,385.43 for payment.

374/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- i) Bank Reconciliation for January 2010.
- ii) Income & Expenditure for January 2010.
The Town Clerk was asked to write letters of thanks in respect of the grants received and it was noted that the Market was going from strength to strength.

375/10 TOWN CRIER NEWSLETTER:

The Town Clerk reported that sponsorship for the Town Crier newsletter was assured by Johnson Matthey and The Listing. Members were pleased to note this sponsorship and the Town Clerk was asked to write thanking Johnson Matthey and The Listing for their support.

376/10 RTC FORWARD PLAN:

The Chairman reported that there had been two meetings of the Working Party and a draft document had been prepared and he outlined items it contained. He hoped that the final document would be ready for the Committee to view before May. Later in the year there would be a public consultation to obtain views from residents on the proposed Forward Plan.

ROYSTON TOWN COUNCIL

377/10 TOWN HALL – COMMUNITY CINEMA:

The Chairman reported that the Working Party had met a couple of times. A meeting with NHDC officials had also been held to ascertain if there was to be any redevelopment of the Town Hall site and it had been confirmed that there were no plans in the pipeline for the redevelopment of the site. Using some of the money (£5,000) which was allotted at a previous Finance meeting, work on obtaining details of the physical structure of the Town Hall premises had taken place. The structural survey on the Town Hall had been positive and the first floor is sufficiently strong to place a cinema upstairs. There were some structural defects that will need to be addressed. A more detailed phase is now going ahead with the project being split into two parts – firstly to bring the Town Hall up to date with access for the disabled to the upstairs hall and a toilet for the disabled. Detailed plans are to be drawn up soon which will incorporate the design for putting a cinema in the upstairs hall.

Councillor Davidson asked that soundproofing be part of the designs and the Chairman reassured her on this matter and said that another report would be given to the Committee in due course.

The Royston First Bid Co will provide the funding for the cinema, i.e. seating, screen and projection items, sources of grants will need to be obtained.

378/10 EXCLUSION OF THE PUBLIC AND PRESS:

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

ROYSTON TOWN COUNCIL

379/10 TOWN GUIDE:

The Town Clerk circulated details of the publication of a new Town Guide with two proposals to consider.

Local Authority Publishing, used in the past, had put forward their proposal that would be a publication of 5000 official guides and map every 2 years for 4 years, a web version and up to 20 pages of editorial to include maps and photos (to be provided by the Town Council). Distribution would be the responsibility of the Town Council. The Town Council would need to provide desk space, telephone and letter of introduction for the Project Consultant during the advertising canvass.

Royston Crow, also used in the past, put forward their proposal that would be a publication of 10,000 copies, yearly publication for 2 years, web version, and editorial to be prepared by The Crow editorial team with proof reading by the Town Council. Distribution of 6,932 copies would be delivered with The Royston Crow, and a further 3,068 copies to other outlets including the Town Council. It was noted that The Royston Crow has a strong knowledge of Royston.

Members then fully discussed these proposals. Members felt that the distribution was a deciding factor and it was **RESOLVED** that the proposal by the Royston Crow be accepted providing a proof of the publication can be seen before going to print each year.

The Chairman then closed the meeting at 8.28 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 8 March 2010 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

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

380/10 APOLOGIES FOR ABSENCE:

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

381/10 MINUTES:

The minutes of the meeting held on Monday, 8 February 2010 (minutes 337/10 to 341/10) were approved and signed as a correct record.

Councillor Kennedy said that in respect of the Ivy Farm development the number of houses had been reduced from 135 to 110 and an amended plan was awaited.
December 2009, item (b) Planning application 09/02185/1 should read 12a Stamford Avenue, and not 2a Stamford Avenue.

382/10 PLANNING APPLICATIONS:

(a) The Committee agreed to support the following applications:-

10/00273/1HH	8 Clydesdale Road
10/00208/1HH	12 Heron Way
10/00081/1HH	36 Hawthorn Way
10/02321/1HH	92 Green Drift
10/02322/1HH	92 Green Drift

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 22 March 2010.

PRESENT: Councillor Smith (in the Chair)
Councillors Beardwell, Berry, Davidson, Doel, Grimes, Harrison, Inwood & Kennedy.
Town Clerk, Assistant Town Clerk, Committee Administrator, Town Councillor Mayne, County & District Councillor Hill, District Councillor F J Smith, Hunter, 2 Member of the Public.

383/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Burt.

