

## ROYSTON TOWN COUNCIL

**MINUTES** of the **ANNUAL GENERAL MEETING** of Royston Town Council held on Monday 2nd June 2014 in the Heritage Hall of the Town Hall at 7.15 p.m.

**PRESENT:** Councillor R. Smith (Town Mayor) in the Chair  
Councillors L. Baker, P. Burt, L. Davidson, J. Davison, S. Dingley, M. Harrison, V. Hulström-Allen, M. Hughes, R. Inwood and R. Turner.  
In attendance Town Clerk, Deputy Town Clerk, Committee Administrator, 19 Members of the Public and 2 Members of the Press.

Rev. J. Fidler led the meeting in prayer.

The Town Mayor welcomed everybody to the meeting, and thanked them for their support over his mayoral year and said he had been honoured to serve as Mayor for the past year and as a councillor for 8 years. He wished the incoming Mayor good wishes for the next year. He had attended 95 civic engagements on behalf of the people of Royston including 23 outside the environs of Royston. His chosen charities of CLIC Sargent and the Town Mayor's Community Trust Fund had benefited by £3,709.20. He had been amazed at the extent of community spirit and talent there is in Royston and at the number of community volunteers who contribute so much to the well being of Royston. He thanked the Town Hall staff, his fellow councillors and especially his Mayoress Maureen for their support. He then presented a bouquet of flowers to the Mayoral secretary who had made it easier to fulfil his Mayoral duties and wished everybody well for the future.

### **01/15 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:**

It was **RESOLVED** that **COUNCILLOR VICTORIA HULSTRÖM-ALLEN** be appointed Town Mayor for the year 2014/2015.

Ex-Councillor R. Smith presented Councillor Hulström-Allen with the Chain of Office, followed by photographs taken by the Press.

### **02/15 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:**

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

Her Charity would be the Royston & District Girl Guides and it was a special year this year as the Girl Guides would be celebrating the centenary. Her husband Daniel would be her Consort for the year, and she thanked her family for their love and support.

It was **RESOLVED**

- (a) That the Council places on record their sincere appreciation of the service rendered to the Town by Councillor Robert Smith as Mayor of Royston from 2013-2014;
- (b) That the Council is very mindful that Councillor R Smith has during the period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the Town;
- (c) That the Common Seal of the Council be affixed to the above Resolution and that it be signed by the Town Mayor and the Town Clerk, and then presented to Councillor R. Smith.

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It was then **RESOLVED** that the Council places on record their sincere appreciation of the service rendered to the Town by Mrs. Maureen Smith in support of the Town Mayor from 2013 to 2014.

### **03/15 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:**

It was **RESOLVED** that Councillor Inwood be appointed Deputy Mayor.

### **04/15 COUNCILLORS' DECLARATIONS:**

The Town Clerk read out the list of Councillors duly elected and the Councillors read out their Declarations.

### **05/15 TO RECEIVE APOLOGIES FOR ABSENCE:**

The Town Clerk reported apologies for absence from Councillors Kennedy, Lewis, McGlynn, F. J. Smith, Swallow, County & District Councillors Hill and Hunter, District Councillors Davidson and Green.

### **06/15 MINUTES OF LAST COUNCIL MEETING:**

It was **RESOLVED** to approve the minutes of the meeting held on 19<sup>th</sup> May 2014 (minutes 399/14 to 407/14) for signature.

### **07/15 TO CONSIDER AND APPROVE THE DELEGATION OF POWERS AND DUTIES OF COMMITTEES AS FOLLOWS:**

It was **RESOLVED**

- (a) That the powers and duties of the Council in regard to:-  
Properties, insurance, civic functions, finance, accounts, markets, staffing, 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.  
That the Chairman and Vice Chairman and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.
- (c) That the considerations, powers and duties in regard to:-
  - (i) footpaths, street lighting and open spaces be delegated to the General Purposes and Highways Committee together with;

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- (ii) the considerations in regard to Highways & Transport matters: and the Committee be delegated to make representation to the North Hertfordshire

District Council and such other bodies as they consider necessary, and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

**08/15 TO APPOINT COMMITTEES FOR THE ENSUING YEAR:**

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

Councillor F. J. Smith (Chairman)  
Councillor John Davison (Vice-Chairman)  
Councillor L. Baker  
Councillor Peter Burt  
Councillor Lindsay Davidson  
Councillor Mike Harrison  
Councillor Mark Hughes  
Councillor Victoria Hulström-Allen  
Councillor Rod Kennedy  
Councillor Ben Lewis

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

Councillor Lindsay Davidson (Chair)  
Councillor John Davison (Vice-Chairman)  
Councillor Victoria Hulström-Allen  
Councillor Sarah Dingley  
Councillor Robert Inwood  
Councillor Rod Kennedy  
Councillor Paula McGlynn  
Councillor F.J. Smith  
Councillor Vera Swallow  
Councillor Rita Turner

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

Councillor Mike Harrison (Chairman)  
Councillor Peter Burt (Vice-Chairman)  
Councillor Les Baker  
Councillor Sarah Dingley  
Councillor Rob Inwood  
Councillor Mark Hughes  
Councillor Ben Lewis  
Councillor Paula McGlynn  
Councillor Vera Swallow  
Councillor Rita Turner

**09/15 STANDING ORDERS:**

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It was **RESOLVED** that the Standing Orders be approved and adopted into the workings of the council.

### **10/15 AGENCY AGREEMENTS:**

The Town Clerk read out the current Agency Agreements with the NHDC:

- Operation and management of the Cross Toilets
- Compliance contract for Market Hill Rooms, Town Hall & Annex and Museum building.

### **11/15 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:**

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

Friends of Royston & District Museum	Councillor F. J. Smith
Royston Citizens Advice Bureau	Councillor P. McGlynn
Royston Community Transport	Councillor R. Kennedy
Royston Coombes Community Association	Mr. G. Palmer
Royston Day Centre	Councillor F. J. Smith
Royston & District Chamber of Commerce	Councillor J. Davison
Royston & District Local History Society	Councillor V. Swallow
Royston & District Scouts Council	Councillor B. Lewis
Royston & District Sports Council	Councillor V. Hulström-Allen
Royston Town Twinning Association (President)	Councillor V. Hulström-Allen
	Councillor P. McGlynn
	Vacancy
Royston Volunteer Centre Management Com.	Councillor L. Davidson
Therfield Heath and Greens	Councillor J. Davison
Creative Royston & Arts Festival Committee	Councillor S Dingley
Royston & South Cambridgeshire Home Start	Councillor S Dingley
North Herts Association of Town, Parish And Community Councils	Councillor F. J. Smith
Royston Youth Network	Councillor L. Davidson

### **12/15 GENERAL POWER OF COMPETENCE:**

It was **RESOLVED** to adopt the General Power of Competence as the council currently meets all of the criteria to use it.

### **13/15 TO INSPECT THE SCHEDULE OF DEEDS AND TRUST INSTRUMENTS HELD BY THE COUNCIL:**

The Town Clerk reported the following deeds and trust instruments and the Town Mayor asked Members to note these as follows:-

- (i) The Town Hall
- (ii) 30 Kneesworth Street
- (iii) Market Hill Rooms
- (iv) Green Street Allotments
- (v) Green Walk Plantation

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- (vi) Stile Plantation
- (vii) Land at Wicker Hall for cemetery development
- (viii) War Memorial
- (ix) Royston Cave (Freehold)
  
- (x) Royston & District Museum, Lower King Street, (Leasehold)
- (xi) Market Square (Leasehold)

Counterpart Lease

- (i) 30 Kneesworth Street

**14/15 COMPLAINTS POLICY:**

It was **RESOLVED** that the Complaints Policy be adopted into the workings of the Town Council.

**15/15 FREEDOM OF INFORMATION & DATA PROTECTION POLICY PROCEDURES AND POLICY:**

It was **RESOLVED** that the Freedom of Information and Data Protection Policy procedures and policy are adopted into the workings of the Town Council.

**16/15 COUNCIL'S POLICY FOR PRESS/MEDIA:**

The Town Clerk reported that the Council's policy for press/media was yet to be produced and would be discussed at the next Finance Committee meeting.

**17/15 SCHEDULE OF MEETINGS FOR 2014-2015:**

It was **RESOLVED** the Schedule of Meetings for 2014-2015 be adopted into the workings of the Town Council.

**18/15 DATE OF NEXT MEETING:**

The Town Mayor then announced that the next meeting of the Town Council would be held on the 21<sup>st</sup> July 2014 and closed the meeting at 7.52 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Heritage Hall, Town Hall, Royston at 7.54 p.m. on Monday, 2nd June 2014.

**PRESENT:** Councillor Victoria Hulström-Allen (Town Mayor in the Chair).  
Councillors Baker, Burt, Davidson, Davison, Harrison & Hughes.  
Town Clerk, Deputy Town Clerk, Committee Administrator 2 Members of the Press, and 8 Members of the public in attendance.

### **19/15 APPOINTMENT OF CHAIRMAN:**

It was **RESOLVED** that Councillor F. J. Smith be appointed Chairman for the ensuing year.

### **20/15 APPOINTMENT OF VICE-CHAIRMAN:**

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

Councillor Davison as Vice Chairman took the Chair.

### **21/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors F. J. Smith, R. Kennedy and B. Lewis.

### **22/15 DELEGATION OF POWERS & DUTIES:**

The Committee noted the powers and duties of the Council in regard to:-  
Properties, insurance, civic functions, finance, accounts, markets, staffing, 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.

### **23/15 SIGNATORIES FOR CHEQUES:**

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

### **24/15 MUSEUM ADVISORY SUB-COMMITTEE:**

It was **RESOLVED** that the following Members be appointed to serve on the Museum Advisory Sub-Committee:-  
Councillors F. J. Smith as Chairman, Baker as Vice Chairman and Councillors Burt, Davison, Inwood & Swallow and that the Terms of Reference be noted as  
To consider all matters regarding the Royston and District Museum and Art Gallery and to make recommendations to the Finance Committee regarding general management of the Museum with the exception of salaries.

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**25/15 TOWN COUNCIL PROPERTIES ADVISORY SUB-COMMITTEE:**

It was **RESOLVED** that the following Members be appointed to serve on the Town Council Properties Advisory Sub-Committee:-  
Councillors Davison as Chairman, F.J. Smith as Vice-Chair, and Councillors Burt, Davidson, Harrison, Hulström-Allen.

**26/15 LEETE CHARITY COMMITTEE:**

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

Councillor V. Hulström-Allen Chairman and Councillors Davidson, Harrison and F. J. Smith.

**27/15 CAVE TRUSTEES:**

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

Councillor V. Hulström-Allen (as Mayor and ex-officio), Town Clerk (as ex-officio), Councillors Davidson & Davison.

**28/15 MAY FAYRE WORKING PARTY:**

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

Councillors Davidson, Inwood, Kennedy, McGlynn, Swallow and Turner.

**29/15 MARKETS ADVISORY Sub-COMMITTEE:**

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

Councillors Baker, Davidson & Davison

**30/15 HUMAN RESOURCES WORKING PARTY:**

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

Councillors Burt, Davidson and F. J. Smith.

**31/15 CEMETERY WORKING PARTY:**

It was **RESOLVED** that the following Members serve on the Cemetery Working Party:-

Councillors Burt, Davison and F. J. Smith

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### 32/15 TOWN MAYOR'S COMMUNITY TRUST FUND COMMITTEE:

It was **RESOLVED** that the following Members serve on the Town Mayor's Community Trust Fund Committee:-

Councillor V. Hulström-Allen as Town Mayor  
Councillor R. Inwood as Deputy Town Mayor  
Councillor F. J. Smith as Leader  
Councillor Davison as Deputy Leader  
Councillor Davidson as Former Mayor

Susan Thornton-Björk as Town Clerk.

### 33/15 FINANCIAL REGULATIONS:

It was **RESOLVED** to adopt the Financial Regulations for 2014/2015 into the workings of the Council.

### 34/15 ANNUAL SUBSCRIPTIONS:

It was **RESOLVED** that the following Annual Subscriptions for 2014-2015 be approved as follows:-

SAGE Accounting and Payroll  
HAPTC – Hertfordshire Association of Parish & Town Councils (includes NALC membership)  
SLCC – Society of Local Council Clerks  
LACS – Local Council Advisory Services  
North Herts Association of Town, Parish & Community Councils  
Herts Association of Museums  
NABMA – National Association British Markets Authorities  
MODES Users Association  
SAFEcic – CRB Checks  
The National Allotment Society

### 35/15 DIRECT DEBIT AND STANDING ORDER PAYMENTS:

It was **RESOLVED** that the following Annual Subscriptions be approved as follows:-

Barclays Bank	Salaries	BACS monthly
Barclays Bank	Payroll charges	d/d monthly
BT	Telephone & Broadband Services	d/d quarterly
E-ON	Electric	d/d quarterly
NHDC	Rates	d/d – 10 payments – yearly
NPK Holdings	Rent	s/o quarterly
NPower	Electric – allotments	d/d quarterly
Redcare 5G	Telephone & broadband	d/d monthly
Sage UK	Sage payroll & accounts	d/d monthly
SmartStamp	Stamps	d/d as required



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Veolia Three Valleys	Water Supply	d/d half yearly/qty
Veolia	Refuse	d/d monthly
Waitrose Ltd	Internet Services	d/d monthly

**36/15 DATE OF NEXT MEETING:**

The date of the next meeting is scheduled for 30<sup>th</sup> June 2014.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Heritage Hall, Town Hall, Royston at 8.11 p.m. on Monday, 2nd June 2014.

**PRESENT:** Councillor V. Hulström-Allen (Town Mayor in the Chair).  
Councillors, Burt, Baker, Dingley, Harrison, Hughes, Inwood, & Turner.  
Town Clerk, Deputy Town Clerk, Committee Administrator, 8 Members of the public & 2 Members of the Press in attendance.

### **37/15 APPOINTMENT OF CHAIRMAN:**

It was **RESOLVED** that Councillor Harrison be appointed Chairman for the ensuing year.

Councillor Harrison took the Chair.

### **38/15 APPOINTMENT OF VICE-CHAIRMAN:**

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

### **39/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Lewis, McGlynn and Swallow.

### **40/15 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.

### **41/15 ROYSTON IN BLOOM WORKING PARTY:**

It was **RESOLVED** that Councillors Baker, Burt, Davidson & Turner be appointed to the Royston in Bloom Working Party and that members note the following.

#### **Terms of Reference;**

The Working Party investigate and provide reports and recommendations to the General Purpose and Highways committee regarding the improvement of the town through flower displays and co-operation with other bodies in encouraging horticultural and flower shows and competitions.

There being no further business the Chairman informed Members that the next meeting of the Committee would be held on the 7th July 2014 and closed the meeting at 8.12 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 2<sup>nd</sup> June 2014 at 8.13 p.m. in the Heritage Hall, Town Hall, Royston.

**PRESENT:** Councillor V. Hulström-Allen (Town Mayor in the Chair)  
Councillors Davidson, Davison, Dingley, Inwood & Turner.  
Town Clerk, Deputy Town Clerk, Committee Administrator, 8 Members of the Public and 2 Members of the Press.

### **42/15 APPOINTMENT OF CHAIRMAN:**

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

Councillor Davidson took the Chair.

### **43/15 APPOINTMENT OF VICE-CHAIRMAN:**

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

### **44/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Kennedy, McGlynn, F. J. Smith & Swallow.

### **45/15 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.

That the Chairman & Vice Chairman and the Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.

### **46/15 DATE OF NEXT MEETING:**

Members noted the next meeting of the Committee was scheduled for 9<sup>th</sup> June 2014 and that Members are requested to attend a training session on Planning on Monday, 9<sup>th</sup> June 2014 at 6.30 p.m. in the Committee Room, Town Hall. This will be followed by a Planning Committee meeting at 7.15 p.m. Mrs. Mary Caldwell NHDC Development and Conservation Manager will be in attendance. Please confirm your attendance with the Town Clerk.

There being no further business the Chairman closed the meeting at 8.14 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 9<sup>th</sup> June 2014 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Davidson (in the Chair)  
Councillors Davison, Dingley, Inwood, McGlynn & Turner.

County & District Councillors Hill and Hunter, District Councillors Davidson & Green, Town Councillor Baker & Burt, 15 Members of the Public, Town Clerk and Committee Administrator in attendance.

### **PRESENTATION FROM THE CLERK TO THE CONSERVATORS OF THERFIELD HEATH & GREENS:**

David Smith, Clerk to the Conservators of Therfield Heath explained that he was attending the meeting to inform members in advance of the Conservators intention to submit an outline application for residential development on Heath land that was bordered by Sun Hill and Briary Lane in Royston. The area in question is separated from the Heath by Briary Lane. The majority of Therfield Heath has been designated as a Site of Special Scientific Interest. The proposed area for development is not included in the SSSI as it has never been considered to be botanically important enough to warrant this stringent designation. Historically rent was paid on the site by Herts County Council when it was used as an informal play area. As the piece of land in question is common land permission would be needed under the Commons Act of 2006 to sell the land. An area equal in size and of equal or better amenity value adjacent to the Heath would need to be purchased before permission could be granted. The Conservator's have identified a suitable piece of land and have reached agreement with the landowner, subject to approval by the Charity Commission, to purchase this land. The land in question is the strip of woodland bordering the southern edge of the Heath which runs from the informal parking area on New Road westwards to Fox Covert, the woodland owned by The Herts and Middlesex Wildlife Trust. The existing footpath through this wood is a "permissive footpath". The Conservator's opinion is that the acquisition of this land will make a positive contribution to the Heath. It will diversify the ecological value and biodiversity and safeguard an additional and attractive feature that will be of considerably more benefit to the local population than the proposed application site.

Any surplus from the sale of the land on Briary Lane would belong to the charity and be reinvested in Therfield Heath and Greens.

Mrs Parry then spoke on behalf of the proposed development and she circulated plans of what was proposed but said an outline planning application would be put in place in due course.

### **PUBLIC PARTICIPATION:**

- (i) Mr. Hendry addressed the Committee in respect of the planning application for The Banyers Hotel and explained the proposed alterations to the building and that it would remain as a hotel and have the added facilities of a Spa and treatment rooms. They have spoken to the business community of the town who have said that a luxury hotel is needed in Royston as at the moment their clients use hotels outside of the town. The improvements to the hotel would be of public benefit to the area. He explained that the noise issues will be regulated and details of glazing etc will be submitted before the extensions are built. There is already planning permission for a single storey building to be used as a restaurant which has still has eight months to go before it expires.

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- (ii) Mrs Bance spoke in respect of the new development in Gower Road and said that the new development was an over-development of the site, would increase traffic in the area and was an inappropriate development for this area of Royston
- (iii) Mr Rigdeon also spoke regarding this development and the inaccuracy of the plans which gave a false impression of the area and that there was a loss of privacy and that the development was not a sustainable development and that it did not fit in with the street scene. It was an over development of the site in a low density area.
- (iv) Mr Long, the architect for the Gower Road development also addressed the Committee and gave the background to this application. He said that the development met the standard parking requirements as it was an unclassified road. The plot was long and narrow so there was no rear garden only a side garden.

### **47/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Hulström-Allen, Kennedy, F. J. Smith and Swallow.

### **48/15 MINUTES:**

The minutes of the meeting held on Monday, 12th May 2014 (382/14 to 387/14) were approved and signed as a correct record.

