

ROYSTON **TOWN CRIER**

*Keeping Royston residents in touch
with their local council*

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and published in**

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to every home in Royston*

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Royston Town Council

website: www.roystontowncouncil.gov.uk



ROYSTON TOWN COUNCIL

INFORMATION BOOKLET

2018/2019



**Telephone: 01763 245484
www.roystontowncouncil.gov.uk**

Useful telephone numbers continued:

Damaged bus shelters, Abandoned/burnt out vehicle, Street cleansing & Overgrown hedges	01462 474000
Licensing & Planning enquiries	01462 474000
Hertfordshire Travel Information (also available through all Hertfordshire Libraries)	www.intalink.org.uk 0300 123 4050
CAB Advice line	03444 111444
Royston Day Centre	01763 244229
Royston & District Community Transport	01763 245228
Royston Library	0300 123 4049
Meals on Wheels	0300 123 4042
Social Services	0300 123 4042
Job Centre	0845 6043719
Police - information	0845 33 00 222

Some useful telephone numbers:

NHDC Customer Services	01462 474000 www.north-herts.gov.uk
Hertfordshire County Council	0300 123 4040 www.hertsdirect.org
Registrar/ births/deaths/ceremonial	0300 123 4045
South Cambs—Customer Services	0345 045 0500
Blue Badge Scheme—information	0300 123 4042
North Herts Homes	01462 704116
For North Herts District Council Housing Benefit (Rent & Council Tax) forms or further information	01462 474597
Homelessness, Environmental Health, Drugs & Alcohol concerns	01462 474000
Refuse/Recycling (unwanted furniture) Overflowing bins/skips & Fly Tipping	Veolia 0800 3286023
Broken Street Light, Broken traffic light/signal, Damaged manhole cover, Blocked storm drains, Potholes, damaged road surface	0300 1234047
Rodents/Pest control (John O'Connor Grounds Maintenance)	01462 421579

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INTRODUCTION

Background to Town and Parish Councils

Royston Town Council is part of the elected third tier of local government representing some 8,350 towns and parishes across England. This amounts to around 70,000 councillors. A town council has the same powers and responsibilities as a parish council. Town and parish councils will be identified as local councils for the rest of this document.

Local councils have a wide-ranging list of possible responsibilities but responsibilities undertaken do vary from council to council. Acts of Parliament that are still relevant to local councils range from the Public Health Act 1875, the Smallholdings & Allotments Act 1908 and the Parish Council Act 1957. However, the most relevant acts that relate to local councils, are the Local Government Act 1972 and the Local Government & Rating Act 1997.

On election a Councillor is required to make and sign a declaration of acceptance of office confirming that he/she will abide by the National Code of Conduct. Until this is done no council work can be undertaken.

The council is a corporate body, once decisions are made either by the Full Council or by Committees that have delegated powers, members should abide by the majority decision. Members do not have any powers or responsibilities on their own behalf, although they can help and support individuals or groups of the electorate within their ward.

The way that a local council carries out its work is governed by its Standing Orders. These identify the regulations that apply to how members behave and what powers the council has. Some powers are mandatory but others can be included or excluded as each individual local council decides.

Royston Town Council was created in 1974 as a successor council to Royston Urban District Council. This re-organisation saw the creation of North Hertfordshire District Council. One of the first decisions of the new parish council was to resolve that it would be known as Royston Town Council and nominate a Town Mayor annually. Since its inception Royston Town Council has had a political makeup and has been Conservative controlled since 1974.

Some typical enquiries:

- Availability/waiting list for Allotments
- Application forms for residential parking and car parking season tickets
- Bus pass application forms
- Tourist & Travel information.
- Cave opening times & information on group bookings
- Museum opening times.
- Blue Badge information
- Hall hire information

Royston Cave:

Royston Town Council owns the Cave, which is hidden beneath Melbourn Street. In recent years English Heritage has recognised the importance of this unique example of Royston's past and has helped with funding for several projects to ensure the preservation of the carvings. Openings for the Cave are managed by the Local History Society.
www.roystoncave.co.uk

Annual Town Events

Annual Town Meeting
Mayor's Civic Reception & Civic Service
Remembrance Day Parade
May Fayre Day & Classic Car Show
Town Mayor's charity fund raising events
Easter Trail
Pirates Trail
Music Trail
Rudolph Trail

Documents available from the Town Council Office:

Application forms for concessionary Bus Permits
Leete Charity Application Forms
Mayor's Community Trust Fund Awards - info & application forms
Application forms for Residential Parking Permits
Application forms for Car Park Season Tickets
Royston Town Council Annual Report
Various other leaflets & timetables

Halls & Rooms available for hire

The halls at the Town Hall and Market Hill Rooms and the smaller Committee rooms are available for hire. For availability, hire charges, conditions of hire and a booking form for any of the above venues please contact: admin@roystontowncouncil.gov.uk or telephone 01763 245484.