384/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 22 February 2010 (minutes 370/10 to 379/10) were approved and signed by the Chairman.

385/10 MINUTES OF SUB-COMMITTEE & WORKING-PARTY MEETINGS:

- (a) The minutes of the meeting of the May Fayre Working Party held 12 January 2010 were received into the workings of the Council.
- (b) The notes of the meeting of the Royston Markets Sub-Advisory Committee held 18 March 2010 were received into the workings of the Council; the following items were highlighted by the Chairman.

Traders have concerns on the amount of customers and want more promotion in the town and villages to bring in more customers. Traders had also highlighted the lack of free parking in the town and the lack of buses coming in from the villages. District Councillor Hill informed the meeting that the District Council had already created more free parking by changing loading bays to free parking and further ideas were being looked into.

The Market Manager will focus on advertising the market in the villages that do have buses coming into Royston. Further advertising of the market will be arranged and the Press will be asked to provide some editorial about the market.

Traders' Licences are to be updated to include a depth as well as a width and then the Market Manager will check on the measurements of the market area to see if there was space available for new traders.

It was noted that the next Sunday Farmers' Market would be held on the 2nd May as the one due to be held on Easter Sunday would not take place. Enquiries were to be made to see if it would be possible for the August Sunday market to take place on the Heath at the same time as the Kite Festival.

386/10 COMMUNITY CHEST AWARDS:

The Chairman explained the amount of money available for distribution this year, and thanked the Town Mayor's for donating 75% of his Fund Raising to the Community Chest which has made it possible to increase the amount to be distributed this year, the Committee agreed to accept the recommendations for the Community Chest Awards from the Community Chest Awards Sub-Committee meeting held 22nd February 2010 of which a total of £1910 was awarded. **LGA 72 s 137 payments.**

ROYSTON TOWN COUNCIL

387/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for March 2010 in the sum of £29,314.86 for payment.

388/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- iii) Bank Reconciliation for February 2010.
- iv) Income & Expenditure for February 2010.

389/10 RISK ASSESSMENTS:

The Town Clerk circulated the revised Risk Assessments in respect of all areas of the Town Council's responsibility including the Risk Management Assessment which now included the review of the Fidelity Insurance annually.

The Committee adopted these reports into the workings of the Council.

390/10 30 KNEESWORTH STREET – EXTERNAL DECORATION:

The Town Clerk reported that the external decoration of 30 Kneesworth Street had been arranged for two weeks ago but due to the road works and drainage taking place nearby this work had had to be postponed.

391/10 MUSEUM:

- (i) The Town Clerk reported that the Museum would be open on Sundays and Bank Holiday Mondays at 2.30 to 5 p.m. at Easter until the end of September. Four wardens had been found but two more would be required. As the Curator would be making a report at the Town Meeting she would be asked to mention this requirement. Councillor Baker said that a press release had been made in previous years.
- (ii) The Chairman reported his attendance at a meeting about Museum Governance and that it was felt that Town Councillors and Trustees would benefit from further training which will take place in the next week. This training was being funded by Hertford Museum Services. The Curator and Town Clerk would attend along with Councillors available and the Trustees of the Collection, Les Baker (Vice Chair Museum Sub-Advisory Committee) would attend in place of the Chairman.

392/10 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Berry reported on the Centenary Reception for the Scouting movement in Royston and passed around a special badge that had been designed for the celebration. A Centenary Flag had been designed and would be blessed at the Service.

The Centenary Service would be held at the Parish Church at 2.15 p.m. on 25 April 2010 and Councillors were invited to attend.

ROYSTON TOWN COUNCIL

393/10 EXCLUSION OF THE PUBLIC AND PRESS:

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

ROYSTON TOWN COUNCIL

394/10 STAFF MATTERS:

The Chairman then closed the meeting at 8.05 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 22 March 2010 at 8.08 p.m.

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

395/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Palmer.

396/10 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 21st December 2009 (minutes 317/10 to 322/10) were approved for signature.

397/10 TOWN HALL:

The Town Clerk reported that following the decision made at the last meeting that a Planner should draw up the plans for the upper hall this will start later this week. Investigations had found that the lift could be placed in the area suggested so work could commence on the plans. The Chairman of Royston & District Area Committee had confirmed that in principle the committee have agreed to provide funding towards health and safety issues in the Town Hall (i.e. lift for the disabled and toilets) and for improvements in the Museum. The Town Clerk confirmed that the lift for the disabled would be for one wheelchair and carer.