### **49/15 PLANNING APPLICATIONS:**

- (a) 14/01194/1 The Bourne, 2 Gower Road

Following representation from members of the public and the architect and a full discussion by members it was proposed not to support this application on the grounds that it fails to improve the character of the area (as per para 64 NPPF) and is out of keeping with the street scene, it is an over development of the site, and on being put to the vote there were 3 votes for and 3 votes against. The Chairman used her casting vote against and the proposal was carried to object to the application. A further comment was recommended that if the development was approved that the 2 windows facing property No 2 Gower Road be either moved or be of obscured glass.

The members of the public then left the meeting.

- (b) 14/01196/1 Banyers Hotel, 16 Melbourn Street  
14/01197/1LB Banyers Hotel, 16 Melbourn Street

Following a full discussion it was agreed to support both applications as the proposed development will bring public benefit to the area which would outweigh the substantial harm to the significance of a designated heritage asset. (para 134 NPPF). Royston really needs a luxury hotel to serve the business in the town and it would bring more business into the town. At the moment businesses have to put their clients up in hotels out of Royston.

Members' request that a condition is imposed in respect to safeguarding the noise level so it is acceptable and does not impose on neighbours and that the spec for the construction and glazing of the orangery are agreed before the development is started.

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

14/01254/1	31-33 Baldock Street. Members agreed to ask if there had been a change of use for this property.
14/01168/1	Pump House, Wicker Hall Pumping Station, Briary Lane.
14/01325/1HH	22 Cherry Drive.
14/01181/1HH	26 Rock Road.
14/01021/1	Johnson Matthey Plc, Orchard Road.
14/01390/1	Land at 47 Baldock Road.
14/01397/1HH	93 Layston Park

**50/15 APPLICATION FOR NEIGHBOURHOOD PLAN AREA DESIGNATION, BARKWAY & NUTHAMPSTEAD CONSULTATION:**

Members noted that comments were invited on this application and that the closing date was 2<sup>nd</sup> July 2014. Application can be viewed at [www.north-herts.gov.uk/neighbourhoodplanning](http://www.north-herts.gov.uk/neighbourhoodplanning). Any comments should be given to the Town Clerk.

**51/15 PLANNING DECISIONS:**

Members received an updated List of Planning Decisions

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 14th July 2014 and 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, 30th June 2014.

**PRESENT:** Councillor F. J. Smith (in the Chair)  
Councillors Baker, Davidson, Davison, Harrison, Hughes, Hulström-Allen & Kennedy.  
Town Clerk, Committee Administrator and Louise Lynch in attendance.

### **52/15 APOLOGIES FOR ABSENCE:**

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

### **53/15 MINUTES:**

- The minutes of the meeting of the Finance Committee held on Monday, 19<sup>th</sup> May 2014 (minutes 388/14 to 398/14) were approved for signature by the Chairman.
- The minutes of the meeting of the Finance Committee held on Monday, 2<sup>nd</sup> June 2014 (minutes 19/15 to 36/15) were approved for signature by the Chairman following a query from Councillor Kennedy in how Councillors were allocated to Working Parties and Committees, and the Chairman explained that appointments were made according to Councillors' interests.

### **54/15 LEETE CHARITY TRUST COMMITTEE:**

The Town Clerk explained that the Deputy Town Mayor had been omitted from the Leete Charity Trust Committee at the Annual Council and it was **RESOLVED** that the Deputy Town Mayor be a member of the Leete Charity Trust Committee.

### **55/15 ACCOUNTS FOR PAYMENT:**

Members **RESOLVED** to approve the accounts for June 2014 in the sum of £39,651.07 for payment.

### **56/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

- (i) Members noted Bank Reconciliation for April and May 2014 and
- (ii) Members noted Income & Expenditure for April and May 2014.

### **57/15 RTC POLICY FOR PRESS AND MEDIA:**

Members noted that Councillor Baker would be giving a short training session following the Full Council meeting on 21<sup>st</sup> July 2014, following which a policy for press and media would be drawn up for members to review.

### **58/15 RTC INSURANCE:**

Members reviewed the renewal details of the Council's insurance documents and Councillor Kennedy asked if the Council's assets decreased over time.

Councillor Hulström-Allen arrived at the meeting at 7.25 p.m.

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The Town Clerk said that items were insured at replacement cost and that property values were based on insurance values undertaken several years ago. If a re-valuation was required there would be a cost.

### **59/15 TOWN TWINNING ASSOCIATION:**

It was **RESOLVED** that Councillor Hughes is appointed as a Town Council representative on the Twinning Association Committee.

### **60/15 RTC ANNUAL REPORT:**

Members discussed the Annual Report and Councillor Kennedy said that the wording under the sub-title The Cross Public Conveniences was misleading. Following discussion it was agreed that the wording be amended to read that management of the toilets were taken over voluntarily by the Town Council following the results of a public consultation.

Councillor Kennedy also felt that the Royston Market and the Market Place were two different items and it was agreed that this should be reviewed and amended.

Members then received the Annual Report.

### **61/15 ROYSTON TOWN GUIDE:**

Members discussed the contract for the Town Guide and its renewal for a further two years. It was reported that some people had not received a copy of the last Guide. Following discussion it was **RESOLVED** to re-new the contract for two years, with the number of copies delivered to the Town Hall reduced to 1,000 but to include Royal Mail delivery to postcode SG8 8 (1337) area. It was suggested that members check with their constituents to see if they receive the guide when it is next delivered.

### **62/15 SILVER SUNDAY – 5<sup>TH</sup> OCTOBER:**

Councillor Davidson explained that the idea of Silver Sunday was to reduce isolation and loneliness amongst the older people and to provide a day of free activities and asked the committee to support this. An event could not be held in the Town Hall as a Civic Reception to celebrate the Großalmerode 40<sup>th</sup> twinning anniversary was taking place on that day. It was suggested that an activity could be held in the morning in the museum. Members supported this idea. Councillors Baker and Davidson will talk to the Curator in due course. Councillor Davidson said that ideas from members would be welcomed.

### **63/15 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Davidson reported on the Royston Youth Network meeting held recently during which various issues were discussed including the children's fitness trail which would be placed in York Way play area. The Burns Road Hang-out had been closed for a short time but was now re-opened and popular. The Royston Splash Park project was still ongoing and Councillor Hill was hoping to progress this.

The new Transitions Worker was working to help children manage transitions between schools and there appeared to be many different problems causing concern. More support and education was required.



## ROYSTON TOWN COUNCIL

Councillor Hughes reported that the Twinning Association was hoping that the Town Hall could be free for the 40<sup>th</sup> anniversary with Großalmerode. The Chairman said that this had been discussed and was not a problem.

Councillor Kennedy reported that he had attended the AGM of Royston & District Community Transport. The number of journeys had increased although the mileage had reduced. More drivers are needed.

### **64/15 EXCLUSION OF PRESS AND PUBLIC:**

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

### **65/15 STAFF MATTERS:**

The Town Clerk introduced Members to Louise Lynch who had recently joined the Town Council as part-time administration assistant and that she would be taking over the recording of minutes from Shirley Thrussell when she left at the end of July. The Chairman welcomed Louise and also thanked Shirley for her work.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Royston Museum Thursday 3<sup>rd</sup> July 2014 at 7.p.m.

**PRESENT:** Councillors: F John Smith( Chairman) Les Baker and Vera Swallow  
Museum Trustees: Peter Ketteringham, Peter Franks & Phil Smith,  
History Society: Shirley Thrussell  
Town Council Officers: Susan Thornton-Björk Town Clerk, Sarah Russell  
Museum Curator

The Chairman welcomed the new members to the Committee and asked for thanks to be recorded to out going members.

### **66/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Ros Allwood, Councillors Robert Inwood, John Davison, & Peter Burt, Trustees Jenny Smith & Mike Lawrence and Neville Chuck, History Society.

### **67/15 MINUTES:**

The minutes of the meeting held Thursday 1<sup>st</sup> May 2014 were approved for signing by the chairman.

### **68/15 CURATORS REPORT:** (copy attached to the minute book):

The curator was asked to go through her report for the benefit of new members and added to it the following:

- Sunday Opening: There had not been sufficient support to open the museum on Sunday afternoons throughout the summer. Only two people had come forward which was not enough. The curator was asked to issue a press release requesting people to come forward and it was suggested she should contact the History Society so details could be put on their web-site.
- MODES: 8,300 accessions had now been loaded on to MODES
- Silver Sunday 5<sup>th</sup> October: - A National day of free events for over 65's. The museum will be used to provide a venue for this event. It is proposed to have the Printing Press working and to use the Reminiscence Boxes, visitors memories will be recorded to use in the community cabinet.
- Printing workshops - 3 bookable sessions have been organised for 15/19/22 August – all groups chargeable – discounts for Friends members and Youth members.
- SHARE: The museum will host training days on their behalf. Good for the museum to be recognised by other museums
- New Leaflet: A draft was circulated. It was proposed to change the colour of all the museum signage to that of the leaflet. Funding had been received for the design and printing of the leaflet. (5000 copies) Copies will be forwarded to Royston Town Hall and Royston library, stations on the Royston rail line route, all museums in Hertfordshire, Cambridge museums and tourist offices. Peter Ketteringham queried why it was not mentioned that the Collection was owned by the Trust.

## ROYSTON TOWN COUNCIL

- Forward Plan Working Party: Jenny Smith & Les Baker agreed to be part of the team to update the plan. Consultations will need to be held with various Stakeholders, one of them being the Sub –Committee. A date of the 11<sup>th</sup> August was agreed for this meeting at 2pm.
- Tapestry Working Party: Peter Ketteringham and Vera Swallow agreed to be part of the team. First stage is to measure the tapestry, it was agreed that this needed to be done at the Town Hall. Date to be arranged. PK said that money was needed to fund a designer to look at the museum to see how it could be displayed.
- A volunteer had been selected from those that had made contact via the Volunteer centre to build a new web site for the museum.

### **69/15 FINANCE:**

Members noted April & May Income and Expenditure and shop sales figures.

### **70/15 ANY OTHER BUSINESS:**

Volunteers Room & kitchen – To be revamped on 14/15<sup>th</sup> July by the Community Team from Johnson. A tea-party will be held on the 22 July to celebrate the completion of the work. Residents and staff from St Georges have been invited to attend.

### **71/15 DATE OF NEXT MEETING:**

Date of next meetings 2014: Thursday 11 September 2014

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 7th July 2014.

**PRESENT:** Councillor Harrison (in the Chair).  
Councillors Baker, Burt, Dingley, Inwood, Hughes, McGlynn, Swallow & Turner.  
County & District Councillors Hill & Hunter, District Councillor Green, Town Clerk, Committee Administrator and Admin Assistant in attendance.

The Chairman welcomed everybody to the meeting and the new Councillors.

### **72/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Lewis.

### **73/15 MINUTES:**

The minutes of the meetings of the Committee held on 20th January 2014 (minutes 280/14 to 287/14), and 2<sup>nd</sup> June 2014 (minutes 37/15 to 41/15) were approved and signed by the Chairman.

### **74/15 REPORTS OF WORKING PARTIES:**

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

- 11th February 2014
- 11th March 2014
- 15<sup>th</sup> April 2014

### **75/15 HIGHWAYS:**

Members received an update from County Councillor Fiona Hill in respect of the various highways matters in the town

- The dip in the Old North Road was being investigated and monitored works due to be done soon she had received assurance that it was believed it was not a sink hole.
- There was £90,000 in the locality budget and various schemes were being put forward as discussed with Councillor's earlier and she would keep the Town Council informed.
- Work to Upper King Street expected to take place on the 27<sup>th</sup> July 2014.
- The High Street was also due for work but no dates were given at this stage. Emergency repairs will continue to be done in the meantime following reports.
- Works to footpath to McDonalds to be done soon, will be funded by Section 106 money from McDonalds
- Crossings in Baldock St and Baldock Road will be installed and we are awaiting time scales
- Safe cycle and pedestrian route crossing over the A505 and A1198 are being investigated jointly by Cambridgeshire and Hertfordshire; the Town Council's support would be appreciated. (to go on next agenda)

## ROYSTON TOWN COUNCIL

- In respect of the Royston Town Tidy-Up there have been meetings to progress some of the actions and some have been resolved. The current Working Party has now been disbanded due to change of councillors after elections.
- Buses using Tannery Drift route are a concern because of the school. A number of reasons have been received from the bus companies (Arriva and Cozy) as to why they cannot use the Kneesworth St route such as, car-parking not enforced and street too narrow. Car-parking is enforced now that yellow lines have been put in place (except for loading and unloading) and although the street appears narrow it is a perception rather than a reality. Oliver Heald MP was supportive and would be willing to attend any meeting with the bus companies. Following discussion it was agreed the town council write to the bus companies involved (Arriva and Cozy) and invite them to a meeting with Town, District and County Councillor's and to also invite the police safety officer and the MP so this could be discussed further.

Hertfordshire Consultation on Waste Recycling Centres, Councillor Hill urged Members to.

- A- Boards - A policy was being prepared by the Herts County Council, County Councillor Hill was thanked for her report.

The following items were discussed:

- Vehicle entry and exit entrances to McDonalds. Although a planning application has been lodged for McDonalds to change their entry and exit routes so vehicles go in and out of the same entrance by the car-wash it was agreed to write to them to ask to consider that they make the exit route, the entry and exit route now.
- Melbourn St crossing – works to trees which are obscuring the beacons will take place soon
- Removal of trees along the cycle path in Burns Road, Councillor Hill said these trees would be replaced.
- Comments were made about the new zebra crossing in Melbourn Street and that the beacon was not easily seen because of overgrowth of the trees on the park side. It was noted that this would be dealt with shortly
- There are many A-Boards in the High Street and Angel Pavement area. Members agreed that they were necessary to help promote the shops in the area but are there too many of them? It was then suggested that it could be included within Royston in Bloom Competition by deducting points for the number of A-boards but as no entries are received from the business section, it was agreed to note this item but to take no action.
- Members discussed traffic signs at the end of the unnamed road between Fish Hill/Market Hill. It was noted that this is a two way road where only going left is allowed but at the Market Hill end there was no sign to say no right turn. County Councillor Hill agreed to look into this. Councillor Hughes said that it was not right to refer to 'unnamed road' and asked that a name in connection with WW1 be approved. There had been discussions in the past about naming this road, this will be looked into and reported back on at the next meeting.
- A report had been received that a number of cars have been entering Market Hill for the A10 and driving down it the wrong way. Various suggestions were put forward; County Councillor Hill was asked to investigate this problem.

## ROYSTON TOWN COUNCIL

### **76/15 TOWN CENTRE TIDY-UP:**

The Chairman had a copy of a letter sent to Councillor Hill from Marian Bunting of the WI organisation in respect of the Town Centre Tidy-up and the lack of a follow up. Councillor Hill had responded by email as some of the work had been done and progress has been made. The original working party group had now been disbanded. It was then agreed to set up a new working party with the Terms of Reference being to go through the reports prepared by the previous working party and to report back to the committee on progress which had been made. It was agreed that the 4 members be Councillors Baker, Burt and Davidson and County & District Councillor Hill.

### **77/15 HERTFORDSHIRE COUNTY COUNCIL CONSULTATION ON HOUSEHOLD WASTE RECYCLING CENTRES:**

Councillor Burt updated Members on this Consultation and explained the suggested changes to Hertfordshire's Household Waste Recycling Centres. A new contractor had been appointed and they have been asked to achieve savings of £750,000, and this could be achieved by closing two centres at Hoddesdon and Elstree, and to reduce opening days and hours of other sites. He said that it must be clear which days the sites are shut, the hours of opening and also details of alternative sites on closed days.

Councillor Hughes said that he was pleased to note that Royston was not a site to be closed as it is well used. He proposed that the Town Council did not support these cuts and to respond that with regret the town council cannot endorse any of the proposals made, Councillor Baker asked that the comment 'that reasons are not given for the proposed days of closure', was included. It was then **RESOLVED** to respond to the consultation with these comments.

### **78/15 HERTFORDSHIRE COUNTY COUNCIL PARISH AND TOWN CHARTER CONSULTATION:**

Following discussion it was agreed that the Chairman and the Town Clerk would complete the questionnaire on behalf of the Committee.

### **79/15 HERTFORDSHIRE COUNTY COUNCIL'S CHILDREN'S CENTRE PROGRAMME CONSULTATION:**

Following discussion it was agreed that the Chairman and Town Clerk collate the results received from Members. It was noted that the closing date was 18<sup>th</sup> August 2014.

### **80/15 OUTSIDE ORGANISATIONS:**

Councillor Burt reported that he had attended the Sports Council meeting and the BMX Group's planning application for permission to erect a permanent storage and office building on the site had been refused as it would be a metal construction and not fitting in with the area. It is now proposed to put it in the middle of the site, provide screening and cover the building with wood so it would fit in with surrounding area. Another application will be made.

There being no further business the Chairman said the next meeting would be held on 20<sup>th</sup> October 2014 and he closed the meeting at 8.50 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 14<sup>th</sup> July 2014 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

**PRESENT:** Councillor Davidson (in the Chair)  
Councillors Davison, Dingley, Hulström-Allen, Inwood, Kennedy, McGlynn, Smith & Swallow  
Town Clerk, Committee Administrator, Administration Assistant  
District Councillor Green, District & Town Councillor Lewis, Town Councillor Baker.  
1 Member of the Press in attendance

### **81/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Town Councillor Turner, County & District councillors Hill and Hunter, and District Councillor Davidson.

### **82/15 MINUTES:**

The minutes of the meeting held on

- Monday, 2nd June 2014 (42/15 to 46/15) were approved and signed as a correct record.
- Monday, 9<sup>th</sup> June 2014 (47/15 to 51/15) were approved and signed as a correct record.

### **83/15 PLANNING APPLICATIONS:**

(a) 14/01414/1 Tesco Store Ltd. Old North Road.

Royston Town Council objected to this application as it will have an impact on the vitality of the town centre. Members believe the applicant has made two incorrect statements, in that they could not find suitable premises within the town centre and that there were not any similar businesses in the town centre.

There are a number of empty properties in the town centre that would be suitable for this type of trader.

Councillor Hulström-Allen arrived at the meeting at 19.20 p.m.

(b) 14/01415/1AD Tesco Store Ltd., Old North Road - Advertisement

It was agreed to object to this planning application as it referred to the previous application that had received an objection.

(c) 14/01478/1 Site B. Land off Thackeray Close.

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

It was agreed to have no objection to this application but concerns on traffic movements were expressed. Heavy goods vehicles should be restricted to movements through Burns Road to between the hours of 9am and 3pm to help avoid school runs. It was thought that residents would also benefit from the installation of acoustic screening.



ROYSTON TOWN COUNCIL

Councillor Lewis arrived at the meeting at 7.30 p.m.

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

14/01418/1HH	6 Lindsay Close
14/01218/1HH	102 Redwing Rise
14/00782/1HH	7 Coronation Avenue
14/01412/1HH	20 Morton Street
14/01537/1HH	33 Morton Street
14/01554/1HH	46 Barkway Road
14/01570/1	Icknield Walk First School, Poplar Close
14/01453/1	50-52 High Street
14/01404/1HH	6 Masefield Way

(e) 14/01565/1HH 6 Valley Rise

Members objected to this application for the following reasons:

1. Over-development of the plot.
2. The extension will dominate adjacent properties
3. The extension will result in a deficiency of off-street parking referring to Policy 55 and 28 of the Local Plan.

(f) 14/01570/1 42 Heathfield

Members objected to this application for the following reasons;

1. Over-development of the site, the plot has already been sub-divided
2. It is not acceptable in that location within the environment and character of the existing area
3. It would have a significantly detrimental effect on the character of the area and referred to Policies 21, 26 and 57

On being put to the vote there were two abstentions.

(g) 14/01604/1 The White Bear, Kneesworth Street

This application was withdrawn.