If anyone would like further information please do not hesitate to either

Telephone: 01763 245484

Email: enquiries@roystontowncouncil.gov.uk

Or call into the office

Office opening times:

Monday to Friday 9 am to 4 pm

On occasions, when there are staff shortages this office may be closed at lunch time, 1 pm to 2 pm and we apologise for any inconvenience this may cause. Also the office may be closed on occasions for staff training.

The Coat of Arms was granted to Royston in 1952 and carries the motto: A bonis ad meliora, which means: From good things to better.

Local Council Award Scheme

In December 2007 Royston was the first council in North Hertfordshire to gain the Quality Council award and was only the fifth in the county. In March 2012 Royston Town Council was awarded re-accreditation of the nationally recognised status of Quality Town Council. In 2015 the Quality Council Status was replaced by the Local Council Award Scheme and Royston Town Council currently has the Foundation level of this award. This confirms that Royston Town Council is run in accordance with the high standards required by the National Association of Local Councils and other government bodies. In achieving the Local Council Award, we have demonstrated that we are an active, professional and competent body to work with and are performing above national minimum standards.



Royston Town Council comprises 15 members. There are four wards called Meridian (5 Councillors), Palace (5 Councillors), South (2 Councillors) and West (3 Councillors) ward. The population of Royston is in the region of 17,000.

Town Mayor

The Town Mayor is elected each year at the Annual Meeting of the Council held in May. The post is a ceremonial one. Town Mayors can and do raise money for their chosen charities and the Mayor's Community Trust Fund. Attendance is required at many town events and it can be a very busy time for the Mayor, particularly during the summer when church and school fetes etc. are held. *Anyone wishing to invite the Mayor to a local event should contact Tracy Iontton (telephone number 01763 245484)*

Councillors

It is important to understand that Councillors' authority comes from the corporate nature of the council and not as individuals. All Town Councillors serve in a voluntary capacity. They are elected every four years. Councillors are not paid and do not receive any allowance for attending meetings. Because of the increasingly regulated nature of local government bound

either by national, regional, county or district authority it is more and more difficult to affect local outcomes. However, the local council is an important lobbying forum. It can also support the work of voluntary organisations in the town by either attending their meetings or by taking a cause through the council process.

In 2013 the Council was also awarded the 6 Point Promise for Valuing Volunteer Management.

Town Councillors for 2018/2019

Town Mayor:	Councillor Iain Leggett	
Deputy Mayor:	Councillor F John Smith	
Palace Ward:	Cllr Amy Bourke-Waite 07375 089729 cllr.amy.bourke-waite@roystontowncouncil.gov.uk	46 Queens Road Royston SG8 7AU
	Cllr Ian Coll 01763 244595 cllr.ian.coll@roystontowncouncil.gov.uk	28 Woodcock Road Royston SG8 7XT
	Cllr Mark Hughes 01763 221793 cllr.mark.hughes@roystontowncouncil.gov.uk	68 Green Drift Royston SG8 5BT
	Cllr Robert Inwood 01763 224997 cllr.robert.inwood@roystontowncouncil.gov.uk	125 Green Drift Royston SG8 5BL
	Cllr Iain Leggett 01763 230978 cllr.iain.leggett@roystontowncouncil.gov.uk	2A Kingsway Royston, SG8 5EG
Meridian Ward:	Cllr Mike Harrison 01763 220055 cllr.michael.harrison@roystontowncouncil.gov.uk	12 Highlands Royston SG8 9HE

Office Information

Address:	Town Hall, Melbourn Street, Royston. SG8 7DA
Telephone number:	01763 245484
Fax number:	01763 248016
Town Clerk:	Miss Caroline Mills
Email:	town.clerk@roystontowncouncil.gov.uk
Assistant Town Clerk:	Mrs Eileen Byfield
Email:	rtefinance@roystontowncouncil.gov.uk
Administrative Officer Hall/Room Bookings & Mayor's Secretary:	Mrs Tracy Iontton admin@roystontowncouncil.gov.uk
Admin Assistant:	Mrs Claire Marvell enquiries@roystontowncouncil.gov.uk
Caretaker/Cleaner:	Mr Martin Clark
Caretaker/Cleaner:	Mr Sefton Cresser
Weekend Caretakers:	Mrs Joan Price Mr Daniel Hutchings