398/10 ALLOTMENTS:

- (i) Vacant Plot - the Town Clerk updated the Members on this item and said that the plot could not be allocated whilst the railway crossing is under discussion. The hut must be moved and a vacant plot needs to be found but this plot would not be suitable as it is in a central position. If a plot became vacant near to the other gate that would be a suitable plot for the hut and it could remain there permanently. The Allotment Association is fund raising for a new hut and has asked if the Town Council can help in this respect. The Committee discussed this matter and the Town Clerk answered various questions about funding and said if the council adopted the Power of Well Being then funding could be made available under this towards a new hut. Members agreed they were happy for RAGA to start fund raising for a new hut.
- (ii) Meeting with RAGA members - the date was arranged for Wednesday, 21st April 2010 at 7 p.m.
- (iii) Land – the Town Clerk informed the meeting that the land that had been offered had now been withdrawn. She is in the process of looking at another site which the Town Council may be able to lease for allotment use.

There being no further business the Chairman closed the meeting at 8.32 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 12 April 2010 at 7.15 p.m. in the Committee Room, Town Hall, Royston

PRESENT: Councillor Berry (in the Chair)
Councillors Davidson, Doel, Kennedy, Mayne, Palmer, Phillips, Prime and Smith.
County & District Councillors Hill and Hunter, Councillors Burt, Harrison & Inwood, 8 Members of the Public, 1 Member of the Press, Town Clerk and Committee Administrator in attendance.

PUBLIC PARTICIPATION:

The Chairman opened the meeting and invited Mr Robert Ackroyd to speak to the meeting. Mr. Ackroyd said that he wished to speak on the planning application 09/02241/1 – Land at Ivy Farm, Baldock Road, and that he was speaking on behalf of himself and some of the residents of Heathfield and Green Drift.

He explained that despite the changes to the application there was still an objection and that the application was outside the Local District Plan. It was near an area of scientific interest and the number of dwellings was still too great and out of keeping with the area. Access to and from Baldock Street would bring about too much traffic to this area and facilities in general were not sufficient for more development. Mr. Ackroyd was thanked for his presentation.

399/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Grimes.

400/10 DECLARATION OF INTEREST:

Councillor Kennedy declared a personal interest in Item 4(a) 09/0224/1 – Land at Ivy Farm, Baldock Road.

401/10 MINUTES:

The minutes of the meeting held on Monday, 8 March 2010 (minutes 380/10 to 382/10) were approved and signed as a correct record.

402/10 PLANNING APPLICATIONS:

(a) 09/02241/1 Land at Ivy Farm, Baldock Road.

Members discussed this application, Councillor Mayne said that the same objections still held for this application as the previous application and should not be supported. Councillor Kennedy said that this land would be developed in due course and it was difficult to object to it on planning grounds, if this application with less housing (110 dwellings) was not accepted then the applicant would go to Appeal with the original application for 135 dwellings which could be allowed. Members would have a further chance to comment on the planning details once a detailed application was submitted.

The Highways Department would deal with the access issues. It was then **Resolved** that the Committee support this application. Councillor Mayne's objection was noted.

Members of the public left the meeting at 7.35 p.m.

ROYSTON TOWN COUNCIL

(b) The Committee agreed to support the following applications:-

10/00505/1AD	Tesco Stores Ltd., Old North Road.
10/00459/1	St. Thomas of Canterbury and the English Martyrs Church, 6 Melbourn Road.
10/00318/1HH	17 Chilcourt.
10/00487/1HH	55 Ermine Close.
10/00408/1HH	24 Saffron Street.
10/00409/1HH	24 Saffron Street.
10/00338/1HH	130 Princes Mews.
10/00160/1HH	7 Cowslip Close.
10/00484/1HH	93 Green Drift.
10/00514/1HH	5 Thomas Way.

(c) 10/00529/1 9 Charding Crescent.

The Committee did not support this application on the grounds that it was contrary to the original design and access statement and could set a precedent.

403/10 PLANNING APPLICATION 10/00272/1HH – 5 TANNERY DRIFT:

Members noted the decision made by the Chairman and Town Clerk not to object to this application.

There being no further business the Chairman closed the meeting at 7.50 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 7.55 p.m. on Monday, 12th April 2010.

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

PUBLIC PARTICIPATION:

The Chairman invited Councillor Berry to speak to the Committee. Councillor Berry asked if there could be an improvement made to the new road arrangement in Garden Walk so that drivers leaving Garden Walk turned left only. She had noted that drivers were still turning right into Melbourn Road. She was thanked for her input and she left the meeting.