(h) 14/01654/1 McDonalds, Baldock Road

Members welcomed the closing of the first entrance and had no objection to the new entrance and exit, subject to their being no new entrances into the adjoining field. There should be a permanent fence along the boundary of the site and adjoining field with no encroachment on to the fields. Clear road markings and signs should be displayed near to the entrance and on the approach road from both ways with adequate lighting provided. It was then agreed to have no objection, but to ask for these points to be scrutinised by the Highways.

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

ROYSTON TOWN COUNCIL

**84/15 S/0439/12 HIGHFIELD FARM, LITLINGTON, ROYSTON:**

Members noted an Appeal had been lodged against the application for 5 wind turbines, meteorological mast, substation, access tracks, hard standing areas, external transformers, and temporary construction compound and associated infrastructure. The Town Council reiterated its previous objections and asked the Town Clerk to contact Oliver Heald MP to see if he would respond to the Planning Inspectorate supporting the Town Council's objection.

**85/15 RADIO BASE STATION INSTALLATION ON BALDOCK ROAD:**

Members noted the proposed upgrade to telecommunications radio base station installation on Baldock Road and had no objection.

**86/15 PLANNING DECISIONS:**

Members received an updated List of Planning Decisions

There being no further business the Chairman informed the Committee that the next meeting of the Committee was scheduled for 11th August 2014 and closed the meeting at 8.07 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 21st July 2014 in the Committee Room, Town Hall, Royston at 7.15 p.m.

**PRESENT:** Councillor V. Hulström-Allen (Town Mayor in the Chair)  
Councillors L. Baker, L. Davidson, J. Davison, M. Harrison, M. Hughes, R. Kennedy, P. McGlynn, F. J. Smith. V. Swallow and R. Turner.  
Town Clerk, Committee Administrator and Administration Assistant in attendance

The Reverend John Fidler led the meeting in prayer.

### **87/15 APOLOGIES:**

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

### **88/15 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor reported that she had attended sixteen events since becoming Town Mayor and these included Royston in Bloom, Football with the Twinning Association and the 100<sup>th</sup> Anniversary of the Brownies. She was looking forward to the summer events including the Kite Festival to be held on Sunday, 3<sup>rd</sup> August 2014.

Future dates for the diary are the Civic Reception to be held on the 10<sup>th</sup> October 2014, the visit of Grossalmerode to celebrate the 40<sup>th</sup> anniversary of twinning with Royston on the 5<sup>th</sup> October, and the Annual quiz night to be held on the 21<sup>st</sup> November 2014.

### **89/15 MINUTES:**

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 2nd June 2014 (minutes 01/15 to 18/15).

### **90/15 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held
- 2nd June 2014 (minutes 42/15 to 46/15) be adopted as a correct record into the workings of the Council.
  - 9<sup>th</sup> June 2014 (minutes 47/15 to 51/15) be adopted as a correct record into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meetings of the Finance Committee held
- 19th May 2014 (minutes 388/14 to 398/14) be adopted as a correct record into the workings of the Council.
  - 2<sup>nd</sup> June 2014 (minutes 19/15 to 36/15) be adopted as a correct record into the workings of the Council.

ROYSTON TOWN COUNCIL

- (c) It was **RESOLVED** that the minutes of the meeting of General Purposes/Highways Committee held
- 2<sup>nd</sup> June 2014 (minutes 37/15 to 41/15) be adopted as a correct record into the workings of the Council.

**91/15 MINUTES OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD INTO THE WORKINGS OF THE COUNCIL:**

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 30th June 2014 (minutes 52/15 to 65/15) be approved and adopted as a correct record into the workings of the Council following a query from Councillor Kennedy in respect of minute 60/15 – Annual Report. The Town Clerk reassured him that some amendments had been made to the wording under the sub-title Markets and Market Place. Councillor Kennedy also queried the need for the meeting to go into Exclusion of Public and Press for the item under 65/15 for Staff Matters. Councillor Smith said that it was usual to have Staff Matters dealt with in this way.
- (b) It was **RESOLVED** that the minutes of the meeting of the General Purposes/Highways Committee held on 7<sup>th</sup> July 2014 (minutes 72/15 to 80/15) be approved and adopted as a correct record into the workings of the Council.

**92/15 AGENDAS AND MINUTES:**

- (a) It was **RESOLVED** that Members had no objection to the e-mailing of Agendas and Minutes to Councillors who wished to receive them by e-mail. Councillor Kennedy asked if it was possible not to have to renew this every year. The Town Clerk said that this RESOLUTION could continue for the council period of four years and due to proposed changes in legislation this was likely to be the last time it needed to be renewed.
- (b) Councillor Smith suggested that maybe the start time of the meetings should be 15 minutes later to enable some councillors to get to the meetings in time. Following discussion it was proposed to alter the start time for Council and the principal committee meetings from 7.15 p.m. to 7.30 p.m. as a trial for the current year and on being put to the vote, the motion was carried.

**93/15 CLERK'S REPORT:**

The Town Clerk had nothing to report.

There being no other business the Town Mayor closed the meeting at 7.42 pm.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 28th July 2014.

**PRESENT:** Councillor F. J. Smith (in the Chair)  
Councillors Baker, Burt, Davidson, Davison, Harrison, Hughes & Kennedy  
County & District Councillors Hill & Hunter, District Councillor Davidson, Town Councillor McGlynn,  
Town Clerk, Committee Administrator and Administration Assistant and 1 Member of the Press in attendance.

### **94/15 APOLOGIES FOR ABSENCE:**

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

### **95/15 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday, 30<sup>th</sup> June 2014 (minutes 52/15 to 65/15) were approved for signature by the Chairman.  
In answer to a query from Councillor Kennedy in respect of minute 61/15 the Annual Report it was confirmed that it had now been finalised.

### **96/15 MINUTES OF SUB-COMMITTEES & WORKING PARTY MEETINGS:**

- (a) The minutes of the Royston Markets Advisory Sub-Committee meeting held on 3<sup>rd</sup> July 2014 were received into the workings of the Council.
- (b) The minutes of the Museum Advisory Sub-Committee meeting held on 3<sup>rd</sup> July 2014 were received into the workings of the Council.

### **97/15 ACCOUNTS FOR PAYMENT:**

Members **RESOLVED** to approve the accounts for July 2014 in the sum of £31,976.57 and the supplementary list in the sum of £30,602.19 for payment.

### **98/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

- (iii) Members noted Bank Reconciliation for June 2014 and
- (iv) Members noted Income & Expenditure for June 2014

Councillor Hughes queried the income from Markets and Car Parking. Councillor Davison explained the costs for the upkeep of the Markets and Car Parking and said that there was no reason to change the forecasted budget. Councillor Kennedy said that the Council's report should record the car parking and market income separately.  
The Town Clerk said that there were payments due to the District Council from the car parking income as the District Council emptied the parking meters on a daily basis and also serviced and repaired the parking meters. The District Council also carried out the enforcement for the car-parks on behalf of the council.

### **99/15 TOWN CRIER NEWSLETTER:**

Members approved the September issue of the Town Crier Newsletter for publication.

## ROYSTON TOWN COUNCIL

### **100/15 INTERNAL AUDITOR:**

Members approved the Internal Auditor (Haines Watts) and their fees at £425 + VAT per visit. 2 visits per year are required.

### **101/15 ENVIRONMENT POLICY:**

Councillor Hughes queried various items and asked if they were monitored. Councillor Davidson said that in respect of the biodiversity the Royston in Bloom monitored items carefully. She also said that awareness and understanding of environmental issues were supported by the Royston in Bloom Working Party.

Members approved the renewal of the policy

### **102/15 SILVER SUNDAY 5<sup>TH</sup> OCTOBER 2014:**

Councillor Davidson reported on this event which is to take place at Royston Museum on the 5<sup>th</sup> October 2014, 10 a.m. to 12 noon. Amongst the activities planned are printing from the printing press and reminiscence items from the 1960s-1980s. Refreshments would be available. Johnson Matthey had funded £120 to cover the costs and a letter of thanks has been sent to them. The Town Mayor, the MP and his wife will be attending, and any offers of help will be appreciated on the day.

### **103/15 MARKET PLACE:**

- (a) The Town Clerk reported that the loan had now been received from the Public Works Loan Board. The repayment figures are £9,557.00 on a 6 monthly basis over 25 years.  
Fixed interest rate of 4.01%.
- (b) It was **RESOLVED** to sign the contract for the purchase of the Market Place land and the surrender of the Lease for the Market Place, Royston.

The Chairman then announced that this was the last meeting that Shirley Thrussell would be attending as Committee Administrator and thanked her for her work and wished her well. He then declared the meeting closed at 7.50 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday, 28th July 2014 at 7.55 p.m.

**PRESENT:** Councillor Davison (in the Chair).  
Councillors Burt, Davidson, Harrison and Smith.  
County & District Councillors Hill & Hunter, Town Councillors Baker & Kennedy, Town Clerk, Committee Administrator and Administration Assistant in attendance.

### **104/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Hulström-Allen. .

### **105/15 MINUTES:**

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on Monday, 31st March 2014 (minutes 352/14 to 358/14) were approved as a correct record.

### **106/15 TOWN COUNCIL PROPERTIES:**

The Town Clerk presented the maintenance plan and report on Town Council properties. (Report attached to minutes)

- Market Hill Rooms.

Market Hill Rooms are well used especially for birthday parties at weekends. It was agreed to look at costings to provide notice boards inside the hall to prevent damage to the walls.

- Town Hall

The Town Hall is hired out on a regular basis and also for the cinema on Friday and Saturday evenings. Matinees are also shown twice a month at present. A caretaker is on duty during hiring and is also responsible for the cleaning. A compliance contract with NHDC is in place.

There has been some flooding during the recent storm.

- Green Street Allotments

All is going well at the Allotments. All plots are let and there is a waiting list of approx 55. Waiting period for an allotment is about 3-4 years.

Councillors meetings with the allotment association are held twice a year.

- Plantations

The Town Clerk reported that regular inspections were required in the Plantations as well as checking for Ash tree disease. The Chairman invited Councillor Kennedy to speak and he suggested that this be put out to tender. The Town Clerk was asked to investigate this and would refer to contractors used by NHDC.

## ROYSTON TOWN COUNCIL

- The Cross Public Conveniences

Town clerk reported there had been vandalism on a number of occasions and new stainless steel toilet roll holders and liquid soap dispensers had now been installed. A new light timer is required.

The Chairman invited Councillor Kennedy to speak and he suggested that an approach be made to local businesses to see if their toilet facilities could be made available to members of the public so the toilets could be closed. A small subsidy could be given to them in return. The Chairman agreed that this was a good idea and should be researched.

- Market Place

Exchange of contracts are about to be signed for the purchase of the land.

- 30 Kneesworth Street

A rent review was being undertaken at the moment. There had not been any interest as a result of the building being up for sale.

Councillor Kennedy said that this was a real asset for the Town Council and that it should not be sold.

- War Memorial

The Town Clerk said that an inspection of the Memorial was required.

Councillor Baker said the Council could apply to the War Memorial Trust for possible funding and also that the Imperial War Museum is putting together a directory of all the War Memorials in the country. It was agreed to research the two ideas put forward.

He also reported that a resident of Royston (Dr H Ackroyd) had received the Victoria Cross and there is a scheme for commemorative paving stones to be laid for those in receipt of the medal, it was being investigated as to whether this was only for where they were born or towns in which they lived.

Councillor Smith asked that the box of small crosses put on the War Memorial at Remembrance Sunday be removed. It was agreed to check with Royal British Legion whether this should be done before or after the Christmas period.

- Cave

The Town Clerk reported that the Cave was opened and managed by the Royston & District Local History Society.

Electrical work was required costing £1,240.00 and under health and safety it was agreed to go ahead with this.

- Wicker Hall

An update would be given when more information is to hand.

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



## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday, 11<sup>th</sup> August 2014 at 7.30 p.m.

**PRESENT:** Councillor Davidson (in the Chair).  
Councillors Davison, Hulström-Allen, Inwood, Kennedy, McGlynn, Smith, Swallow & Turner.  
Town Councillor Baker, Town & District Councillor Lewis, County & District Councillors Hill and Hunter and District Councillor Davidson,  
Town Clerk, Administration Assistant, two members of the Press and one member of the public in attendance.

### **107/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Dingley and District Councillor Green.

### **108/15 PUBLIC PARTICIPATION:**

Clive Porter, a member of the local community, gave his views on the development of solar farms on agricultural land on the border of Royston and degradation of our countryside. Stating South Cambridgeshire District Council seems delighted by continually allowing our beautiful countryside to be blighted by acres of hideous photovoltaic panels. He urged the two landowners to reconsider their application and for local residents to become more involved in decision making processes.

### **109/15 MINUTES:**

The minutes of the meeting of the Planning Committee held on Monday, 14th July 2014 (minutes 81/15 to 86/15) were approved subject to the following addition to minute 83/15 (c) to include the installation of acoustic screening around the whole parameter of the whole site.

### **110/15 PLANNING APPLICATIONS:**

(a) 14/01809/1 Land between A505 and York Way.

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

It was agreed to have no objection to this application, but expressed the following conditions for the application;

1. To provide a public bus service for the residents in the town.
2. To provide additional screening around the warehouse.
3. To provide signage so that HGV traffic uses the A505 route and avoids routes through the town.

(b) 14/1802/1AD Tesco Express, 26 Market Hill.

Members had no objection to this application.

## ROYSTON TOWN COUNCIL

(c) 14/01740/1PN The Maltings, Green Drift.

Members re-iterated their comments from the previous application on this site and objected to this application as the numbers of parking spaces were not in accordance with NHDC parking policy standards.

(d) 14/01182/1 The Maltings, Green Drift

Members objected to this application as it was agreed that the numbers of parking spaces were not in accordance with NHDC parking policy standards.

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

14/01825/1HH	11 Mackerel Hall
14/01534/1HH	19 Baldock Road
14/01535/1LB	19 Baldock Road
14/01761/1HH	2 Byron Road
14/01767/1HH	4 Middle Drift
14/01074/1HH	19 Maple Way
14/01604/1	The White Bear, Kneesworth Street

(f) 14/01182/1 Site B, land off Thackeray Close, had been withdrawn from the agenda.

(g) 14/01754/1 Land at Ivy Farm, Baldock Road.

Members had no objections to this application providing the following issues are addressed:

- 1 The railway crossing is closed
- 2 The balancing pond is fenced off before site completion
- 3 The sewage system is capable of taking all the extra sewage from the development
- 4 The 30 MPH speed restriction is moved to at least 100m west of any development, preferably back to McDonalds and is enforced with a speed camera.
- 5 The Town sign and planter (which have just been re-installed) be moved and re-installed before the development starts
- 6 Site vehicles enter and exit the site westbound only and do not go through the town.

### **111/15 SOUTH CAMBS DISTRICT COUNCIL APPLICATION:**

S/1427/14FL Land between Railway and Sewage Disposal Works, Royston Road, Melbourn Solar Farm and associated development.

It is inappropriate to site a Solar Farm within 100 yards of Royston, a town with a population of over 17,000. The site is on one of the main gateways into the market town and will not improve the outlook of the town. It is not in the right place and is on prime agricultural land. It will be in a very prominent position and could be seen from Therfield Heath. The view from Therfield Heath across the Cambridgeshire plain is important and should not be spoiled. Developers appear to be targeting the boundary of South Cambs with Hertfordshire and putting developments on Royston's doorstep.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday, 1<sup>ST</sup> September 2014 at 7.30 p.m.

**PRESENT:** Councillor Smith (in the Chair).  
Councillors Baker, Burt, Davidson, Davison, Harrison, Kennedy,  
Town Councillor Inwood, Town Clerk, Administration Assistant, one member of the Press and one member of the public in attendance.

### **112/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Hulström-Allen, Hughes and Lewis and District Councillors Hill & Davidson

### **113/15 MINUTES:**

- The minutes of the meeting of the Finance Committee held on Monday, 28th July 2014 (minutes 94/15 to 103/15) were approved for signature by the Chairman, after queries from Councillor Kennedy were answered in respect of minutes 98/15 & 103/15.
- The minutes of the meeting of the Town Council Properties Sub-Committee meeting held on 28<sup>th</sup> July 2014 were approved for signature by the Chairman.

### **114/15 ACCOUNTS FOR PAYMENT:**

Members **RESOLVED** to approve the accounts for August 2014 in the sum of £316,443.28 for payment, after a query from Councillor Kennedy was answered regarding the Market Place purchase.

### **115/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

- (v) Members noted Bank Reconciliation for July 2014 and
- (vi) Members noted Income & Expenditure for July 2014.

### **116/15 MEDIA RELATIONS POLICY:**

It was **RESOLVED** that the Media Relations Policy is recommended to Full Council for adoption into the workings of the Council.

### **117/15 CEMETERY PROJECT – LAND AT WICKER HALL:**

Members received an update from Councillor Burt in respect of the cemetery development. In 2011, Royston Town Council started looking for a suitable site for a new cemetery. At the time, the only suitable site found and available was land at Wicker Hall.

Planning permission was applied for and subject to various surveys being undertaken, approval was given subject to 25 planning conditions. The site was then purchased. The planning conditions need to be discharged before any work can be carried out on the site for the next six to eight years. There have been 8 burials so far this year.

## ROYSTON TOWN COUNCIL

Discussions have been on-going regarding the design of the site and bridleway resurfacing. Once we know that the planning conditions can be discharged, we will tender for the work. The project costs and source of funding will then need to be approved by Royston Town Council.

Councillor Kennedy had a number of questions regarding the Wicker Hall site development which he presented to the Town Clerk. It was agreed to respond back to Councillor Kennedy in answer to his queries at later date.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday, 8<sup>th</sup> September 2014 at 7.30 p.m.

**PRESENT** Councillor Davidson (in the Chair).  
Councillors Dingley, Hulström-Allen, Inwood, Kennedy, Swallow & Turner.  
Town Councillor Baker, County & District Councillors Hill and Green and District Councillor Davidson, Town Clerk, Administration Assistant, two members of the Press and three members of the public in attendance.

### **118/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Davison, McGlynn and Smith.

### **119/15 MINUTES:**

The minutes of the meeting of the Planning Committee held on Monday 11th August 2014 (minutes 107/15 to 111/15) were approved subject to the following addition to minute 110/15 to include (a) Councillor Kennedy did not support the application.

### **120/15 PLANNING APPLICATIONS:**

(a) 14/01967/1 22 Kneesworth Street, Royston.

Members had no objection to this application.

(b) 14/01968/1LB 22 Kneesworth Street, Royston.

Members had no objection to this application.

(c) 14/02010/1 The North Star, 1 Old North Road, Royston.

It was agreed to have no objection to this application, but it was suggested allocating some affordable homes in the application.

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

14/01818/1 Units 17-20 Greenfield, Royston.

14/02100/1HH 2a Heathfield, Royston.

14/0218/1HH 15 Ackroyd Road, Royston.

14/02108/1HH 117 Garden Walk, Royston.

14/02222/1HH 6a Gower Road, Royston.

14/02063/1 47-49 High Street, Royston.

14/02062/1LB 47-49 High Street, Royston.

14/02103/1 12 Melbourn Road, Royston.

(e) 14/01946/1 Heath Sports Club, Baldock Road, Royston.

Members had no objection to this application but expressed concern as to whether Therfield Parish Council had been notified, as the site is within the parish of Therfield

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(f) 14/02127/1 2 Baldock Street, Royston.

Councillor Hulström-Allen declared an interest and took no part in the discussion or voting thereon.

Members had no objection to this application.