Royston & District Museum & Art Gallery Information

Address:	5 Lower King Street, Royston SG8 5AL
Telephone:	01763 242587
Website:	www.roystonmuseum.org.uk
Email:	curator@roystonmuseum.org.uk

Open Days: Wednesdays, Thursdays & Saturdays

Museum Curator:	Mrs Jenny Oxley
Museum Assistant	Mrs Amy Judd
Cleaner/Volunteer Warden:	Mrs Yvonne Stallard

The Clerk, Assistant Town Clerk, Admin Assistant and Curator are full time members of staff. All other staff are part time.

Royston Community Transport, CAB, History Society and Home Start to name but a few.

The Full Council meetings, as well as committee meetings, are open to the public and notice/agendas of the meetings are displayed on the notice board outside the Town Hall. *Notices, minutes and agendas are also posted on the website (www.roystontowncouncil.gov.uk)*. Royston Town Council currently provides members of the public with the opportunity to make representations at Full Council & Committee meetings.

Anyone considering standing for the Council is very welcome to call into the office if they need further information.

Royston First BID Company

The Town Council is committed to supporting the **Town Manager, Geraint Burnell** and contributes to the costs of the post.

For more information on the Town Centre:

Telephone: 01763 248564
email: info@roystonfirst.com

Markets Manager

For more information, or to book a pitch, on the twice run weekly Charter markets (Wednesdays & Saturdays)

Telephone: Market Supervisor
on 01763 245484

or email : markets@roystontowncouncil.gov.uk

Cllr Marguerite Phillips C/o Town Hall
07903 715533 Royston SG8 7DA
cldr.marguerite.phillips@roystontowncouncil.gov.uk

Cllr F John Smith 18 Hawthorn Way
01763 243082 Royston SG8 7JS
cldr.fj.smith@roystontowncouncil.gov.uk

Cllr Philip Smith 9 Garden Close
01763 244775 Royston SG8 7HX
cldr.philip.smith@roystontowncouncil.gov.uk

Cllr Vera Swallow 11 Bannister Gardens
01763 222538 Royston SG8 7XA
cldr.vera.swallow@roystontowncouncil.gov.uk

South Ward:

Cllr Thomas Perry 10 Whydale Road
07854 609201 Royston SG8 9UJ
cldr.thomas.perry@roystontowncouncil.gov.uk

Cllr Carol Stanier 13 Suffolk Road
01763 220744 Royston SG8 9EX
cldr.carol.stanier@roystontowncouncil.gov.uk

West Ward:

Cllr Ruth Brown 9 Stephenson Close
01763 230290 Royston SG8 5TT
cldr.ruth.brown@roystontowncouncil.gov.uk

Cllr John Davison 19 Downlands
07802 907700 Royston SG8 5BY
cldr.john.davison@roystontowncouncil.gov.uk

Cllr Emma Squire-Smith 24 Orchard Road
07903 715533 Royston SG8 5HA
cldr.emma.squire-smith@roystontowncouncil.gov.uk

accessibility, traffic, roads and parking, archaeology, conservation area requirements. The planning committee can comment on other matters that concern them in relation to a particular application but this may not influence the decision of the planning authority.

Planning applications for Royston can be viewed on the North Hertfordshire website www.north-herts.gov.uk/online-applications

Consultations

Since central government has identified town and parish councils as a vital part of local government the amount of paper generated in consultations of all sorts is overwhelming. The need to identify what is important to respond to and what can be left is becoming a considerable pressure on the clerk and council.

Meetings of the Town Council

Approximately 80 meetings are held each year.

Full Council, 6 per year (all Councillors)

Finance Committee, monthly, (10 Councillors)

Planning Committee, monthly, (10 Councillors)

General Purpose & Highways, quarterly, (10 Councillors)

Town Council Properties Advisory Sub-Committee (6 Councillors)

Human Resources Working Party (3 Councillors)

Museum Advisory Sub-Committee (6 Councillors)

May Fayre Working Party (6 Councillors and other organisations)

Naturally Royston Working Party

(3 Councillors & other organisations)

Cave Trustees (3 Councillors, History Society members & individuals)

Leete Charity Trust (4 Councillors)

Mayor's Community Trust Fund (5 Councillors)

Markets Working Party (3 Councillors)

Individual Councillors also represent the council on various organisations and committees in the town such as the Royston Day Centre,



Cllr Iain Leggett
Town Mayor



Cllr F John Smith
Deputy Town Mayor



Cllr John Davison
Leader



Cllr Mark Hughes
Deputy Leader



Cllr Amy Bourke-
Waite



Cllr Ruth Brown



Cllr Ian Coll

An internal auditor audits the Town Council accounts twice a year with a full external audit taking place annually. This is an opportunity for members of the public to inspect the books and information available and if it is felt there are any problems or illegalities in the accounts they can question the external auditor. The regulation in regard to finances for local councils is very strict and payments of accounts have to be approved each month.