404/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Beardwell.

405/10 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 8th February 2010 (minutes 342/10 to 352/10) were approved and signed as a correct record.

406/10 REPORT OF WORKING PARTY:

The notes of the Royston in Bloom Working Party meeting held on 9th March 2010 were received into the workings of the Town Council.

Councillor Davidson informed the meeting that Angela Louch, Chairman of the Royston in Bloom Committee, had stood down as Chairman due to ill health. Members noted her excellent work for the Royston in Bloom and it was agreed to send a letter of thanks to her and wishing her well.

407/10 ROYSTON YOUTH COUNCIL:

Councillor Davidson reported that she was continuing to press for the middle schools to become involved and that Alan Fleck and Cathy Curtis were endeavouring to deal with this matter but they did not have the time at present. After further discussion Councillor Davidson was asked to contact Alan Fleck to approach the schools in September when they had a new intake of children.

It was agreed to change the order of the next two items on the agenda as Councillor Davidson needed to leave the meeting early

408/10 2010 SCHOOL VISITS: (Report with Minutes)

Councillor Davidson's report on School Citizenship visits had been circulated. She reported that 5 schools had been visited that the children all seemed to enjoy living in Royston and had made various suggestions as to what they would like to see done in the town for the children such as a chewing gum wall and equipment for older children in the Priory Memorial Gardens. The children got on well with the PCSO's. Councillor Davidson said that the

ROYSTON TOWN COUNCIL

children were aware that a report was made of the visit. The Town Clerk was asked to send a copy of the report to Councillor Hill and Alan Fleck at the District Council so it could be presented to an Area Committee meeting. All members agreed that these visits were important and useful and thanked Councillor Davison for organising them.

Councillor Davidson left the meeting at 8.15 p.m.

409/10 BUS SERVICES:

The Town Clerk reported that the lunch-time Shuttle Bus service had been suspended and was awaiting review of the businesses in the industrial estate before it could be re-instated.

The 128 service had been going to the Twigden's estate but only one person had been using it and now that person was walking to Green Street to use the bus. The 128 service will if a request is made; drop passengers off at Twigden's and also call on to the estate to pick up passengers if they are at the bus stop.

The 26 service continued to provide an hourly service in to Cambridge during the day.

The 16 service is well used.

After further discussion members agreed that people should be encouraged to use the current bus services that exist to avoid the service being discontinued.

410/10 ROYSTON RAILWAY CROSSING:

a) Public Inquiry: All Members agreed that they support the development project of providing a railway crossing underpass at the Coombes Hole location and the Town Clerk was asked to provide a written statement for the Public Inquiry.

b) Wider Network – Fieldfare Way/Woodcock Road Cycle link. Comments to be returned by the 13 April 2010. Members noted that Woodcock Road had not been adopted yet by the District Council but Fieldfare Way had. Following discussion by all members it was **Resolved** that the Council should support the expansion of the cycle path network but ask that the developers/owner of Woodcock Road be asked for a contribution towards the costs of the work.

Press left 8.30 p.m.

411/10 ADOPTION OF ROADS:

The Town Clerk circulated copies of correspondence received from Oliver Heald, MP in respect of adoption of roads. County Councillor Hill informed the meeting that events had overtaken this information from Oliver Heald MP in that Hertfordshire County Council had formed a Topic Group [which](#) has now produced a report on the Adoption of Roads process. The Group [has](#) made recommendations in the report and one was to get the law changed on the adoption process. Councillor Hill asked the Town Council to support the County Council by writing a letter to the MP in support of getting legislation altered on the Adoption of Roads process.

It was then **Resolved** that a letter in support of the Topic [Group's](#) recommendations be sent to Oliver Heald [MP](#) with a copy to HCC Topic Group.

412/10 NEWMARKET ROAD: HGV & Speed issues

The Chairman reported that large vehicles and a coach were using this road as a short cut to get to A505 and Duxford. He also reported that he had contacted the County Council last December about vegetation obscuring the weight limit signs but nothing had been done to date.

ROYSTON TOWN COUNCIL

The Town Clerk said that the Royston & District Area Committee had discussed traffic issues in respect of noise levels and breaches of weight and speed limits in Newmarket Road at their last meeting and information had been forwarded to the various people concerned with controlling these issues. It was agreed to support the actions taken by the Area Committee.