**121/15 APPEAL REF: APP/X1925//A/14/2223527 – SITE AT LAND AT 22 HEATHFIELD**

Committee members were notified about the appeal of this application.

**122/15 PLANNING DECISIONS:**

Members noted the decisions made by NHDC.

There being no further business the Chairman declared the meeting closed at 8.00 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 22<sup>nd</sup> September 2014 in the Committee Room, Town Hall, Royston at 8.15 p.m.

**PRESENT:** Councillor Inwood (Deputy Town Mayor in the Chair)  
Councillors Baker, Burt, Davidson, Davison, Dingley, Harrison, Hughes, Kennedy, McGlynn & Smith.  
Town Clerk, Administration Assistant, two members of Press and one member of public in attendance

The Reverend John Fidler led the meeting in prayer.

### **123/15 APOLOGIES:**

Apologies for absence were received from Councillors Hulström-Allen, Lewis, Swallow and Turner.

### **124/15 MINUTES:**

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on the 21st July 2014 (minutes 87/15 to 93/15).

### **125/15 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meetings of the Planning Committee held:
- 14<sup>th</sup> July 2014 (minutes 81/15 to 86/15) be adopted as a correct record into the workings of the Council.
  - 11<sup>th</sup> August 2014 (minutes 107/15 to 111/15) be adopted as a correct record into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held:
- 28<sup>th</sup> July 2014 (minutes 94/15 to 103/15) be adopted as a correct record into the workings of the Council.

### **126/15 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:**

- (a) The minutes of the meeting of the Finance Committee held on 1<sup>st</sup> September 2014 (minutes 112/15 to 117/15) were presented. Councillor Kennedy objected to minute 114/15 as they were presented, but the rest of the council accepted and approved them. Councillor Kennedy then asked, in reference to minute 117/15, if the answers to his questions will be available at the next Finance Committee meeting on the 29<sup>th</sup> September. This was confirmed.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 8<sup>th</sup> September 2014 (minutes 118/15 to 122/15) be adopted as a correct record into the workings of the Council.

## ROYSTON TOWN COUNCIL

### **127/15 MEDIA RELATIONS POLICY:**

It was **RESOLVED** to approve the recommendation from the finance committee that the Media Relations Policy is adopted into the working of the council.

### **128/15 AMENDMENT TO STANDING ORDER – MEETING 3L:**

It was **RESOLVED** to amend the Town Council's Standing Order as follows:-

**Delete** - Photography, recording, broadcasting or transmitting the proceedings by any means is not permitted without the Council's prior consent.

**Add** - A person may not orally report or comment about meetings as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- (i) Film, photograph or make an audio recording of a meeting.
- (ii) Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later.
- (iii) Report or comment on the proceedings in writing, during or after a meeting, or orally report or comment after a meeting.

### **129/15 CLERK'S REPORT:**

The Town Clerk reported the Civic Reception will be held on the 10<sup>th</sup> October 2014. The 40<sup>th</sup> Anniversary visit from Großalmerode will be 3<sup>rd</sup> to the 7<sup>th</sup> October 2014 with a concert at the Town Hall from 2pm – 4:30 pm on Sunday the 5<sup>th</sup> October, all members are invited. A blue plaque will be presented to Großalmerode from the Town Council.

The Royston Fire Station has recently had their defibrillation equipment updated which has meant that they now have a unit surplus to requirement, which has been donated to the Town Council. Staff members at the Town Hall have received training with the equipment.

A meeting to discuss the Council's response to HCC Bus Service Consultation will be on Friday 26<sup>th</sup> September 2014 at 3:30pm, all members welcome to attend.

Purchase of the Market Place completion date is proposed for the 29<sup>th</sup> September 2014, the Town Council's seal will be placed on the documents.

The Town Clerk gave a brief update on Royston First Bid work. In relation to the Cinema for the year June 2013 to March 2014, there had been 7500 attendees, over 89 performances, giving an average of 84 people attending each screening.

The new BID period ensures the continuation of Free-After-Three and the 1 hour free parking scratch cards for the employees outside of the town centre to enable them to visit the town centre during their lunch break.

The first youth shelter has now been installed at Newmarket Road Park and discussions are still ongoing regarding the setting up of a Visitor Centre in the town.

There being no other business the Town Mayor closed the meeting at 8.45 pm.



## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **FINANCE COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday, 29<sup>th</sup> September 2014 at 7.30 p.m.

**PRESENT:** Councillor Smith (in the Chair).  
Councillors Baker, Burt, Davidson, Davison, Harrison, Hughes, Kennedy and Lewis.  
Town Clerk, District Councillors Hill, Hunter & Davidson

### **130/15 APOLOGIES:**

Apologies for absence were received from Councillor Hulström-Allen.

### **131/15 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday, 1<sup>ST</sup> September (minutes 112/15 to 117/15) were approved for signature by the Chairman.

### **132/15 MINUTES OF SUB-COMMITTEE & WORKING PARTIES:**

The minutes of the meeting of the Markets Advisory Sub-Committee held on Monday, 4th September were received into the workings of the council.

### **133/15 ACCOUNTS FOR PAYMENT:**

Members **RESOLVED** to approve the accounts for September 2014 in the sum of £36,110.71 for payment.

### **134/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

- (i) Members noted Bank Reconciliation for August 2014
- (ii) Members noted Income & Expenditure for August 2014

In response to questions from members, the Town Clerk said there would be a review undertaken at 6 months of the Markets and Car-Parking income and expenditure which will be reported on at a later meeting.

### **135/15 EXTERNAL AUDIT REPORT:**

The Town Clerk reported the outcome of the External Audit for the year end 2014 in that they draw to the council's attention, one minor issue so it does not occur again in future years. This is that the precept is made up of two figures, the amount raised by Council Tax from each household in Royston and the Council Tax Support Grant which NHDC received from Government. This grant income needs to be recorded in box 3 rather than box 2. There were no other matters to report. It was then **RESOLVED** to accept the Annual Return for the year-end March 2014 into the workings of the council. The Town Clerk was congratulated on receiving such a good report.

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**136/15 REMEMBRANCE DAY:**

It was **RESOLVED** to

- Donate £50 to the Poppy Day Appeal
- Donate £100 to the Royston Branch of the British Legion for refreshments after the Remembrance Day parade ( LGA72 ss15(5))

There are sufficient copies of the Order of Service left over from last year to be used.

**137/15 BUDGET 2015-2106**

The following Councillors agreed to be part of the Budget Working Party.

Councillors L Baker, P Burt, J Davison, FJ Smith, M Harrison, M Hughes & R Kennedy

**138/15 CEMETERY PROJECT WICKER HALL:**

The Chairman gave the following answers to the questions Councillor Kennedy tabled at the committee's previous meeting:

1. How long will it be before the present cemetery is full?

*There are currently 40 spaces left. Historically there has been an average of 8-10 burials per year.*

2. Why the Wicker Hall site was chosen?

*In February 2011 the Town Council decided to look for a suitable site for a new cemetery. 11 sites in and around Royston were investigated.*

*At that time, the only available and suitable site was at Wicker Hall. (See minutes 327/12 Finance Jan 2012 and 343/12 Full Council Feb 2012)*

*Detailed investigation followed. It included ecology surveys and groundwater audits and resulted in approval from the Environment Agency and planning permission from NHDC in August 2012.*

*With the generosity of an anonymous benefactor, the site was purchased in March 2013 and surplus land that was not required was sold.*

3. Why alternative sites are not still being considered?

*The Town Council will consider any site offered unconditionally. No site has been offered unconditionally. On Monday 22 September, in response to questions, the Planning Consultants said that what happens to the 'leftover land' above the 80m contour, would depend on getting planning permission for the development and would be the subject of 106 negotiations. They were in discussion with Herts and Middlesex Wildlife Trust with a view to giving them the land to manage and maintain.*

*On Thursday 25, in response to Councillor Kennedy's suggestion, an email was received from the Planning Consultants offering to explore transfer of the 'leftover land' to the Town Council again subject to getting planning permission for the development and 106 negotiations.*

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*Advice is being sought from North Herts District Planning and Herts and Middlesex Wildlife Trust.*

4. How much money has been spent to date and what was the source of funding?

*£25,000 donation received - used for land purchase*

*£30,000 received from sale of surplus land*

*£21,842 spent to date from income received- no public money has been spent*

5. Presentation of a fully worked out budget for the development and operation of the cemetery?

*Preliminary outline estimates of development costs were agreed by the Town Council. (See minutes 327/12 Finance Jan 2012 and 343/12 Full Council Feb 2012.) Final budget costs will be available when Planning Conditions have been discharged, tenders issued and received and contractors chosen. It is planned that the day to day operation of the cemetery will be self-funding.*

6. Clarification of the maximum number of burials per year? I believe this is 8 per year, on which basis planning permission was granted?

*The Planning Conditions do not specify a maximum number of burials.*

7. The source of funding for the development and operation?

*The appropriate source of funding will be chosen when the budget costs and development timescales are known. The operational side will be self-funding.*

8. The views of undertakers on the chosen site?

*Local undertakers have been involved with the working party and have given their input about the site and access. Councillor Kennedy is free to ask them their views.*

9. An assessment of access to the site, particularly in winter?

*The upper part of the bridleway will be resurfaced forming a 3 meter wide large aggregate tarmac roadway with improved drainage, passing bays and grassed verges for non-vehicular traffic. The incline is less than many other roads in Royston.*

10. The precautions that will be required to ensure the long term safety of Royston's water supply?

*The Environmental Agency and NHDC would not have approved the new cemetery if there was any danger to water supplies.*

*The Wicker Hall cemetery site is in a Ground Water Source Protection Outer Zone. There will be no burials within 15 meters of the Inner Zone, burials will be allocated to the 4 quadrants of the cemetery in rotation and standard zeolitic compounds added to the graves.*

*Councillor Kennedy will of course be aware that the existing Church Additional Burial Ground Cemetery in Royston is also in a Ground Water Source Protection Outer Zone. It has operated safely for years without the measures that will be in place at Wicker Hall.*

Cllr Kennedy questioned why NHDC was not paying for the new cemetery. Cllr Burt explained that the law states that the District Council only had to provide burial facilities within the District which is North Herts and that the site at Wilbury Hills was for all of the North Herts District.

## ROYSTON TOWN COUNCIL

Cllr Hughes asked if it was possible to insure against any damage or liability against the contamination of the water supply.

Councillor Kennedy then reported he had been round questioning the funeral directors within the town about the proposed site and then tabled a questionnaire to which he requested was sent to them. The chairman responded by telling Cllr Kennedy that the undertakers had already been involved in discussion with the council over the location of the site and that he was undermining the work of the Town Council which was not acceptable and he should accept the decisions made by the previous council and suggest he refers to his Code of Conduct. It was agreed to take no further action regarding the questionnaire that was tabled. The Town Clerk was asked to enquire about insurance for the cemetery site.

### **139/15 EXCLUSION OF PRESS & PUBLIC**

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

## ROYSTON TOWN COUNCIL

### **140/15 STAFF MATTERS:**

The Town Clerk reported that the recently employed part-time admin assistant would be leaving. Her 6 month probationary period was not up until December but it had been a mutual agreement between the Town Clerk and the employee that her work was not up to standard and she would leave as soon as a replacement could be found

There being no further business the Chairman closed the meeting at 20.22p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE** held in the Committee Room, Town Hall, Royston on Monday 13<sup>th</sup> October 2014 at 7.30 p.m.

**PRESENT:** Councillor Harrison (in the Chair).  
Councillors Baker, Dingley, Inwood, Hughes, McGlynn, Swallow & Turner.  
Town Clerk  
Councillors J Davison and F J Smith, County & District Councillor Hill, District Councillor Green and 1 Member of the public in attendance.

### **141/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Burt, Lewis and McGlynn.

### **142/15 MINUTES:**

The minutes of the meeting of the Committee held on Monday, 7th July 2014 (minutes 72/15 to 80/15) were approved and signed by the Chairman.

### **143/15 REPORTS OF WORKING PARTIES:**

Members received the notes of the Royston in Bloom Working Party meetings held on:

- 24<sup>th</sup> June 2014
- 22 July 2014
- 23<sup>rd</sup> September 2014

into the workings of the Council.

### **144/15 REPORT FROM COUNTY COUNCILLOR F HILL:**

Councillor Hill gave members an update as follows:

The Tidy-Up working party now has new members and Cllr Les Baker was nominated as Chairman. A meeting has been held with Veolia who confirmed that they will clean the High St using water as required. Once the current repair work has been carried out in the High St, cigarette bins will be installed. The repair work to the cobbles and bollards in the High St is due to start this week and will take 2/3 weeks. Further discussion is required regarding safety railings which have been requested, this would have to be part of an enhanced scheme.

Investigations are ongoing into the naming of the un-named link road between Fish Hill and Market Hill, checks are being made to see what it has been referred to in the past for utilities and parking restrictions.

Parking issues at the corner of John St/High St have been reported to the police, their suggestions will be discussed at the next General Purpose & Highways meeting.

Bus service 331. A meeting has been held with Arriva, town, county & district officers and the police safety inspector. For safety reasons in Kneesworth St, the bus is continuing to use the Tannery Drift route.

Art Work at Coombes Hole Underpass, still pursuing costs, need to make sure all of the underpass is adopted before any work is done.

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Sodium street lights are being replaced with LEDS over the year.

Some Highway Locality Budget schemes have been postponed because of planned utility works.

20 miles per hour safety schemes are still being pursued outside schools. Burns Road and Garden Walk do not have a crossing patrol. Parking restrictions in Garden Walk are still being consulted on.

Pedestrian Crossings have been installed in Melbourn St and Old North Road.

Footpath to McDonalds to be completed next spring.

Councillor Hill asked that the Town Council show their support to herself and Cllr Hunter in the efforts to achieve a safer crossing over the A505.

The Royston South/East bypass request has been raised again at County. Also the Town, District and County Councils raised the issue in response to the Cambs Local Development Plan.

The chairman thanked Councillor Hill for her detailed report.

### **145/15 LOCAL GOVERNMENT BOUNDARY CONSULTATION:**

Members agreed that the future growth of the population of Royston will merit greater representation.

### **146/15 HERTFORDSHIRE COUNTY COUNCIL LIBRARY CONSULTATION:**

After discussion it was agreed that the Town Clerk would respond on behalf of the Town Council and councillors would also respond as individuals. It was agreed that the council's response would state that Royston library should be part of the Tier 1 category not Tier 2 as Royston is an isolated town and the library is a vibrant and important hub of the community.

### **147/15 BUS 331 SERVICE**

See report from Councillor Hill

### **148/15 SOUTH/EAST BYPASS ROYSTON**

Members discussed the need for the second bypass for Royston. The A505 bypass runs in an east-west direction north of Royston, the A10 from Cambridge to London cuts directly through the town centre towards London. The south/east bypass is required in order to reduce the traffic burden on the town centre. Members unanimously agreed to support County Councillor Fiona Hill's work in pushing for a bypass, and asked the Town Clerk to write to Hertfordshire County Council to demonstrate their own support and also to contact Sir Oliver Heald QC MP to request his support.

## ROYSTON TOWN COUNCIL

### **149/15 BALDOCK/NEWMARKET ROAD**

Members discussed problems with large lorries and farm vehicles using local roads instead of the by-pass. Newmarket Road already has a 7.5 tonne weight limit but many vehicles have been seen to use this route. Vehicles have also been seen speeding down Baldock Road in both directions rather than using the A505 bypass to get to and from the A10. It was agreed to write to the companies already identified and request that the drivers use the A505 by-pass instead of coming through the centre of the town and the Town Clerk was asked to write to Highways to request that 7.5 tonne weight limits (except for delivery) on Baldock Road, Baldock St, and Melbourn St are put in place, i.e. at the A505 Baldock Road and A10 Melbourn St roundabouts.

Members also requested that the speed limit in Baldock Road is reduced from McDonalds to the start of the new housing development to 40 mph and then from the housing development to town is reduced to 30 mph as it is a residential area.

### **150/15 EASTFIELD ROAD:**

A resident of Newmarket Road has complained about large vehicles coming into the road and turning round at the bottom of the road and damaging his hedge. It is a no through road but the sign is pointing the wrong way and hidden by foliage. This will be investigated further.

### **151/15 PEDESTRIAN ACCESS AT ROAD/BUILDING WORKS:**

Members discussed the issues over temporary footpaths and crossings at road works or building developments and that no allowance appears to be made for mobility scooters or buggies. It was agreed to contact HCC to ask them to ensure facilities are made for safe use by people with mobility scooters and buggies so they can access the temporary passage/crossing safely around road works and building developments.

### **152/15 CYCLE ROUTE CROSSING A10**

See report from Councillor Hill. Members unanimously agreed to write to Cambs County Councillor Susan van de Ven Chair of the A10 Corridor Cycling Campaign Group to show that the Town Council fully support the work of County Councillors Hill and Hunter in trying to achieve a safer crossing of the A505.

### **153/15 OUTSIDE ORGANISATIONS**

Councillor Hughes reported he had attended a meeting of the Twinning Association. He asked if the council had a copy of the Twinning Constitution. The Town Clerk agreed to forward a copy to him. It was agreed to invite the Twinning Association to ask them to give a presentation at a Full Council meeting so new members could be updated on what the work of the association is and it's set up.

**DATE OF NEXT MEETING: Monday 5<sup>th</sup> January 2014**



## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held on Monday, 20th October 2014 at 7.30 p.m. in the Town Hall, Royston.

**PRESENT:** Councillor Davidson (in the Chair)  
Councillors Davison, Dingley, Hulström-Allen, Inwood, McGlynn, Smith, Swallow & Turner.  
Town Clerk,  
District Councillor Green, District & Town Councillor Lewis,  
1 Member of the Press in attendance  
75 members of the public

### **154/15 PUBLIC PARTICIPATION:**

Time was set aside for members of the public to address the Council regarding business on the agenda:

Don Shewan spoke against the application 14/02341/1 Land off Sun Hill, Royston and raised his and other residents' concerns over the proposed development on the Heath land. He felt that the land should not be built on and remain an open space for Royston. It is a valued local amenity and a safe site providing a flat play area and has been used as a play area in excess of 30 years. He stated that the site is used every day of the year by dog walkers and is a popular meeting place for walkers. Established trees provide screen and shelter for existing housing. The heathland vegetation has been re-established recently with colonies of butterflies and plants showing very clearly how much a part of the Heath this plot is. The plans show houses fronting Bridleway 13, an ancient track that is not designated as a road as the plan states. He asked the town council to object to the application. Mr Shewan was thanked for his presentation.

Joanna Ray then spoke against the application 14/02485/1 Land east of Garden Walk and North of Newmarket Road, Royston and urged the town council to object to it. This field is a community area used by runners, dog walkers and it is surrounded by trees, and wildflowers with lots of bird life. It is not in the Local Plan for development and she felt that the consultation carried out by the developers was flawed and that the development has been put forward as a done deal. Ms Ray was thanked for her presentation.

### **155/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Kennedy.

### **156/15 DECLARATION OF INTEREST AND DISPENSATIONS:**

Councillor F J Smith declared a pecuniary interest in application 14/02361/1 Johnson Matthey PLC as a pensioner of the company and did not vote on the application.

### **157/15 MINUTES:**

The minutes of the meeting held on Monday, 8th September 2014 (118/15 to 122/15) were approved and signed as a correct record.