The precept is presently £272,270.00. The rental income from 30 Kneesworth Street is the only other income available to the Town Council. The public halls and rooms that are let produce some income but it does not cover the full cost of providing a service to the community, local clubs and societies. The halls and rooms are well used.

*For availability, hire charges, conditions of hire and a booking form for any of the halls and rooms please contact:
admin@roystontowncouncil.gov.uk or telephone 01763 245484.*

Planning

The Council's involvement in planning is probably one of the most important aspects of its work. The Council is advised of every application received for the town and has an opportunity to comment upon each one. As more and more decisions are being made at District level (as the Planning Authority) by delegated powers to officers (under central government legislation) it is vital that local members (the Council's Planning Committee) make its views known and takes into account the representations of members of the community.

Over 150 applications were considered last year. Mostly they relate to extensions but in view of central government recommendations more and more residential developments are being placed in town centres so quite large proposals are considered.

The planning system is very complex and is going to get more so with the new National Planning Policy Framework. At the present time the Local Draft plan 2 is the definitive policy document that relates to Royston. Material considerations are what guides the planning authority in making its decision. These are the Local plan; site's planning history,



Cllr Mike Harrison



Cllr Robert Inwood



Cllr Thomas Perry



Cllr Marguerite Phillips



Cllr Philip Smith



Cllr Emma Squire Smith



Cllr Carol Stanier



Cllr Vera Swallow

District Councillors for 2018/2019

Palace:	CLlr Jean Green	2 Burloes Cottages
	01763 249886	Royston SG8 7NS
	jean.green@north-herts.gov.uk	
	CLlr Ben Lewis	16 Echo Hill
	01763 263013	Royston SG8 9BB
	info@benworkingforroyston.org	
Heath:	CLlr Ruth Brown	9 Stephenson Close
	01763 230290	Royston SG8 5TT
	ruth.brown@north-herts.gov.uk	
	CLlr Sarah Dingley	51 Green Street
	01763 233267	Royston SG8 7BB
	sarah.working4royston@gmail.com	
Meridian:	CLlr W Davidson	5 St Mary's Park
	01763 221431	Royston SG8 7XB
	bill.davidson@north-herts.gov.uk	
	CLlr Tony Hunter	1 Cowslip Close
	01763 245237	Royston SG8 9TJ
	tony.hunter@north-herts.gov.uk	

County Councillors for 2018/2019

	CLlr Fiona Hill	17 Lindsay Close
	01763 246777	Royston SG8 5EF
	fiona.hill@hertfordshire.gov.uk	
	CLlr Steve Jarvis	26 High Street
	01992 556511	Gravelly, SG4 7LA
	steve.jarvis@hertfordshire.gov.uk	

The Town Clerk

The role of the Town Clerk is non-partisan and the Clerk is an independent officer at the same time as being an employee. The Clerk is the Proper Officer of the Council and must carry out the work and lawful instructions of the council irrespective of any personal opinion or preference.

In general terms the clerk is responsible for:

- The administration of the affairs of the Council
- Advising the Council on policy matters
- Guiding members on procedural issues
- Ensuring that Council decisions are, after deliberation, conducted according to the relevant rules, regulations and procedures
- All matters relating to human resources, health and safety etc.

Royston Town Council is responsible for:-

Royston Cave (a Grade I Listed Archaeological Monument)
War Memorial (a Grade II Listed Monument)
Allotments, Green Street
Town Hall, Melbourn Street
Market Hill Rooms, Fish Hill
Green Walk and Stile Plantations
30 Kneesworth Street (leased to a Dental Surgery)
Royston & District Museum & Art Gallery (the building is held on a full repairing lease).
Community Toilet Scheme
Weekly Markets and
Market Square & Angel Pavement Car Parks

Finances

The major income for the Town Council is the Precept that is raised each year from the District Council to enable the council to run its business. The Precept is a local tax raised from the residents of Royston and although there is no cap on what can be raised it must be in line with the costs incurred by the Council and also be reasonable and justifiable to the taxpayers in the town.

The budgeting process undertaken each year is always a difficult balancing act.