413/10 NORTH HERTS DISCRICT COUNCIL (Therfield 6) Diversion Order 2010.

The Committee had no objection to Public Path Order, Town & Country Planning Act 1990 Section 257 and Paragraph 7 of Schedule 14 which diverts the public footpath as at present it goes straight through the centre of the tennis courts

414/10 DATE OF NEXT MEETING:

The next meeting would be announced following the formation of the new Town Council. The Chairman thanked everybody for their support over the last year and Councillor Inwood said that he had been pleased to be part of the Committee.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held on Thursday 15th April 2010 in Room 11, Town Hall Royston at 7.p.m.

PRESENT: Councillors: Berry (Chair) Mayne & Phillips
Museum Trustees: Peter Ketteringham, Mike Lawrence, Jenny Smith, Phil Smith,
Mr. L. Baker NHDC Representative
Friends: Shirley Thrussell
History Society Rep – Betty Skyrme

Officers: Carole Kaszak (Curator), Susan Thornton-Björk (Town Clerk)

415/10 APOLOGIES:

Apologies were received from Councillors Burt, Beardwell, Peter Franks (Trustee) & Ros Allwood (Museums Officer, NHDC)

416/10 MINUTES:

The minutes of the meeting held 11th February 2010 (/09 to /09) were approved for signing by the chairman.

417/10 CURATORS REPORT: (copy attached to the minute book):

The curator went through her report and highlighted on some of the items.

Exhibitions: Carole explained that the current exhibition Myths and Legends was a touring exhibition from the Hub and was covered in the school curriculum, the Hertfordshire Oddities and Curiosities were part of the Royston collection.

Training: Carole was due to attend another session on Reminiscence.

Donations: A Set of Glass Lantern Slides had been received and volunteers had now got the Magic Lantern working.

A grant has been received for the museum to purchase a Lap-Top computer and accessories as part of the Engaging Communities project; a further Grant is expected for the purchase of a Camcorder. Training will also be provided.

The Friends have supported the project by purchasing a carry case and external drive.

A freezer donated by the Conservator Grant Hub has now been installed in the cellar.

Purchases: The Silver Brooch found by a metal detectorist would soon be on display and Carole will organise a press release. She was hoping to make another purchase of a similar nature.

Carole was thanked for her report.

FINANCE:

Members noted the income and expenditure figures for the museum, for the year April 2009 to date, against the budget.

TAPESTRY: The designer who designed Hertford Museum has made an initial visit to Royston to see how the Tapestry can be incorporated into the museum when completed. Carole will also approach another two for costings.

Carole reported that the tapestry will be coming off the frame this week to go in the freezer due to carpet beetle. She will also need to check the jars of wool and showcases for any further signs and spray the edges of the carpet upstairs. Carole was asked if the museum needed to be closed, she did not feel this was needed.

Governance Training: Les Baker gave a brief update on the recent training session attended by the Trustees, Curator, Town Clerk, Cllr Smith and himself. It had not been possible to

ROYSTON TOWN COUNCIL

cover everything in the time allowed in relation to looking at ways the museum could be managed and it had been suggested that another training session was needed, this would have to be paid for by the council. The Trustees were in the process of updating their Trust document, and it was suggested that the agreement between RTC and the Trustees be reviewed as it was over 25 years old. There are still lots of questions to be answer into the ways of Governance of the Museum; this was the first step of a process in mapping out the future of the museum. After further discussion, it was decided that this needed to be looked into at a later date as the present council was now up for election. It was agreed that new councillors should be invited to the museum for an induction session.

FINANCE:

Members noted the income and expenditure figures for the museum, for the year April 2009 to date, against the budget.

There being no other business the chairman closed the meeting at 7.58 pm saying that she had enjoyed her year as Chairman of the Committee and hoped if she was re-elected she would still be on the Committee in the new council year. She also thanked Mike Lawrence for being quizmaster at the Friends of the Museum Quiz Night.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 26 April 2010 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor R. Kennedy (Town Mayor in the Chair)
Councillors Berry, Burt, Davidson, Doel, Harrison, Inwood, Mayne, Palmer, Phillips, Prime & Smith.
Town Clerk, Assistant to Town Clerk, Committee Administrator, Mr. L. Baker & Mr. Steve Catley & 2 Members of the CFR Group in attendance.