## ROYSTON TOWN COUNCIL

### 158/15 PLANNING APPLICATIONS:

To consider the following planning applications:

- a) 14/02485/1 Land east of Garden Walk and North of Newmarket Road, Royston

All members took part in the discussion and it was agreed to object to the application for the following reasons:

1. The application is premature as the site is not included in the Local Plan
2. Previous attempts for listing the land for development have been refused because of the setting of the town.
3. Royston needs a south-east bypass, the route previously marked out for this by Herts County Council crossed this site and although it was dropped, the route needs to be safeguarded.
4. The developer proposes access by means of a 'T' junction into Newmarket Road. The access road from the new development would cross the land above the 80 metre contour and 31 mature trees beside the Newmarket Road would be felled to give visibility at the junction. This proposed access is unsuitable and members ask that this is reviewed by Highways. The access route should be off the A505, residents will be able to travel to Royston station, Cambridge and east or west on the A505 without travelling through Royston. Traffic on the A505 is already restricted to a single lane in both directions along the edge of the site. One more roundabout will not significantly change the flow of traffic on the A505. A good precedent is the roundabout on the A10 giving safe access for the Twigden estate development. This would also protect the view of Royston from the North as no tree felling would be required. It is important to get the access right.  
Further comments: Section 106 monies must be made available for bus services and the required infrastructure and that there must be affordable housing for local people.

- b) 14/02341/1 Land Off Sun Hill, Royston

Members discussed the concerns raised over the loss of an open space area within Royston and that the area was used regularly as an informal play space for over thirty years, it was maintained by North Herts District Council up to a couple of years ago. Members were divided on their response and voted 5/3 with 1 abstention to object on the grounds that an Ecology Survey of the area needs to be undertaken.

- c) 14/01783/1 Cable route for main underground pipeline, Melbourn Road, Royston

Members raised no objection to this application providing all of the environment agency conditions are strictly adhered to. Members asked why the Sub Station at Melbourn could not be upgraded to cope with the increased demand required for this development, there are proposals for it to be upgraded for the other two Solar Farm developments in S. Cambs.

- d) 14/02238/1 Land adjacent, Little Chef, Baldock Road, Royston

Members raised no objection to this application but asked that a caveat is included so the site is screened with trees to shield it from the view from the Heath and road.

- e) 14/02300/1 Unit 10 Orchard Road, Royston

Members raised no objection to this application

## ROYSTON TOWN COUNCIL

f) 14/02361/1 Johnson Matthey PLC, Orchard Road, Royston  
Members raised no objection to this application

g) 14/02595/1AD 10-12 High Street, Royston  
Members raised no objection to this application

h) 14/02596/1LB 10-12 High Street, Royston  
Members raised no objection to this application

i) 14/02371/1HH 24 Stake Piece Road, Royston  
Members raised no objection to this application

j) 14/02357/1HH 63 Mill Road, Royston  
Members raised no objection to this application

k) 14/02429/1HH 1 Brooke Road, Royston  
Members raised no objection to this application

l) 14/02452/1HH 11 Mallow Walk, Royston  
Members raised no objection to this application

m) 14/02519/1HH 14 Garden Walk, Royston  
Members raised no objection to this application

n) 14/02547/1HH 13 Newman Avenue, Royston  
Members raised no objection to this application

o) 14/02556/1HH 38 Poplar Drive, Royston  
Members raised no objection to this application

p) 14/02641/1 Heath Sports Club, Baldock Road, Royston  
Members raised no objection to this application

### **159/15 PLANNING DECISIONS:**

Members noted the decisions made by NHDC.

Date of next meeting: Monday 10th November 2014

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **FINANCE COMMITTEE** held in the Room 11, Town Hall, Royston on Monday 27<sup>th</sup> October 2014 at 7.30 p.m.

**PRESENT:** Councillor Smith (in the Chair).  
Councillors Baker, Burt, Davidson, Davison, Harrison, Hughes, Hulström-Allen and Kennedy  
Town Clerk, District Councillors Hill, Hunter & Davidson  
1 members of the press

### **160/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Lewis.

### **161/15 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday 29<sup>th</sup> September 2014 (minutes 130/15 to 140/15) were approved for signature by the Chairman.

### **162/15 ACCOUNTS FOR PAYMENT:**

Members **RESOLVED** to approve the accounts for October 2014 in the sum of £31,563.83 for payment.

### **163/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

- (i) Members noted the Bank Reconciliation for September 2014.  
It was agreed to review the banking arrangements for the council's funds.
- (ii) Members noted the Income & Expenditure for September 2014.  
Members noted that there was a shortfall on the parking income against budget, this will be reviewed at the next budget working party meeting.

### **164/15 TOWN CRIER NEWSLETTER:**

Members discussed whether there was a need to increase the number of issues that are published per year, as the information is often out of date as it is only published quarterly. Extra funding/sponsorship would be required for this. Members agreed that it should be published more regularly subject to funding being found for it.  
It was agreed to add to the newsletter that it is available to view digitally on the council website and The Listings website and that the website should be improved so news articles etc. can be added to it.

It was then agreed to approve the December issue for publication, subject to a slight amendment and the addition that it is available on the web site.

It was then agreed to take the agenda item, Website upgrade next.

### **165/15 WEBSITE UPGRADE:**

The Town Clerk reported that the current website needs upgrading. A cost of £400 to transfer all of the current details on to the latest version is required. Various options were discussed, including contacting local companies to see what they can offer. It was

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agreed for the Town Clerk to make further enquiries from local companies, or to see if there were any volunteers who could help. A volunteer has been working on a new website for the museum.

### **166/15 ROYSTON CAVE:**

The Town Clerk reported that the History Society had appointed a new Trustee to the Cave Trust Fund to replace Betty Skyme, who has retired as a Trustee. The new Trustee is Martin Kaszak.

### **167/15 COUNCILLORS ON OUTSIDE ORGANISATIONS:**

Councillor Lindsay Davidson reported on the Youth Network meeting (report attached to minutes).

The proposed Splash Park was undergoing a feasibility study at the moment, costings for the project still needed to be ascertained. Priory Memorial gardens was the preferred location, rather than the Heath.

An Underpass mural was still being worked on. Ashley Hawkins, NHDC CDO was getting clarification on the various permissions needed for this project. Total costings needed to be investigated and funding found.

The Coombes Hang-out Youth Club re-opened for the autumn term last week with 50 children attending which also included 30 new children. There are now 3 paid support workers and one volunteer helper for the club and the club night has changed from a Tuesday to a Friday evening at Coombes from 4pm to 5.30pm. A children's Santa Fun run at the Leisure Centre on 14<sup>th</sup> December is being organised.

A new initiative had been started by Herts Police for PCSO's to visit the homes of troubled families referred by Social services on an unannounced regular basis to look at the home environment re drug, alcohol abuse etc. This was to try to carry out some preventative work with these families before crimes were committed.

The annual school visits for the local schools would begin again in the Spring Term of 2015.

A Trim Trail has been installed by NHDC at the York Way open space area, this is in response to comments received from children during the sessions when councillors visited. A letter of thanks to the Royston Area committee will be sent to the press.

### **168/15 EXCLUSION OF PRESS & PUBLIC**

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

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### **169/15 STAFF MATTERS:**

A new part-time Admin Assistant (Ian Eastwell) has been recruited and was due to start on the 28<sup>th</sup> October. Salary scale point 10 £14103 pro rata. 22 hours per week with a payment of £20 for attending Monday evening meetings and taking the minutes.

The museum curator (Sarah Russell) has now passed her AMA (The Associateship of the Museums Association) is a level of membership of the Museums Association and a professional development award. Members agreed to an increment payment of her salary backdated to August 2014. LC2 point 27 £23,945.

There being no further business the Chairman closed the meeting at 20:22 pm.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday, 27<sup>th</sup> October 2014 at 20.25 p.m.

**PRESENT:** Councillor Davison (in the Chair).  
Councillors Burt, Davidson, Harrison Hulström-Allen & Smith.  
Councillors Baker & Kennedy  
Town Clerk.

### **170/15 MINUTES:**

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 28th July 2014, (minutes 104/15 to 106/15) were approved as a correct record.

### **171/15 TOWN COUNCIL PROPERTIES:**

#### **Market Hill Rooms & Town Hall:**

It was agreed to install large internal notice boards in both halls at a cost of £574 for both.

#### **Green Street Allotments:**

A date for a meeting with RAGA is required.

It was agreed to recommend the following to the Finance Committee:

- Annual rent is increased by RPI
- Concessions for new tenants are available from their pensionable age
- Concessions only available on the first plot.

#### **Stile Plantation & Green Walk Plantation:**

The Town Clerk reported that regular inspections were required in the Plantations, as well as checking for Ash Tree disease. Four quotes have been received for the inspections and it was agreed to accept the quote priced at £350.00. Work will also be required to keep the walkways clear of vegetation.

JM's volunteer group will be varnishing the benches and information boards. JM's will be providing the equipment and sundries needed. The committee's thanks will be forwarded to JM's.

#### **The Cross Public Conveniences:**

Members discussed whether or not the Town Council should be funding the toilets, if they did not, they would be closed. It was 3 years since a survey was carried out asking residents if they wanted the Town Council to fund keeping them open. It was agreed to take the following action:

- Contact the cleaners to see what can be done about the smells.
- Find out from NHDC what stage they are at regarding the redevelopment of the Cross area.
- Find out the cost for upgrading the toilets

#### **30 Kneesworth Street:**

No progress had been made on the rent review and there has still not been any interest in the sale of the building.

## ROYSTON TOWN COUNCIL

### **War Memorial:**

Funding for the cleaning of the memorial and for the re-engraving of some of the names has been applied for and a decision is still awaited.

### **Market Place:**

Purchase complete.

### **Royston Cave:**

- Betty Skyrme has retired as a Trustee on the Cave Trust Fund and a new Trustee, Martin Kaszak, has been appointed by the Royston & District History Society.
- The electrical work required costing £1,245.00 will be funded by the Royston & District History Society. Members gave their thanks to the Society.
- Purchasing a data logger for recording CO2 levels has been recommended for Health & Safety reasons.

### **Wicker Hall:**

Work is on-going to get the planning conditions discharged. Once they are approved, requests for tenders can be sourced and the costs will be brought back to committee. Costs for the site clearance and the archaeology study have already been received. Costs for the discharge of the planning conditions (£97 x3) and for the variation (£195) need to be approved by the Finance Committee.

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



## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston, on Monday 10<sup>th</sup> November 2014 at 7.30 p.m.

**PRESENT:** Councillor Davidson (in the Chair)  
Councillors Davison, Dingley, Kennedy, Inwood, Swallow, Turner & Smith  
Town Clerk  
County & District Councillors Hill & Hunter, District Councillors B Davidson & Green  
2 members of the public

### **172/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Hulström-Allen

### **173/15 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

No declarations were received.

### **174/15 MINUTES:**

The minutes of the meeting of the Planning Committee held on Monday, 20<sup>th</sup> October 2014 (minutes 154/15 to 159/15) were approved and signed as a correct record.

### **175/15 PLANNING APPLICATIONS:**

(a) 14/02446/1HH Billa Bong, 3B Sun Hill, Royston

Members raised no objection to this application.

(b) 14/02613/1 92 Green Drift, Royston

Councillors discussed the merits of this application, in particular the matter of the removal of hedging and how this affected privacy issues. Councillor Inwood raised concerns over the narrowness of the access route to the properties. Members subsequently discussed this and then voted not to object to the application. There was one abstention and one objection. Councillor Inwood asked for his objection to be noted.

(c) 14/02864/1HH 15 Chilcourt, Royston

Members raised no objection to this application.

### **176/15 PLANNING DECISIONS:**

Members noted the decisions made by NHDC

## ROYSTON TOWN COUNCIL

### **177/15 SUPPLEMENTARY AGENDA ITEMS:**

- (a) 14/0254/85/1 Land East of Garden Walk and North of Newmarket Road

Members were updated with regards to discussions held with Hertfordshire Highway officers about their concerns on the access onto the proposed Newmarket Road development. Members were advised that matters are still at the consultative stage and the Highway officers took on board the concerns raised.

- (b) Update of meeting with Cambridgeshire County Councillors A Dent and S Van deVen

Members were advised that a meeting had been held with Cambridgeshire County Councillors about traffic congestion concerns relating to the A505/A1198, and the A10/A505 and how future planned developments in and around Cambourne would affect this. Also discussed was the cycle route from Royston to Cambridge and the crossing of the A505 for cyclists. Cambridgeshire County Councillors agreed to relay the concerns expressed, back to colleagues

Date of next meeting: Monday 15<sup>th</sup> December 2014

There being no further business the chairman closed the meeting at 7.55pm

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Royston Museum on Thursday 13<sup>th</sup> November 2014 at 7pm.

**PRESENT:** Councillors: F John Smith (Chairman), Les Baker, Peter Burt, John Davison and Vera Swallow.  
Museum Trustees: Peter Ketteringham, Mike Lawrence, Jenny Smith and Phil Smith  
History Society: Neville Chuck  
Friends of Museum: Reg Hounsell  
NHDC officer: Ros Allwood  
Town Council Officers: Susan Thornton-Björk (Town Clerk), Sarah Russell (Museum Curator)

### **178/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Inwood and Trustee Peter Franks.

### **179/15 MINUTES:**

The minutes of the meeting held Thursday 3<sup>rd</sup> July 2014 were approved for signing by the chairman.

### **180/15 CURATORS REPORT:** (copy attached to the minute book):

The curator updated members on various points in the report.

**WEB-SITE:** A new museum web-site is being developed with the help of a volunteer as the old site no longer works, it is 90% complete and should go live in a couple of weeks. Members were given a demonstration of the new site and its interactive pages and congratulated the curator on the work.

**FORWARD PLAN:** The updated Forward Plan produced by the Curator with the help of working party members Councillor Les Baker and Trustee Jenny Smith had been circulated to all members. Members were taken through it page by page and commented that it was an excellent document and congratulated the working party members and the Curator.

Members discussed the Collection and Disposal Policies and rationalisation of the Collection which was now part of the Accreditation. A policy and procedure needs to be put in place, and the Collection needs to be reviewed to see if any objects would be more beneficial to other museum collections other than Royston's.

The curator then detailed the action plan step by step and asked that a Forward & Action Plan monitoring group be set up to meet regularly to monitor the aims. Members acknowledged that the aims are highly ambitious and it was agreed a monitoring group was needed. It was then agreed that the previous members of the Forward Plan working party (Cllr Les Baker and Trustee Jenny Smith) be part of the group and Cllr J Davison and Trustee Phil Smith also volunteered to be part of the group. It was agreed that the curator could co-opt further members, if needed, as required.

## ROYSTON TOWN COUNCIL

It was then agreed, subject to a couple of alterations, that the Forward Plan would form a working document for the museum. The document would be presented to the Finance Committee for ratification in to the workings of the Town Council. It was agreed to set up a regular meeting schedule so reports could be brought back from the monitoring group to the Advisory committee.

The chairman then congratulated the Curator on achieving the Associateship of the Museums Association (AMA) this was supported by all members. He then thanked her for her detailed report and said it was good to see the number of visitors increasing year on year to the museum as well as the increase in volunteers.

**TAPESTRY:** The Tapestry has now been measured and its total length is 79ft 1in. Each section/scene has been recorded and photographed.

It is recorded in the Action Plan with the following three stages having been identified as the way forward:

Stage 1 - Finish project – Complete stitching of Final Scene

Stage 2 – Storage – Consult with textiles experts on the best way to store it

Stage 3 – Display – Consider options for display and all other elements that go with it. i.e. in museum – in another building – re-development of museum -funding

### **181/15 FINANCE:**

Members received and noted the current accounts for the museum. Another line will be included on the spreadsheet to record the grant of £1040 received to support the accessibility work outlined in the new Forward Plan.

**Date of next meeting:** 12<sup>th</sup> February 2015

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 17<sup>th</sup> November 2014 in Room 11, Town Hall, Royston at 7.30pm

**PRESENT:** Councillor Hulström-Allen (Town Mayor in the Chair)  
Councillors Baker, Burt, Davidson, Davison, Harrison, Kennedy, Lewis,  
McGlynn & Swallow  
Town Clerk  
County & District Councillors, Hill & Hunter  
Administration Assistant  
5 Members of the public

Reader Tony Mills led the meeting in prayer.

### **182/15 ROYSTON HOSPITAL SITE AND COMMUNITY ENGAGEMENT:**

Maggie Allen, Director of the Royston & Area Integrated Care Community Interest Company (RAIC CIC), gave a presentation about the Royston Hospital site and Community Engagement. She explained that the current position is that she was awaiting the results of the Options Appraisal from the NHS - which was expected on Friday 21 November 2014. There had been lots of positive meetings with interested stakeholders and also financial and technical experts. Visits to similar developments run by Community Interest companies had also been carried out. Maggie Allen stated that there had been a great deal of positive support amongst Royston residents for their plans – which do fit into the 5 year NHS plan for community care. The feeling was this would be an excellent model to use and would solve well-known local problems.

Maggie Allen said that to help secure lottery funding or grants they will need support from the local community and asked if Royston Town Council would show their support and consider making a grant to the group from Council funds (£137 money) as start-up funding?

Councillor Baker queried whether the options under consideration meant that services would continue to be provided wholly within the NHS. Maggie Allen reiterated the position of the 5 year NHS Options plan and confirmed that the CIC plan complemented that vision but the outcome on Friday of the Options Appraisal would clarify these issues. Maggie Allen did also mention that whilst it is assumed services would continue to be provided under the NHS, any additional facilities being considered would need to pay to make them cost effective.

The Chairman thanked Maggie Allen for her update and said that the Town Council would await to hear about the Options Appraisal for Royston.

### **183/15 APOLOGIES:**

Apologies for absence were received from Councillors Dingley, Inwood, Hughes, Smith and Turner.

### **184/15 TOWN MAYOR'S ANNOUNCEMENTS:**

The Town Mayor provided details of civic events she had attended which included her Mayoral Civic Reception where the Meridian Chamber Choir provided entertainment for her guests and the Remembrance Day Parade which was followed by a reception hosted by the Royal British Legion.

## ROYSTON TOWN COUNCIL

Other notable events attended by the Town Mayor, included a Fireworks Display, judging a Pirate competition and attending the local Youth Awards.

Upcoming events are, the Mayor's Quiz night on 21 November 2014 and the Annual Christmas Fayre on 6 December 2014. Also Sunday lunch with the Guides and the blessing of the Christmas Lights with the Mayor of Buntingford in aid of Isobel Hospice.

### **185/15 MINUTES:**

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on 22<sup>nd</sup> September 2014 (minutes 123/15 to 129/15).

### **186/15 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 on 29 September 2014 ( minutes 130/15 to 140/15 ) be adopted as a correct record, into the workings of the Council
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 20 October 2014 (minutes 154/15 to 159/15) be adopted as a correct record into the workings of the Council.

### **187/15 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:**

- (a) The minutes of the meeting of the General Purpose/Highways Committee held on 13 October 2014 (minutes 141/15 to 153/15) were presented. Councillor Kennedy objected to the reference to Town Council support for the South/East Bypass for Royston. He pointed out that traffic through Royston had reduced considerably since the M11 was built, there is no funding available for such scheme and there is mixed feelings in the local media as to the possible benefits. Consequently he felt the Town Council should not therefore be supporting such a scheme.

Councillor Davison pointed out that it would be premature to totally dismiss such a scheme and it would be wise to keep open minds and in the meantime obtain future facts and figures.

After further discussion it was **RESOLVED** that the minutes of the General Purpose/Highways Committee be adopted as a correct record into the workings of the Council.

- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 27 October 2014 (minutes 160/15 to 169/15) be adopted as a correct record into the workings of the council.