The Reverend Canon Les Harman led the meeting in prayer

PRESENTATION BY MR STEVE CATLEY, LOCALITY RESPONDER MANAGER FOR VOLUNTEER COMMUNITY FIRST RESPONDERS, CFR GROUP BASED IN ROYSTON.

The Town Mayor welcomed Mr Catley to the meeting and invited him to make his presentation to the Town Council.

Mr Catley explained the background to this organisation that was started in 2004 and that they want to increase the awareness of the role of CFR's within the community. The volunteer responders are the first on the scene for life threatening medical emergencies and deliver a high standard of clinical care until the arrival of more qualified Ambulance staff. He explained about the training for clinical care and that the first few minutes of any call-out are important. There are at present 3 volunteer members in the Royston area and he would welcome more from the Royston area.

His colleague Stuart spoke to the meeting explaining about Heartstart training in the community, following which questions were put to the group and leaflets circulated.

Mr. Catley and his colleagues were thanked for their attendance and the Town Mayor wished the organisation success and they left the meeting.

418/10 APOLOGIES:

Apologies for absence were received from Councillors Beardwell and Grimes.

419/10 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had visited the AGM of the St John Ambulance Service on the 19th March 2010 and the presentation to the Badger Group, the Rotary Club's music group, the Girl Guides Spring Fayre and the Easter Trail. In respect to the latter item thanks were due to all the shopkeepers and the Town Manager for the success of this event. He together with the Mayoress had attended the Scouts Centenary service held in the Parish Church led by Reverend Canon Harman followed by a reception in the Town Hall. There was a great deal happening in Royston and thanks were due to the leaders of these groups.

The quiz evening held to raise funds for his charities had raised £396.10 and the fund now stood at £5205 .25.

He apologised for not being able to attend a fund raising concert for the Methodist Church on the 22 May 2010 but urged his fellow councillors to support this event as it was a memorial service for Bill Prime a former Town Councillor.

420/10 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 22 February 2010 (minutes 360/10 to 369/10).

ROYSTON TOWN COUNCIL

421/10 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 February 2010 (minutes 370/10 to 379/10) 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 8 March 2010 (minutes 380/10 to 382/10) be approved and adopted as part of the true workings of this Council.

422/10 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 22 March 2010 (minutes 383/10 to 394/10) 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 12 April 2010 (minutes 399/10 to 403/10) be approved and adopted as a true record, subject to the amendment that the word “possibly” be inserted as follows under minute 402/10 (a) Land at Ivy Farm, “the applicant would **possibly** go to Appeal”.
- (c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held 12 April 2010 (minutes 404/10 to 414/10) be approved and adopted as a true record.

423/10 MAYOR’S CHARITY:

The Town Mayor enlarged upon his report on this item. Members discussed this matter and it was felt that there should be more discussion at a meeting of the Finance Committee. It was **RESOLVED** that this item be discussed at the meeting of the Finance Committee scheduled to be held on the 28 June 2010.

424/10 HEALTH & SAFETY POLICY STATEMENT:

It was **RESOLVED** that the draft Health & Safety Policy Statement as previously circulated be approved and adopted.

425/10 CLERK’S REPORT:

The Town Clerk reported the following:-

A grant had been received from Hertford Museums Service for a laptop as part of the ‘Engaging with the Community’ project at the Museum; the Friends of the Museum had donated a carry case and external drive for this. A further grant from the Museum Service would purchase a camcorder and provide training for museum staff and volunteers to interview and film members of groups from the Community Centre, a DVD would then be made for use at the Royston Arts Festival this year.

The May Fayre was progressing well and any help from councillors on the day would be appreciated.

The Royston in Bloom Competition for 2010 has been launched.

ROYSTON TOWN COUNCIL

The Town Twinning Association had not received any news from Villeneuve de la Canada in Spain regarding twinning until today where they are inviting 4 Members of Twinning Association to visit for a weekend during a festival on the 14-17 May 2010. Unfortunately only 2 members could attend and the invite was extended to any of the Councillors who were able to, to please contact the Town Clerk for further details

The Reception for the Grossalmerode visit is due to be held on the 17 October 2010.

The Town Clerk was thanked for her report.

426/10 MEETING DATES:

Members received and noted the meeting dates for May-June 2010. The diary for the new Council year would be available at the Annual Meeting on 14 June 2010.

427/10 REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Berry had attended the Scouts Centenary Event the previous day in the Parish Church and then the reception in the Town Hall. The new flag to commemorate the 100 years was impressive. The event had been much enjoyed by everybody and thanks and congratulations go to all those involved.

428/10 DATE OF NEXT MEETING:

The date of the next meeting was scheduled for 24 May 2010.

The Town Mayor closed the meeting at 8 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 8.02 p.m. on Monday, 26 April 2010.

PRESENT: Councillor R Smith (in the Chair)
Councillors Berry, Burt, Davidson, Doel, Harrison, Inwood & Kennedy.
Town Clerk, Assistant Town Clerk, Committee Administrator, Town Councillors Mayne & Palmer & Mr. L. Baker.

429/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beardwell and Grimes.

430/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 22 March 2010 (minutes 383/10 to 394/10) were approved and signed by the Chairman.

431/10 MINUTES OF SUB-COMMITTEE & WORKING-PARTY MEETINGS:

- (a) The minutes of the meeting of the Town Premises & Human Resources Sub-Committee held 22 March 2010 (minutes 395/10 to 398/10) were received into the workings of the Council.
- (b) The minutes of the meeting of the Museum Sub-Advisory Committee meeting held 18 February 2010 (minutes 353/10 to 359/10) were received into the workings of the Council.
- (c) The notes of the meeting of the May Fayre Working Party meeting held 16th March 2010 were received into the workings of the Council.

432/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for April 2010 in the sum of £54,368.03 for payment.

433/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the following:-

- i) Bank Reconciliation for March 2010.
- ii) Income & Expenditure for March 2010. It was noted that the agency figures for 2009-2010 were not yet to hand so these balances did not represent the year end figures.

434/10 NEWSLETTER – JUNE 2010:

Members agreed the draft copy of June Newsletter for publication subject to the following three amendments and that a further draft will be emailed to all members for comment after the May Fayre article had been added.

- i) delete the words “after 28 May or” under the item on Royston Town Councillors;
- ii) Add the words “the then Town Mayor” under the photograph of Angela Louch receiving a bouquet from Rod Kennedy.
- iii) Change Mr to Councillor

ROYSTON TOWN COUNCIL

435/10 COMMUNITY CHEST AWARDS 2010:

Members noted and approved the change of use for the money granted to The Frank Letts Blind Fellowship of Royston following the explanation by the Town Clerk that there had been a change of type of excursion to that previously agreed.

The Chairman then closed the meeting at 8.25 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 26 April 2010 at 8.28 p.m.

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

436/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Grimes.

437/10 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 22 March 2010 (minutes 395/10 to 398/10) were approved for signature.

438/10 TOWN HALL:

Members viewed the proposed alteration to the Town Hall floor plans received that day as all members of the Cinema Working Party were present. It was agreed to refer some amendments to Mr Easton to be discussed at the next meeting of the Working Party.

439/10 ALLOTMENTS:

Members noted the issues raised at the meeting with Royston Allotment Gardens Association and that RAGA are planning to raise funds towards a replacement club house.

440/10 EXCLUSION OF THE PUBLIC & PRESS:

It was **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

441/10 STAFF MATTERS:

There being no further business the Chairman closed the meeting at 9 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held on Monday, 10 May 2010 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

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

442/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Grimes and Prime.

443/10 MINUTES:

The minutes of the meeting held on Monday, 12 April 2010 (minutes 339/10 to 403/10) were approved and signed as a correct record, subject to the amendment, previously noted at the Council meeting held on 26 April 2010, that the word "possibly" be inserted in minute 402/10 Planning Applications (a) 09/02241/1 Land at Ivy Farm, Baldock Road, as follows:-

*Councillor Kennedy said that this land would be developed in due course and it was difficult to object to it on planning grounds, if this application with less housing (110 dwellings) was not accepted then the applicant would **possibly** go to Appeal with the original application for 135 dwellings which could be allowed.*

444/10 PLANNING APPLICATIONS:

(a) The Committee agreed to support the following applications:-

10/00719/1HH	52 Mill Road
10/00681/1HH	33 Honey Way
10/00568/1HH	52 Heathfield
10/00665/1LB	7 Baldock Street
10/00601/1	Land at 62 Green Drift
10/00831/1LB	The Old Court House, Fish Hill
10/00830/1	The Old Court House, Fish Hill

There being no further business the Chairman closed the meeting at 7.29 p.m. thanking Members for their support during the year and Councillor Kennedy thanked Members for their support during his 12 years as a Councillor. The Chairman and all members thanked him for his help and experience in planning matters over the years.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 24 May 2010 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor M. Harrison (Deputy Town Mayor in the Chair)
Councillors Berry, Burt, Davidson, Doel, Inwood, Mayne, Palmer, Phillips & Smith.
Town Clerk, Assistant to Town Clerk, Committee Administrator & County & District Councillor Hill in attendance.