## ROYSTON TOWN COUNCIL

### **188/15 CLERK'S REPORT:**

The Town Clerk reported

- Royston Means Business Christmas Fair, will be held in the High Street on Saturday 6th December, there will also be 1 children's ride and a hot-dog stall on Market Place
- Rudolph the Reindeer Trail, Saturday 13<sup>th</sup> December, Fish Hill Square, 10am to 4pm
- Christmas Market Saturday 20<sup>th</sup> December with children's rides, Christmas goods stall and a hot-dog stall.
- Market on Christmas Eve.

The Town Clerk reported that she and Cllr Smith had attended the NHAPTCC Annual Conference where they received the following presentations:

- Councils and social media,
- Volunteering, from the Bench Volunteering Group at Kimpton and
- Hertfordshire Police Commissioner, David Lloyd.

Finally the Town Clerk reported that Quality Council Status is to be replaced by the Local Council Award Scheme. It will be launched in January 2015. Applications will open in December 2014. There will be three levels – Foundation award, Quality Award & Quality Gold Award.

### **189/15 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Cllr Swallow reported on the work of the Royston & District Local History Society. She highlighted the commitment and dedication of the volunteers involved and the interesting programme of events that they have planned for the future.

### **190/15 ROYSTON UNDERPASS MURAL PROJECT:**

Cllr Davidson presented an update on this issue on behalf of Cllr Dingley. Cllr Dingley has made a lot of progress on this matter and that the involvement of the youth of Royston continues to be important. Cllr Davidson sought the support of the Town Council for this project, emphasizing that whilst the financial costs are still being assessed, no financial support from the Town Council is envisaged. In discussion, issues such as who is responsible for the Underpass (the District Council or Network Rail) were discussed, as were the potential problems of graffiti on the site. The graffiti issue can be resolved with the use of anti-graffiti paint on the current surfaces which could also be applied to the mural when it is completed. Councillors agreed in principle that this was a very worthwhile project and that it should be supported at this time, but they will require further details and clarification about the issues raised.

There being no further business the Town Mayor closed the meeting at 8.13 pm.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 24<sup>th</sup> November 2014 at 7.30 p.m.

**PRESENT:** Councillor Smith (in the Chair)  
Councillors Baker, Davidson, Davison, Harrison, Hulström-Allen, Kennedy and Lewis  
Town Clerk  
4 members of the public

### **191/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Burt & Hughes

### **192/15 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday 27<sup>th</sup> October 2014 (minutes 160/15 to 169/15) were approved for signature by the Chairman.

### **193/15 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:**

- The minutes of the Town Council Properties Sub-Committee meeting held on Monday 27<sup>th</sup> October 2014, were received into the workings of the council.
- The minutes of the Royston Cave Trust Fund meeting held on Thursday 14<sup>th</sup> August 2014, were received into the workings of the council.
- The minutes of the Market Advisory Sub-Committee meeting held on Thursday 6<sup>th</sup> November 2014, were received into the workings of the council.

### **194/15 ACCOUNTS FOR PAYMENT:**

Members **RESOLVED** to approve the accounts for November 2014 in the sum of £31,702.73 for payment.

### **195/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

i) Members noted the Bank Reconciliation for October 2014.

Members noted the Income & Expenditure for October 2014. Members noted that there was a short fall on the parking income against budget. This matter will be kept under review.

### **196/15 HIRE CHARGES FOR ROOMS AND HALLS:**

The Town Clerk invited members to note the current charges. Members considered the option of raising these charges. After discussion Members agreed that the current hire charges should be held at their current levels with no increases at this time.

### **197/15 ALLOTMENT RENTS:**

Members were invited to consider and approve recommendations from the budget working party regarding rents, concessions and administration charges. Members noted that the last increase in charges was in January 2012. Discussion had already been held with the Royston Allotment & Gardens Association (RAGA) and they had no objection to the increased rents and administration charges. After further discussion Members agreed to:-



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- i) Increase yearly rents by the current RPI rate (2.85%) from 1 January 2015. This would add £1.50 to the yearly rent.
- ii) The administrative charge for new tenants would increase from £10 to £25 from 1 January 2015.
- iii) The 50% concession for all new tenants over age 60 will cease from 1 January 2015.
- iv) A letter will go out to all plot holders stating that rents will be increased by January 2014 RPI figure in January 2016.

### **198/15 ROYSTON AND DISTRICT MUSEUM AND ART GALLERY**

- i) Members were invited to approve and adopt the updated Forward Plan as agreed by the Museum Advisory Sub-Committee. During discussion Members agreed that the Museum should actively be looking at ways of generating extra funds.

Cllr Kennedy commented that any members who were members of the Royston History Society or Friends of the Museum should consider whether they should be commenting on this topic as there was potentially a conflict of interest. Cllr Kennedy then said he was concerned whether funding from the taxpayers of Royston, via the Town Council, towards the cost of the Museum/Art Gallery continued to be justified, as in his view there was very little enthusiasm within the Town for the museum and he felt the sums spent on it each year (£85K) could be better spent elsewhere.

During prolonged discussion several members disagreed with the assertion that there is little enthusiasm for the Museum among the people of Royston. It was pointed out that many schools and local community groups visit the Museum and it was seen as a vital asset for the Town to have – especially when considering visitors and tourists to the Town. The Curator of the Museum had requested that a Forward Plan Monitoring Group was formed, Councillors Baker & Davison, along with trustees Jenny Smith & Phil Smith, have agreed to be part of the group. Members then **RESOLVED** to approve and adopt the Plan into the workings of the council.

Members discussed the current working arrangements of the Museum Advisory Sub-Committee and the need to update the agreement documents between the History Society, the History Society Trustees and the Town Council and the North Herts District Council and the Town Council.

Members then agreed that the agreement documents needed to be reviewed and updated.

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### **199/15 TOWN CRIER NEWSLETER:**

Members discussed the future publication frequency of this newsletter as the information is often out of date at the time of publication as the publication process is quite lengthy – having to be approved by the Finance Committee beforehand. Cllr Davidson proposed a streamlined publication process with a draft of the proposed newsletter being emailed to councillors/Town Clerk prior to publication for approval. Members also discussed increasing the frequency of the published newsletter to six a year, subject to appropriate funding in the form of sponsorship, being found to cover the additional publication costs.

Members then agreed to the revised approval process and if funding can be secured, agreed to consider increasing publication of the newsletter to every other month.

There being no further business the Chairman closed the meeting at 8.19 pm.

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 15<sup>th</sup> December 2014 at 7.30 p.m.

**PRESENT:** Councillor Davidson (in the Chair)  
Councillors Hulström-Allen, Inwood, Kennedy, Smith, Swallow & Turner  
Town Clerk  
County & District Councillors Hill & Hunter, District Councillor B Davidson

### **200/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Davison and McGlynn.

### **201/15 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

No declarations were received.

### **202/15 MINUTES:**

Cllr Swallow asked for a correction to the minutes of the Planning Committee meeting held on Monday 10th November 2014 (minutes 172/15 to 177/15). Minute 175/15(b) should record that there were two abstentions rather than one. Members agreed this and subject to this amendment, the minutes were approved and signed as a correct record.

### **203/15 PLANNING APPLICATIONS:**

- a) 14/0929/1 The White Bear, Kneesworth Street, Royston  
Members raised no objection to this application.
- b) 1402968/1 Unit 14, Orchard Road Royston  
Members raised no objection to this application.
- c) 14/03027/1AD The North Star, 1 Old North Road, Royston  
Members raised no objection to this application.
- d) 14/03081/1 Land at Ivy Farm, Baldock Road, Royston  
After careful discussion members voted not to support this application, with one member abstaining.
- e) 14/02724/1HH Park Cottage, 8 The Green, Royston  
Members raised no objection to this application.
- f) 14/02578/1HH 11 Heron Way, Royston  
Members objected to this application because the installation of the two front dormer windows appear to be an over development of the front of the property. It was suggested that skylights are installed instead. There was one abstention.
- g) 14/02183/1HH 5 Middle Drift, Royston  
Members raised no objection to this application.

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- h) 14/02900/1HH 44 Briary Lane, Royston  
Members raised no objection to this application.
- i) 14/03111/1 Land at 47 Baldock Road, Royston  
Members raised no objection to this application.
- j) 14/03127/1HH 20 Garden Lane, Royston  
Members raised no objection to this application.
- k) 14/03098/1HH 14 Turpins Ride, Royston  
After careful discussion regarding the concerns the Planning Officer had expressed about the size of the proposed extension, Members agreed that they had no objection and will support the Planning Officer's final decision.
- l) 14/03191/1HH 1 Weston Avenue, Royston  
Members raised no objections to this application.

### **204/15 PLANNING DECISIONS:**

An updated list of Planning Decisions was not available for distribution. This will be provided at the next meeting.

### **205/15 ANY OTHER BUSINESS:**

The Chairman reminded Members that the Preferred Options consultation document for the Local Plan was now available to view on the District Council Planning Portal. The Chairman asked that Members take the time before the next meeting on 12th January 2015, to review this document, as it will be an agenda item at that meeting where it is planned to discuss and consider it in detail. After further discussion, County & District Councillor Hill advised Members that they might find it of assistance for their meeting on 12 January 2015, to have available slides from a recent presentation on this subject matter. It was agreed that these slides would be useful and that they should be obtained in preparation for the next meeting.

Date of next meeting: Monday 12<sup>th</sup> January 2015.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 22<sup>nd</sup> December 2014 at 7.30 p.m.

**PRESENT:** Councillor Davison (in the chair)  
Councillors Baker, Burt, Davidson, Harrison, Hughes, Hulström-Allen, Kennedy and Lewis.  
Town Clerk and Administration Assistant  
County & District Councillors, Hill & Hunter, District Councillor Davidson  
1 member of the public

### **206/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor F J Smith.

### **207/15 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday 24th November 2014 (minutes 191/15 to 199/15) were approved for signature by the Chairman.

### **208/15 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:**

The minutes of the Museum Advisory Sub-Committee meeting held on Thursday 13<sup>th</sup> November 2014, were received into the workings of the Council.

### **209/15 ACCOUNTS FOR PAYMENT:**

Members **RESOLVED** to approve the accounts for December 2014 in the sum of £39,240.72 for payment.

### **210/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

Councillor Hughes commented that previously, he had raised the issue of whether the Town Council should continue to hold all its deposits in one financial institution owing to the recent financial downgrading of various banks and that to protect the Town and its funds, separate accounts in other institutions should be considered. The Town Clerk confirmed that investigations were ongoing into this matter and an update would be provided at the next meeting of the Finance Committee. Councillor Hughes offered to provide the Town Clerk with details of some financial institutions which might prove of interest.

- i) Members noted the Bank Reconciliation for November 2014.
- ii) Members noted the Income & Expenditure for November 2014. Councillor Kennedy raised his concerns over car parking income, which is less than expected against the budget. The Town Clerk commented that the expenditure was also less than the expected budget figures.

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### 211/15 DRAFT BUDGET 2015-2016:

Members considered the draft budget for 2015-2016. The Chairman reminded Members of the processes the working party had followed to arrive at the proposed Precept, highlighted that the Royston Council tax is a very small part of the overall Council Tax bill (£41.12 per year out of £1,511.90 for a Band “D” property in 2014-15), and that Royston Town Council continues to be a well-run, efficient Council, with only a small number of staff and with no scope for outsourcing services or of sharing services with other local authorities. Any reduction in the number of staff would significantly reduce services.

The Chairman explained that the proposed draft budget and net Precept of £257,856, allowed for a Public Works Board loan of £200,000 repayable over 25 years to fund the construction of the new Royston cemetery. This would require a Band “D” Council Tax of around £42.18 per year, a 2.5% increase of around £1.06 per year or 2p per week.

The Chairman reminded members of the February 2012 consultation which asked voters if they wanted the Town Council to undertake projects such as a new cemetery. Knowing that Council Tax would need to be increased to fund the construction, 84% of those who voted said yes to the new cemetery.

Councillor Hughes asked if there was any further information available to the question he asked previously as recorded in minute 138/15 “was it possible to insure against any damage or liability against the contamination of the water supply. The clerk reported the response received from our current insurers, ‘the cemetery is not classed that much differently from a plot of land. The main things that need to be considered are the assets on the land and these are the things that need to be insured. There is no form of indemnity insurance available against the possible contamination of the water supply. When the cemetery is being built, professional advice should be sought, followed and fully documented. This will show that the Town Council has taken all reasonable precautions available when developing the site which is what needs to be shown when refuting any liability/negligence claims.

The Chairman then invited Members to offer comment on the draft budget. Councillors Hughes and Kennedy stated that they could not support this proposed budget and argued that the Town Council should, in these times of austerity, not be increasing the Precept at all and should find cost savings elsewhere if necessary, rather than asking townspeople to pay more.

Councillors Hughes and Kennedy asked if the Chairman would be prepared to put the issue of a 2.5% increase in the Precept to a local referendum among townspeople. The Chairman repeated that the February 2012 consultation already gave the Council the mandate to increase the Precept to pay for the cemetery.

Councillor Kennedy repeated his previous objections to siting the cemetery at Wicker Hall and his assertion that a more suitable site was available if the Council moved quickly. The Chairman reminded Councillor Kennedy that NHDC Planning had specifically and unequivocally ruled out using any of the land at the proposed housing development off Newmarket Road for a cemetery.

Other Councillors supported the draft budget as circulated. They commented that whilst it would be good to hold or even lower taxes, there was a need to plan for the future and

## ROYSTON TOWN COUNCIL

ensure adequate funding to pay for agreed projects was in place and the draft budget appeared sensible and proportionate.

Members then voted on three motions:-

Motion 1 - Councillor Hughes proposed that the Precept is not increased. 2 Members voted in favour of this motion with 7 members voting against.

Motion 2 - Councillor Kennedy proposed that the budget for the Royston Museum is reviewed by Members before any decision is made on the Precept. 2 Members voted in favour of this motion with 7 Members voting against.

Motion 3 - Councillor Burt proposed that the draft budget and the raising of a Precept of £257,856 is agreed and recommended to Full Council for approval. 7 Members voted in favour of this motion with 2 Members voting against. This motion was therefore carried. Councillors Hughes and Kennedy asked for their votes against to be recorded.

### **212/15 ROYSTON CAVE:**

The Annual Report covering the 2014 season was received and noted by Members. It was noted that visitor numbers were up. The guides were thanked for all their hard work over the year.

County & District Councillor Hill expressed some surprise by the comment in the report that Hertfordshire Highways and Anglian Water were reluctant to assist the Cave staff in resolving the problem of water leaking through the tunnel roof. The Town Clerk agreed to speak to James Robinson to clarify this issue.

Councillor Kennedy asked if the annual accounts of the Royston & District Local History Society were available. The Town Clerk confirmed that the accounts are available to Members to view if they so wished.

### **213/15 CHRISTMAS OPENING HOURS:**

Members noted the office opening hours over the Christmas and New Year period.

### **214/15 INTERNAL AUDIT 2014-2015:**

Members noted the interim Internal Audit Report.

### **215/15 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Davidson explained Royston & District Volunteer Centre has an event scheduled for 11 February 2015 in the Town Hall, to celebrate 20 years of the work in Royston and to launch the new logo for all Hertfordshire Volunteer centres.

### **216/15 EXCLUSION OF THE PUBLIC & PRESS:**

It was proposed by Councillor Davison, seconded by Councillor Burt 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.

**217/15 STAFF MATTERS:**

The Town Clerk reported that there had been a lot of interest in the Royston Museum Curator post recently advertised, closing date for applications is the 7<sup>th</sup> January 2015. The Town Clerk requested that until a new Curator is recruited the Museum Assistant's hours be increased by 1 extra day a week. Members voted in favour of this proposal. Members also wished to record their thanks to the Museum Assistant for agreeing to temporarily increasing her hours to cover the gap.

The Town Clerk also reported that the Local Government Pay Agreement had been reached. This will result in a salary increase for staff of 2.2% from 1 January 2015. This 2.2% increase will run through to March 2016. A one off ex-gratia payment to current staff of £100.00 (pro-rata for part-time staff) will also be awarded in December 2014 as part of this agreement. Members noted this and voted to accept the pay agreement.

The Town Clerk alerted Members of the need to convene a meeting in due course of the HR Group to discuss the Town Council's Pension Discretion Policy.

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



## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 p.m. on Monday 5<sup>th</sup> January 2015.

**PRESENT:** Councillor Harrison (in the Chair)  
Councillors Baker, Burt, Hughes, Inwood, McGlynn, Swallow & Turner  
Town Clerk & Administration Assistant  
Town Councillors Davidson & Smith  
County & District Councillors Hill & Hunter, District Councillor Davidson  
1 Member of the public

### **218/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Dingley and Lewis.

### **219/15 MINUTES:**

Councillor Hill asked for some minor corrections to her report in the minutes of the meeting of the Committee held on 13<sup>th</sup> October 2014 (minutes 141/15-153/15). They are:-

144/15. Para 5. Bus Service 331 Concerns are over the safety issues with the buses using Tannery Drift but they continue to use this route because of obstruction issues in Kneesworth St.

Para 7. Sodium Street lights are being (replace) replaced with LEDS

Para 12. Councillor Hill asked the council to also show their support to the Cambs County Councillor Susan van de Ven, chair of the A10 Corridor Cycling Campaign Group, as per minute 152/15

Subject to these amendments the minutes were approved and signed by the Chairman.

### **220/15 REPORTS OF WORKING PARTIES:**

Members received the notes of the Royston in Bloom Working Party meetings held on:

- 21st October 2014
- 18<sup>th</sup> November 2014

into the workings of the Council.

Cllr Baker reported that the Working Party is keen to get local schools involved in the Royston in Bloom 2015 competition and have introduced a "Grow a Menu" initiative, five schools have confirmed they will participate in this. The allotment society will be providing help and the seeds.

### **221/15 REPORT FROM COUNTY COUNCILLOR HILL RE: HIGHWAYS:**

Councillor Hill gave members an update as follows:

- Two cigarette butt bins have now been installed in the High St.
- Works to the roadway in the High St have been disappointing. Various options are being looked at again, and it is likely the road may need to be closed permanently while the work is carried out.

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- Details re the un-named road are still being considered by NHDC.
- Footpath to McDonalds. Dates for completion still to be confirmed. This is being pursued.
- Crossing, Baldock Road still being pursued.
- Site meeting to take place re parking restrictions for Lumen Road, Garden Walk, Burns Road and Eliot Road.
- Bus service 331 - still pursuing ways of getting the bus away from the Tannery Drift route
- There had been a spate of complaints regarding motorists being ticketed for parking incorrectly in the electric charging bays outside the Town Hall. NHDC is investigating to see if any additional markings can be used for these bays which will make the restrictions clearer whilst at the same time be compliant.
- Resurfacing of the lower part of Burns Road will be looked at when all lorries have stopped using the road for the new development. This will need to come out of the Highways Locality Budget funding
- 20 miles per hour speed limits outside schools. Study into adopting this for Garden Walk will take priority at this time as there is no crossing patrol there. Other areas would be considered at a later date owing to limited funding.

### **222/15 TOWN CENTRE WORKING GROUP:**

Cllr Baker provided members with an update on progress of work of the Group. A meeting with key stakeholders from NHDC had taken place in December to review the concerns that the Group had about the condition of the town centre. Concerns were expressed about the cleanliness of the High Street, pigeon droppings, litter, etc., and the condition of some of the empty shops. It was agreed that a more regular cleaning of the High Street would take place with the possibility of more intensive deep cleaning taking place. Funding has also been allocated for the repainting of the street furniture, bins and directional posts.

With regards to the condition of empty shops, Members were reminded that the Town Council has no remit on forcing landlords to take action although NHDC does have the power to enforce landlords to take remedial action in particular circumstances.

Councillor Burt asked members to consider other areas of the town centre for the placement of future cigarette butt bins.

The Chairman thanked Cllr Baker for his report on the work of the Group which will benefit the residents of Royston. It was mentioned that going forward a key issue will be to educate people that litter/cigarette butts should be placed in the correct bins, not discarded in the streets, and a publicity launch would be arranged in due course in this respect.

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### **223/15 PARKING PROBLEMS CORNER JOHN STREET/HIGH STREET:**

Members discussed this issue in light of the email response received from Guy McCallan, Herts Police. Members were agreed that the parking problems needed addressing and various options were considered, including the re-painting of road markings to clearly identify parking bays, introduction of double yellow lines and also installation of Bell Bollards. Members also raised the issue of whether more police ticketing of vehicles which were parked inconsiderately and causing an obstruction may provide a solution. Cllr Harrison suggested consideration be given to the use of a yellow box junction at this corner which other Members agreed was a good idea. Councillor Hill agreed to raise the issue of parked cars causing an obstruction, when she and Councillor Hunter next meet with the new police Chief Inspector. Councillor Hill also mentioned that the whole issue of parking in the Town Centre is the subject of a forthcoming review, so this issue could be included in the review.

Cllr Inwood left the meeting.

### **224/15 BALDOCK/NEWMARKET ROAD:**

The Town Clerk reported that letters had been sent to the three companies whose large lorries and farm vehicles had been using the route instead of the by-pass, despite Newmarket Road having a 7.5 tonne weight limit. The companies concerned had responded indicating that their drivers had been advised to use the bypass instead. The companies also asked that if such vehicles were seen using Baldock/Newmarket Road then their details/registration numbers should be recorded so that this issue can be reported back to them.

### **225/15 SURFACE WATER MANAGEMENT PLANS (SWMP) – NORTH HERTFORDSHIRE:**

After discussion it was agreed to report the following areas which suffer from flooding Garden Walk/Hawthorn Way, Burns Road/York Way roundabout, Melbourn St, and Melbourn St/A10 roundabout. Members were asked to contact the Town Clerk and report any areas they were aware of where there had been previous flooding or where there is believed to be a risk of future flooding so as this can be incorporated into the Plan.

### **226/15 OUTSIDE ORGANISATIONS:**

No matters were raised by Members.

Date of next meeting 20<sup>th</sup> April 2015

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 12<sup>th</sup> January 2015 at 7.30 p.m.

**PRESENT:** Councillor Davidson (in the Chair)  
Councillors Davison, Dingley, Inwood, Kennedy, McGlynn, Smith, Swallow & Turner  
Town Clerk, Administration Assistant  
County & District Councillors Hill & Hunter, District Councillors Davidson, Burt, Lewis  
5 Members of the public

### **227/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Hulström-Allen.

### **228/15 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

No declarations were received.

### **229/15 MINUTES:**

The minutes of the meeting of the Planning Committee held on Monday 15<sup>th</sup> December 2014 (minutes 200/15 to 205/15) were approved and signed as a correct record.

### **230/15 PLANNING APPLICATIONS:**

a) 14/03282/1 BMX Race Track, Burns Road, Royston  
Members raised no objection to this application.

### **231/15 LOCAL PLAN PREFERRED OPTIONS CONSULTATION:**

The Chairman introduced this item by suggesting that initial discussions on the Local Plan Preferred Options consultation document be discussed initially “Out of Committee”. This would allow Members a set time period to put forward their individual views – Members could then decide and vote on which of the views expressed should be forwarded to North Herts District Council. Standing Orders were then suspended and the committee went into workshop mode. The chairman also reminded Members that in addition to this, they were of course free to submit their own individual comments as residents, direct to North Herts District Council.

Individual Members then expressed their views on the Preferred Option Plan document.

The following points were raised and discussed:

a) Royston proposed sites:  
Ivy Farm, Land off Newmarket Road & the Fairview sites, in particular land off Lindsay Close. These proposed developments are considered unsustainable because of sewage incapacity and members referred to the document Appendix 3: Royston Sewage Treatment Works-AWSL/EA other members also had concerns over parts of the town’s infrastructure. Access issues must be properly addressed before any development at the Hoy Land, Land of Newmarket Road or the Lindsay Close sites

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are approved. Every single site should have a full infrastructure plan, not just sites of over 1000 dwellings. Like Hitchin, Royston has had piecemeal development over recent years and this has led to one site with over 1,000 dwellings with only one access road (contrary to HCC guidelines). It is vital that all future developments are sustainable.

- b) The view from Therfield Heath needs to be protected.
- c) Members queried the numbers that NHDC are using in respect of future dwelling requirements as they do not appear to be statistically sound.
- d) Green Belt land should not be used to build new dwellings upon so as to prevent towns becoming joined together. There appears to be a better case for large numbers of dwellings to be built instead at the Baldock and/or Letchworth sites.
- e) Site RY1 – Ivy Farm. Development of this site would be a natural extension of the recent building on fields comprising Ivy Farm  
Site RY2 - Hoy Land By-Pass Site. Oppose development there.  
Site RY4 - Lindsay Close. Access issues need to be considered.  
Site RY7 - Site should be reserved for commercial use only.
- f) Land at the Royston Hospital site – off London road – Meadow south of hospital should be included for development for Housing.
- g) Royston Football Club, Garden Walk. This land cannot be developed until the Club have somewhere suitable to move to.
- h) More affordable homes need to be negotiated for the local people in Royston – this must include social housing and shared ownership. Development should be local homes for local people.
- i) The population of Royston has increased by approximately 12% between 1991–2011, making Royston the fastest growing town in North Hertfordshire and 6<sup>th</sup> in the Country. Housing numbers have also increased by 1,485 (22%) in that period.

8.20pm Councillor Davison left the meeting.

Not all members agreed on these points. Councillor Smith suggested that in light of the strong and diverse views expressed during the “Out of Committee” discussions, it may be preferable if the list of points made by Members should be forwarded to NHDC as they stood rather than being discussed further and voted on individually. This would ensure NHDC were aware of the broad range of views Members held. The Chairman agreed and formally proposed that the meeting went back into committee mode to allow this proposition to be discussed.

The Chairman proposed that Members vote on Councillor Smith’s suggestion of forwarding to NHDC a list of the comments made by all Members to the consultation document.

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Councillor Hill reported that following a question regarding infrastructure at NHDC Full Council and the Area Committee meeting where the Preferred Options Consultation was discussed, the portfolio holder agreed that it would be considered for inclusion in all polices connected with the Local Plan that every single site should have a full infrastructure plan, not just sites those over 1000 dwellings.

The Chairman thanked Members for their contributions and then drew their attention to the email received from the Chairman of Weston Parish Council in which it was proposed that a coordinated response be sent to the current consultation of the possible building of a new town. After discussion, Members **RESOLVED** that a simple response be sent indicating that Royston Town Council fully understood the views which had been put forward by the Chairman of Weston Parish Council but Royston Town Council would be submitting its own views in due course.

### **232/15 PLANNING DECISIONS:**

Members noted the decisions made by NHDC.

Date of next meeting: Monday 9<sup>th</sup> February 2015.

There being no further business the chairman closed the meeting at 8.34 pm

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 19<sup>th</sup> January 2015 in Room 11, Town Hall Royston at 7.30pm.

**PRESENT:** Councillor Inwood (Deputy Town Mayor in the Chair)  
Councillors Baker, Burt, Davidson, Davison, Dingley, Harrison, Hughes,  
Kennedy, Lewis, Smith, Swallow & Turner  
Town Clerk, Administration Assistant  
County & District Councillors Hill & Hunter, District Councillor B Davidson  
2 Members of the public, 2 Members of the press

The Reverend Heidi Huntley led the meeting in prayer.

### **233/15 APOLOGIES FOR ABSENCE:**

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

### **234/15 ROYSTON & DISTRICT TWINNING ASSOCIATION**

Paul Rydon & Keith Ginsberg from the Royston & District Twinning Association gave a presentation regarding the Town's twinning arrangements with Großalmerode Germany, La Loupe France and Villanueva de la Canada Spain. The presentation detailed the history of the town's twinning arrangements, together with details of past and future planned activities – both in this country and abroad. Councillors were advised that a civic reception will be held in May 2015 at the Heath Sports Club to welcome French visitors to the Town which they are invited to attend.

The Twinning Association felt that twinning arrangements still remain very valid with the aims and objectives of fostering friendship and to promote and encourage as many links as possible between the people of Royston and the surrounding area and the people of the twinned towns.

Challenges for the future of the Twinning Association include obtaining more publicity for their activities within the town and recruiting new members. During a question and answer session with Members, it was suggested that the Twinning Association may consider advertising their activities by running trailers before films at the Royston Picture Palace.

At the conclusion, the chairman thanked the Twinning Association for this very useful and interesting presentation and indicated that Royston was lucky to have such healthy and vibrant twinning arrangements.

### **235/15 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

No declarations were received.

### **236/15 TOWN MAYOR'S ANNOUNCEMENTS:**

In the Town Mayor's absence, the Town Clerk advised Members of several forthcoming events including the Civic Service, followed by refreshments on Sunday 8<sup>th</sup> March at St Thomas of Canterbury & The English Martyrs Catholic Church, Royston, the next quiz night scheduled for Friday 20<sup>th</sup> March at the Town Hall and a short service at 11am at the Melbourn Street War Memorial on Tuesday 27<sup>th</sup> January, to commemorate International Holocaust Memorial Day.

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### **237/15 MINUTES:**

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 17<sup>th</sup> November 2014 (minutes 182/15 to 190/15).

### **238/15 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:**

- (a) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 10<sup>th</sup> November 2014 (minutes 172/15 to 177/15) be adopted as a correct record, into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 15<sup>th</sup> December 2014 (minutes 200/15 to 205/15) be adopted as a correct record, into the workings of the Council.
- (c) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 24<sup>th</sup> November 2014 (minutes 191/15 to 199/15) be adopted as a correct record, into the workings of the Council.

### **239/15 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:**

The minutes of the meeting of the Finance Committee held on 22<sup>nd</sup> December 2014 (minutes 206/15 to 217/15) were presented by Councillor Davison.

It was **RESOLVED** that the minutes of the Finance Committee be adopted as a correct record into the workings of the Council.

### **240/15 PROPOSED BUDGET AND PRECEPT 2015-2016:**

Councillor Smith introduced this item – explaining that he wished Members to ratify the decision to raise a net precept of £257,856 from NHDC for the year 2015-2016. Councillor Smith said that considerable work had been undertaken in reaching this figure and thanked the Town Council staff, working party members and members of the Finance Committee for their contributions.

Councillor Smith then said that Royston Town Council was a small and efficiently run organisation with no room for the outsourcing of services or staff reductions and that the effect of agreeing to raise the precept by the suggested amount would mean a very modest increase of £1.06 a year, or 2p a week, to a Band D householder in Royston. Councillor Smith also reminded Members that the Royston Council tax is a very small part of the overall Council Tax bill – the major sums being levied by Hertfordshire County Council, NHDC and Hertfordshire Police.

Councillor Kennedy indicated that he could not support this proposal and that he had devised his own alternate budget which if adopted, would mean a reduction in the Precept.



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Councillor Hughes also indicated that he could not support the proposal and that he felt that some of the services that residents of Royston are being asked to fund, should be funded direct by North Herts District Council.

Councillors Baker, Davison and Harrison spoke in support of Councillor Smith's budget and precept proposal.

In summing up Councillor Smith stated that the arguments put forward by Councillors Kennedy and Hughes had been aired at previous Council meetings and raised nothing new and it was now time to vote on the proposals put forward, which were to approve the budget as set for 2015 -2016 and the raising of a precept which would be made up from the Community Tax refund grant of £20,262.88 and the net precept of £257,856. It was agreed to record individual members vote. Members voted 11-2 in favour of raising a net precept figure in the sum of £257,856 for the year 2015-2016. Individual Members voted as follows:-

<u>For</u>	<u>Against</u>
Cllr Baker	Cllr Hughes
Cllr Burt	Cllr Kennedy
Cllr Davidson	
Cllr Davison	
Cllr Dingley	
Cllr Harrison	
Cllr Inwood	
Cllr Lewis	
Cllr Smith	
Cllr Swallow	
Cllr Turner	

### **241/15 ROYSTON AND DISTRICT MUSEUM AND ART GALLERY FORWARD PLAN:**

Councillor Baker presented the Museum and Art Gallery forward Plan.

After brief discussion by Members it was **RESOLVED** that the updated Museum and Art Gallery Forward Plan be adopted as a correct record into the workings of the Council. 2 Members abstained.

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### 242/15 PARISH POLLS CONSULTATION:

Members discussed the consultation document.

After discussion, members agreed that it is important to consider democracy and that everyone should be given the opportunity to vote and that the mechanics of voting in Parish Polls should be the same as voting in a General Election

Councillor Hughes asked whether the results of Parish Polls are binding on a local authority. The Town Clerk explained that such a poll is to give guidance to a local authority and is therefore only advisory. Consequently, the local authority may wish to disregard the results if it so wished.

Members then voted on the consultation document and **RESOLVED** that the questions set out in the document at pages 18 and 19 were appropriate. 4 Members abstained.

### 243/15 CLERK'S REPORT:

The Clerk Reported

- Those guests planning to attend the Civic Service, followed by refreshments on Sunday 8<sup>th</sup> March at St Thomas of Canterbury & The English Martyrs Catholic Church, Royston, should return the reply slip as soon as possible, so as seating and refreshment arrangements can be finalised.
- Members are invited to attend a short service at 11am at the Melbourn Street War Memorial on Tuesday 27<sup>th</sup> January, to commemorate International Holocaust Memorial Day.
- Royston Picture Palace will be having Sunday performances for a trial period as well as 3 performances on Saturdays for popular films.

Finally the Town Clerk wished to thank District Councillor B Davidson for the work he had undertaken moving the notice boards and projector screen from the Committee Room to Room 11, which had saved the Town Council money which would otherwise have had to be spent in undertaking this work.

There being no further business the Deputy Town Mayor closed the meeting at 8.53 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 26<sup>th</sup> January 2015 at 7.30 p.m.

**PRESENT:** Councillor Smith (in the Chair)  
Councillors Baker, Burt, Davidson, Davison, Harrison, Hulström-Allen, Kennedy & Lewis  
Town Clerk  
Administration Assistant  
County & District Councillor Hill

### **244/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Hughes.

### **245/15 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday 22 December 2014 (minutes 206/15 to 217/15) were approved for signature by the Chairman.

### **246/15 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:**

The minutes of the Markets Working Party meeting held on Thursday 11<sup>th</sup> December 2014 were received into the workings of the Council.

### **247/15 ACCOUNTS FOR PAYMENT:**

Clarification from the Town Clerk regarding the costs of maintenance of the air conditioning system and also a query relating to the Cross public conveniences was sort. Members then **RESOLVED** to approve the accounts for January 2015 in the sum of £46,971.21 for payment.

### **248/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

Concerns regarding the car park income were raised as it is lower than expected. It was agreed that a review on the car-parking income is carried out once the end of year figures were available.

- i) Members noted the Bank Reconciliation for December 2014.
- ii) Members noted the Income & Expenditure for December 2014.

### **249/15 30 KNEESWORTH STREET**

- (i) The Town Clerk reported that there was still no positive news on the sale of this property. The agents had advised that the options were either to reduce the asking price from £295,000 to say £250,000, or to withdraw the property from the market.

Councillor Smith proposed that the property be withdrawn from sale. After discussion it was **RESOLVED** to remove the property from the market.

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- (ii) With regards to the options for a rent review, Members were advised that at the last rent review in August 2010 it was agreed not to increase the rent at that time. A further rent review was due in 2014. The agents responsible advised that the property rent is undervalued and initially felt the Town Council could expect to receive £17K per annum for this property. Their estimation had subsequently been revised downwards to £16K per annum. Members were advised that if this was not agreed by the current tenant the Town Council could seek to go to arbitration – but there was a risk that the arbitration may result in no increase or even the tenant’s current rent being reduced. Also the cost of going to arbitration was significant – with an initial £385.00 registration fee. After further discussion it was agreed that Councillor Davison and the Town Clerk should visit the tenant to discuss these issues.

### **250/15 ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:**

Members were advised that a Working Party needed to be appointed to review the effectiveness of the Council’s system of internal audit control. This exercise needed to be completed within the next 4 – 6 weeks. It was agreed that Councillors Smith, Baker and Davison be on the Working Party.

### **251/15 REVIEW OF BANKING ARRANGEMENTS:**

The Town Clerk advised that information in respect of this is still being collated and it was proposed to complete this exercise as part of the review of the effectiveness of the internal audit controls.

### **252/15 STREET NAMING/NORTH STAR DEVELOPMENT:**

Members noted and had no objection to the name of ‘North Star Court’ which was proposed by the developer for the old North Star pub site.

### **253/15 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Davidson referred to her report as distributed on the Royston Youth Network. The artwork project on the underpass was still progressing. A previous suggestion of tiles was not viable as there was a risk that the tiles could be prised off so wall art would be more suitable. Local community involvement was vital in getting ideas and finding an artist. Funding would need to be applied for.

The Town Clerk reported Royston Museum had recently been awarded a £500.00 grant from NHDC Area Committee for their Mother & Toddlers Dance Group. The Council recorded their thanks to the committee.

### **254/15 SUPPLEMENTARY AGENDA ITEM – MARKET HILL ROOMS**

The Town Clerk reported that the boiler at the Market Hills Rooms had broken down and advice from experts was that it was not repairable. An initial quotation from one supplier had been £2,200.00 and a further quotation from a 2<sup>nd</sup> supplier is being sought. The Town Clerk went on to explain that specific approval for this expenditure would be needed from Members as there was not sufficient funds in the Market Hill rooms

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current budget. A new boiler was vital as this was affecting the Town Council's ability to hire out the rooms to both regular and ad-hoc hirers.

Members agreed that it was imperative that the boiler be replaced as soon as possible and delegated the Chairman and Vice-Chairman of the Committee to review both quotations in due course with the Town Clerk and take the necessary action to effect the purchase and installation of a new boiler.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 26<sup>th</sup> January 2015 at 8.10 p.m.

**PRESENT:** Councillor Davison (in the Chair)  
Councillors Burt, Davidson, Harrison, Hulström-Allen & Smith  
Councillors Baker & Kennedy  
Town Clerk  
Administration Assistant

### **255/15 MINUTES:**

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday, 27 October 2014 (minutes 170/15 to 171/15) were approved as a correct record.

### **256/15 TOWN COUNCIL PROPERTIES:**

#### **Market Hill Rooms**

No issues were raised except the boiler which was discussed by the Finance Committee.

#### **Town Hall**

The Town Clerk reported a problem with the Ladies Toilets which are becoming frequently blocked and sought authority to purchase rodding equipment so as the Caretaker can adequately clear whatever is causing the blockages. Members indicated that the toilets must be fit for purpose and suggested the contractors responsible for the compliance contract for the Town Hall and annex look at this issue and to report back as to what the actual problem is and what the best solution to rectify it is.

#### **Green Street Allotments**

The Town Clerk drew Members attention to the notes of the meeting between Members and RAGA held on Monday 24<sup>th</sup> November 2014. The Town Clerk also reported that Allotment rents had been increased from January 2015 and no complaints or other issues on this matter had been raised.