The Reverend Canon Les Harman led the meeting in prayer

445/10 APOLOGIES:

Apologies for absence were received from Councillors Beardwell, Kennedy and Grimes.

446/10 MINUTES:

It was proposed by Councillor Smith, seconded by Councillor Berry and **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 26 April 2010 (minutes 418/10 to 428/10).

447/10 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on the 26 April 2010 (minutes 429/10 to 435/10) 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 10 May 2010 (minutes 442/10 to 444/10) be approved and adopted as a true record.

448/10 CLERK'S REPORT:

The Town Clerk reported that the Hertfordshire Association of Local Councils AGM would be held on Wednesday, 16 June 2010.

The NHDC Annual Parish and Towns Conference would be held on the 28 June 2010 at 6.30 p.m. and as this would coincide with the meeting of the Town Council's Finance Committee she suggested that the Town Council change their meeting to the 21st June 2010.

449/10 REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Burt reported that he had attended a meeting at Police Headquarters about the launch in North Herts of "Speed Watch", which involved volunteers using a Speed Indicator sign to help reduce speeding in problem areas. The meeting had been well attended by several parish councils including Barley and Barkway. He felt that it was important that Councillors know about this initiative and that North Hertfordshire is the first to be invited to join in setting this up, and he asked that an item be placed on the agenda of the next meeting of the General Purposes & Highways Sub Committee.

The Deputy Town Mayor then wished all Members who were standing down from the Town Council well for the future and good luck to those standing for re-election. He also thanked all the Town Council staff for their support and hard work and then closed the meeting at 7.26 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.30 p.m. on Monday, 24.May 2010.

PRESENT: Councillor Smith (in the Chair)
Councillors Berry, Burt, Davidson, Doel, Harrison & Inwood.
Town Clerk, Assistant Town Clerk & Committee Administrator in attendance.

450/10 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beardwell, Kennedy and Grimes.

451/10 MINUTES:

The minutes of the meeting of the Finance Committee held on 26 April 2010 (minutes 429/10 to 435/10) were approved and signed by the Chairman.

452/10 MINUTES OF SUB-COMMITTEE & WORKING-PARTY MEETINGS:

- (a) The minutes of the meeting of the Town Premises & Human Resources Sub-Committee held 26 April 2010 (minutes 436/10 to 441/10) were received into the workings of the Council.

453/10 ACCOUNTS FOR PAYMENT:

It was **Resolved** to approve the accounts for May 2010 in the sum of £27,643.73 for payment.

454/10 ANNUAL RETURN 2009-2010:

- i) Members received the report from the Internal Auditor following their inspection on the 18th May and were pleased to note that all was in order; thanks were given to the Town Clerk and her staff for bringing about the satisfactory conclusion to the Internal Audit. Councillor Burt suggested that a Press Report be issued to inform the public that the councils accounts are in order and the correct accounting procedures are adhered to which is thanks to the Town Clerk and her staff.
- ii) Members received the Year End Accounts, and it was **Resolved** that the Year End Accounts, and Supporting Statement be approved and signed by the Chairman.
- iii) Members agreed the Statement of Accounts of the Annual Return (Section 1) and it was **Resolved** that the Chairman sign these.
- iv) Members **Resolved** that the Annual Governance Statement (Section 2) of the Annual Return for 2009-2010 be signed by the Chairman.

455/10 2009-2010 BUDGET:

Following clarification on certain items by the Town Clerk Members noted the Year-End out-turn figures against the budget set for 2009-2010. It was noted that the under spend on 30 Kneesworth St of £6500 was because the external works on the property had to be delayed to this financial year due to road and drainage works near by. Works have now commenced.

The Chairman then thanked the Town Clerk and her staff for all the hard work involved in producing the end of year accounts which will now be sent off to the external auditor.

ROYSTON TOWN COUNCIL

456/10 INCOME & EXPENDITURE AND BANK RECONCILIATION:

Members noted the Bank Reconciliation for April 2010.

457/10 EXCLUSION OF PRESS AND PUBLIC:

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

458/10 STAFF MATTERS:

The Chairman then thanked Members for their support during the present Council's term of office and wished them all well, and then closed the meeting at 8.05 p.m.