#### **Stile Plantation and Green Walk Plantation**

The Town Clerk reported that a recent inspection of both Plantations had identified a number of trees which needed attention and that the contractor had quoted a figure of £20K to undertake this remedial work. The Town Clerk indicated that she had asked the contractor to prioritize the work and the most essential work to be carried out would cost about £5.5K. The Town Clerk was asked to obtain a second quotation for this work.

It was further suggested that some of the footpath clearance work could be undertaken by volunteers and to refer this to the Royston in Bloom Working Group for further consideration.

Councillor Davison said that he and the Town Clerk were scheduled to visit the sites to see for themselves their condition and indicated that any trees which form a danger to the general public must be dealt with as a priority.

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### **The Cross Public Conveniences**

The Town Clerk reported that the contract for cleaning of the Cross Public Conveniences was due for renewal in March 2015. There is currently an issue of smells in the gentleman's toilets, which the contractors are trying to sort out.

The current contractor had submitted a quotation for the renewal of the contract and a separate quotation from another cleaning company, currently responsible for cleaning the toilets at Fish Hill, had been received. The current contractor's quotation had linked the cleaning of the toilets to the contract for the cleaning of the Cave filter 4/5 times a year and the removal, cleaning and storage of Market Bins on market days. Further consideration was needed regarding the smells before the contract could be renewed. This will be referred to the Finance Committee for approval.

Further discussion took place about upgrading the toilets, costs for this was around £70K but members were reminded that NHDC are the owners of the toilets.

### **Market Place**

The Town Clerk reported that the registration documents for the Land Registry had now been received this week.

### **30 Kneesworth Street**

Issues regarding the rent and sale of the property had been discussed in the Finance Committee meeting held before the Town Council Properties Sub-Committee

### **War Memorial**

Members were advised that funding for the cleaning of the memorial and for the re-engraving of some of the names has been applied for and a decision is still awaited

## **257/15 SUPPLEMENTARY AGENDA ITEM**

The Town Clerk drew Members attention to the design of the proposed Town Hall sign advertising the Royston Picture Palace. Erection of this sign required Planning Permission. Members did not object to the proposed signage and it will be referred to the Finance Committee for approval.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 9<sup>th</sup> February 2015 at 7.30 p.m.

**PRESENT:** Councillor Davidson (in the Chair)  
Councillors Inwood, Smith, Swallow & Turner  
Town Clerk  
Administration Assistant

### **258/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Davison, Dingley, Hulström-Allen & Kennedy.

### **259/15 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

No declarations were received.

### **260/15 MINUTES:**

The minutes of the meeting of the Planning Committee held on Monday 12<sup>th</sup> January 2015 (minutes 227/15 to 232/15) were approved and signed as a correct record.

### **261/15 PLANNING APPLICATIONS:**

- a) 15/00047/1 12 Angel Pavement, Royston  
Members raised no objection to this application.
- b) 15/00199/1 54 High Street and 1 Angel Pavement, Royston  
Members raised no objection to this application.
- c) 15/00070/1 Royston Delivery Office, Grantham Close, Royston  
Members raised no objection to this application.
- d) 15/00064/1 Royston Golf Club, Baldock Road, Royston  
Members raised no objection to this application.
- e) 14/03332/1HH 12 Hereford Way, Royston  
Members raised no objection to this application.
- f) 14/03386/1HH 9 Morton Street, Royston  
Members raised no objection to this application.
- g) 14/03399/1HH 13 Newman Avenue, Royston  
Members raised no objection to this application.
- h) 14/03404/1HH 22 Palace Gardens, Royston  
Members raised no objection to this application.
- i) 14/03406/1HH 7 Betjeman Road, Royston  
Members discussed the merits of this application. Councillor Inwood had concerns with this application as he believed that the proposals were out of



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character with other properties in the Road. Other Councillors queried the height of the proposed boundary wall and how this may affect the view of on-coming traffic. Councillor Smith proposed that North Herts District Council be asked to review the height of the proposed boundary wall and how it would affect traffic each side. Members agreed with Councillor Smith's proposal.

- j) 14/03407/1HH 3 The Brambles, Royston  
Members raised no objection to this application.
- k) 14/03417/1HH 43 Echo Hill, Royston  
Members raised no objection to this application.
- l) 14/03394/1 10-12 High Street, Royston  
Members raised no objection to this application.
- m) 14/03395/1LB 10-12 High Street, Royston  
Members raised no objection to this application.
- n) 15/00153/1HH 31 Baldock Road, Royston  
Members raised no objection to this application.
- o) 15/00144/1 92 Green Drift, Royston  
Members discussed the merits of this application. Members had concerns over the access to this development and the fact that it was now proposed to erect three detached dwellings on the site – rather than the two dwellings which had previously been approved. Members considered erecting three dwellings on this site to be an over-development of the site in addition to their access concerns. Members therefore voted to object to this application.
- p) 15/00167/1HH 5 The Brambles, Royston  
Members raised no objection to this application.
- q) 15/00164/1HH 3 Skylark Place, Royston  
Members discussed the merits of this application. Councillor Smith had concerns over the significant changes that were being sought to this property and proposed that North Herts District Council be asked to consider whether such changes were in keeping with other properties in the location. Members agreed with Councillor Smith's proposal.
- r) 14/02997/1HH 4A Priory Lane, Royston  
Members raised no objection to this application.
- s) 15/00229/1HH 19 Eastfield Road, Royston  
Members raised no objection to this application.

### **262/15 PLANNING APPLICATION - SOUTH CAMBRIDGESHIRE**

- a) S/2761/14/FL Horse and Groom, Baldock Road, Therfield  
This application from South Cambridgeshire District Council was discussed by Members. Councillor Smith believed the Town Council should not support such out of town residential development of this site and believed

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Royston would be better served if the site was used for either a hotel or motel as originally envisaged. Councillor Inwood agreed with Councillor Smith. Councillor Turner however believed such a residential development would be better than continuing to leave the site derelict. Members subsequently voted and agreed to object to this application. One Member voted against. Members also agreed to seek North Herts District Council's support for this decision to object.

### **263/15 PLANNING DECISIONS:**

Members noted the decisions made by NHDC.

### **264/15 THERFIELD HEATH**

Members considered the application to the Secretary of State under Section 38 of the Commons Act 2006 where it was proposed to install 488 metres of stock fencing along the western edge of the eastern side of Therfield Heath, along New Road from its junction with Baldock Road to the start of the plantation. Members had no objection.

Date of next meeting: Monday 9 March 2015.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 23<sup>rd</sup> February 2015 at 7.30 p.m.

**PRESENT:** Councillor Smith (in the Chair)  
Councillors Baker, Davidson, Davison, Harrison, Kennedy & Lewis  
Town Clerk  
Administration Assistant  
County & District Councillors Hill & Hunter  
District Councillor Green

### **265/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Burt, Hulström-Allen & Hughes.

### **266/15 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday 26<sup>th</sup> January 2015 (minutes 244/15 to 254/15) were approved for signature by the Chairman.

### **267/15 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:**

The minutes of the meeting of the Town Council Properties Sub Committee held on Monday 26<sup>th</sup> January 2015 (minutes 255/15 to 257/15) were received into the workings of the Council.

### **268/15 ACCOUNTS FOR PAYMENT:**

Members **RESOLVED** to approve the accounts for February 2015 in the sum of £30,329.68 for payment.

### **269/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

- i) Members noted the Bank Reconciliation for January 2015.
- ii) Members noted the Income & Expenditure for January 2015.

### **270/15 30 KNEESWORTH STREET – RENT REVIEW:**

Despite repairs to the floor and chimney last year, there is still an ongoing issue with damp around the chimney breast on the ground floor and for this reason the tenant was not prepared to engage in any negotiations about a rent review.

An inspection has been carried out and this has revealed evidence of rising damp and a breakdown of the existing damp proof course. A quotation, in the sum of approximately £2,100.00 plus VAT, to carry out the remedial work required has been received. After further discussion Members **RESOLVED** to agree to this expenditure and to get this work done as soon as possible.

**271/15 CROSS PUBLIC CONVENIENCES CLEANING CONTRACT:**

The Town Clerk advised that the contract with the current contractor will expire at the end of March 2015 and updated Members on the cost of renewing the contract. It would be a combined contract to cover three daily toilet cleans, four cleans of the Cave filter per annum and the twice weekly delivery and collection of four large waste bins on market days. A second or third Contractor was unable to offer a quotation for waste collection service or filter cleaning.

Members considered the quotation which totalled £15,023.96 per annum, and **RESOLVED** that as this quotation offered the best outcome, it therefore should be accepted.

**272/15 STREET NAMING/LAND AT IVY FARM – PHASE 2:**

Members considered the names proposed by the developer for Phase 2 of the Ivy Farm development. All were pigs and poultry breeds. Members were not overly impressed with any of the four options proposed - “Buttercup”, “Rosecomb”, “Orpington” & “Scots Grey”, but after brief discussion felt that “Rosecomb” was the best of the options for the Main Road.

Councillor Lewis arrived at the meeting at 7.45 p. m

**273/15 WEBSITE UPDATE:**

The Town Clerk reported on progress to upgrade the Council website. The Town Clerk explained that the current hosts were prepared to upgrade the current website for the cost of £450.00 and asked Members to agree to this expenditure. Further options had been explored but would be much more expensive.

Members agreed that a fully functioning website was required and **RESOLVED** that this expenditure be approved.

**274/15 PARKING–MARKET PLACE AND ANGEL PAVEMENT ON MARKET DAYS:**

The Town Clerk drew Members’ attention to a concern that had arisen due to the current Traffic Regulation Order (TRO) – which prohibited parking between 6am – 6pm on Wednesday and Saturday for the market.

Often the market is closed by 3pm and cars start to use the car park again. Drivers know that after 3pm the parking is free in car parks in the town so therefore do not check the boards where it states that the car park is closed. This is resulting in drivers being issued with parking penalty tickets by Civil Enforcement Officers for using the car park, which would otherwise be empty. Various discussions have been held with NHDC officers and councillors to try and find a way to manage this. One option was to ask the District Council to change the times on the TRO and another option to ask NHDC to suspend the parking regulations on these days.

After discussion, Members agreed that to change the times of the TRO was a long and expensive process and that a quicker solution was required. It was then proposed that NHDC be asked to suspend the TRO on market days to allow parking. The Market

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Manager will be asked to cone off the area around stalls which are staying late, to allow traders to continue trading and then safely close down their stall.

Members therefore **RESOLVED** to agree to the proposal that the Town Council formally requests that District Council suspends the TRO on market days.

Members were however keen to ensure this situation is kept under review and that it should also be considered when the parking review is undertaken in the long term.

### **275/15 TOWN HALL SIGNAGE:**

Members discussed the recommendations of the Town Council Properties Sub-Committee to apply for planning permission for the erection of a sign on the Town Hall for the Picture Palace Cinema. Members agreed with this proposal.

### **276/15 GREEN WALK PLANTATIONS & STILE PLANTATIONS:**

The Town Clerk informed Members that two quotations had been provided for the work required on the plantations. There was approximately £5,200 left in the budget from this Financial Year and also £6000 in next year's budget for work.

After further discussion it was **RESOLVED** to approve the expenditure listed under Option 2 and to ensure this work is carried out as quickly as possible.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 9<sup>th</sup> March 2015 at 7.30 p.m.

**PRESENT:** Councillor Davidson (in the Chair)  
Councillors Davison, Dingley, Kennedy, McGlynn, Smith & Turner  
Town Clerk  
Administration Assistant  
County & District Councillors Hill & Hunter, District Councillor Davidson  
14 members of the public

### **277/15 PUBLIC PARTICIPATION**

Time was set aside for members of the public to address the Council regarding business on the agenda:

Mr Martin Page, from Barford & Co, the agents for the developer, gave an update on the progress of the proposed development on the Land North of Newmarket Road, Royston – application 14/02485/1.

Mr Page explained that as a result of discussions with the planners and the County Highways Department, it has been suggested that access onto the site would now be from the A505 via a new roundabout. The impact of this on other roundabouts in the locality will be considered.

Mr Page also confirmed that 30% of the properties on the proposed development will be affordable housing.

Other matters to be addressed were a link path to the Royston Leisure Centre - and on-site recreation, including improvements on the existing recreation ground. Education and Transport contributions were also being sought. The developers would also be providing funding to local health centres and they would also enter into an agreement to set up a community open space and provide funding to maintain this in the future.

In summary, Mr Page explained that work was still very much ongoing, but the consultation phase of this project had been concluded and the matter would now be passed to North Herts District Council planning department. Mr Page was thanked for his presentation.

Joanna Ray then spoke against the application 14/02485/1, Land North of Newmarket Road, Royston. She explained that she was a local resident from Garden Walk and was representing the views of other residents in the locality. She said that she was opposed to the proposed development as she felt such a development would mean the beautiful views over Royston from Therfield Heath would be permanently ruined. Ms Ray also disputed the suggested traffic figures and was sure the new properties built on that site would mean many more extra vehicles on the roads of Royston than had been suggested. In summary Ms Ray re-iterated her opposition to this development and stated the local plan had not yet been approved and was still open for consultation. Ms Ray was thanked for her presentation.

Finally, Ms Gay Parry spoke regarding application 15/00296/1, The Bourne, 2 Gower Road, Royston. She explained that she was representing clients who had submitted a revised planning application, having had a previous planning application refused last

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year. Ms Parry explained that after taking into consideration the changes that had been made to the plans, in particular the issues surrounding parking, she hoped the concerns that Members previously had, would be now be met and she asked Members to support the revised application. Ms Parry was thanked for her presentation.

### **278/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Hulström-Allen, Inwood & Swallow.

### **279/15 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

No declarations were received.

### **280/15 MINUTES:**

The minutes of the meeting of the Planning Committee held on Monday 9<sup>th</sup> February 2015 (minutes 258/15 to 264/15) were approved and signed as a correct record.

### **281/15 PLANNING APPLICATIONS:**

- a) 14/03361/1LB - 35 Market Hill, Royston  
Members raised no objection to this application.
- b) 15/00041/1LB - 35 Market Hill, Royston  
Members raised no objection to this application.
- c) 15/00042/1AD - 35 Market Hill, Royston  
Members raised no objection to this application.
- d) 15/00211/1LB - 7-9 High Street, Royston  
Members raised no objection to this application.
- e) 15/00199/1 - 54 High Street & 1 Angel Pavement, Royston  
Members raised no objection to this application.
- f) 15/00113/1 - Johnson Matthey, PLC, Orchard Road, Royston  
Councillor Smith declared an interest and did not vote. Other Members raised no objection to this application.
- g) 15/00215/1AD - Site A, Land South of A505 and adjacent to Yeats Close, Royston  
Councillor Smith abstained. Other Members raised no objection to this application - although it was commented upon that 1 sign should be enough rather than 3.
- h) 14/03287/1 - Meridian School, Garden Walk, Royston  
Members raised no objection to this application.
- i) 15/00296/1 - The Bourne, 2 Gower Road, Royston  
Members raised no objection to this revised application.

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- j) 15/00412/1HH - 2a Kingsway, Royston  
Members raised no objection to this application.
- k) 15/00201/1HH - 16 Hollies Close, Royston  
Members raised no objection to this application.
- l) 15/00200/1HH - 18 Hollies Close, Royston  
Members raised no objection to this application.
- m) 15/00357/1 - 47 Green Drift, Royston  
Members raised no objection to this application.
- n) 15/00424/1HH - 62 Barkway Road, Royston  
Members raised no objection to this application.
- o) 14/02485/1 – Land North of Newmarket Road, Royston  
The Chairman indicated that she was pleased to see the revisions that had been made to the plans with regarding access from A505 to the proposed development.

Councillor Smith indicated he was opposed to the development for reasons which he had previously set out in detail. Councillor Smith reiterated these points. He therefore opposed this application.

After further discussion and comments from all members it was **RESOLVED** (4 no objections to 3 objecting) not to object to this application with the comments that the impact on local roads be monitored, especially the scrutiny of anticipated traffic flows and to ensure that the signage regarding speed limits is very clear at the proposed roundabout on the A505.

### **282/15 PLANNING APPEAL**

- a) APP/X1925/D/2230032 - 6a Gower, Road, Royston  
Members were advised that this appeal had been dismissed.

### **283/15 NEIGHBOURHOOD PLAN FOR THE DESIGNATED AREA OF BARKWAY AND NUTHAMPSTEAD:**

Members considered this document and were of the view that this is a very useful and well drafted document. Members **RESOLVED** to send a letter of congratulations to all who worked on the document at Barkway Parish Council.

### **284/15 PLANNING DECISIONS:**

Members noted the decisions made by NHDC.

Date of next meeting: Monday 13<sup>th</sup> April 2015.

There being no further business the chairman closed the meeting at 8.20 pm.



## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 23<sup>rd</sup> March 2015 in Room 11, Town Hall, Royston, at 7.30pm.

**PRESENT:** Councillor Inwood (Deputy Town Mayor in the Chair)  
Councillors Baker, Burt, Davidson, Dingley, Harrison, Hughes, Kennedy & Smith,  
Town Clerk, Administration Assistant  
County & District Councillor Hill, District Councillor Green  
1 Member of the public

The Reverend John Fidler led the meeting in Prayer.

### **285/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Davison, Hulström-Allen, Lewis, Swallow & Turner

### **286/15 TOWN MAYOR'S ANNOUNCEMENTS:**

Councillor Inwood announced that a report from the Town Mayor would be read out at the Annual Town Meeting to be held on Thursday 26<sup>th</sup> March 2015.

### **287/15 MINUTES:**

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 19<sup>th</sup> January 2015 (minutes 233/15 to 243/15).

### **288/15 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 on 26<sup>th</sup> January 2015 (minutes 244/15 to 254/15) be adopted as a correct record, into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 12<sup>th</sup> January 2015 (minutes 227/15 to 232/15) be adopted as a correct record, into the workings of the Council.
- (c) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 9<sup>th</sup> February 2015 (minutes 258/15 to 264/15) be adopted as a correct record, into the workings of the Council.

### **289/15 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:**

- (a) The minutes of the meeting of the General Purpose and Highways Committee held on 5<sup>th</sup> January 2015 (minutes 218/15 to 226/15) were presented.

Councillor Kennedy had a query relating to paragraph 224/15 in respect of Baldock/Newmarket Road and it was subsequently agreed that the minutes should

## ROYSTON TOWN COUNCIL

refer to Baldock Street/Baldock Road/Newmarket Road. Subject to this it was **RESOLVED** that the minutes of the General Purpose and Highways Committee be adopted as a correct record into the workings of the Council.

- (b) The minutes of the meeting of the Finance Committee held on 23<sup>rd</sup> February 2015 (minutes 265/15 to 276/15) were presented.

A query relating to paragraph 274/15 in respect of parking in the Market Place and Angel Pavement on market days. Councillor Kennedy sought clarification as to whether the TRO had been lifted yet. The Town Clerk confirmed that the TRO has now been suspended on market days for a trial period.

It was then **RESOLVED** that the minutes of the Finance Committee be adopted as a correct record into the workings of the Council.

Councillor Dingley arrived at the meeting at 7.45 pm.

### **290/15 MEMBERS REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:**

Councillor Smith presented the Internal Audit Review Report and also the Risk Management document and commended them to Members. Members **RESOLVED** to adopt these documents in to the workings of the council.

### **291/15 CONSULTATION OF THE PROPOSAL TO ENLARGE THE PREMISES OF ROMAN WAY FIRST SCHOOL:**

Councillor Inwood declared an interest in this item as his wife is a Governor at Roman Way First School.

Members discussed the consultation document and were agreed that the proposal to enlarge the premises of the school to increase school places was an excellent idea, as it will ensure school places in the future for the ever growing population of the Town

Councillor Harrison enquired as to whether a similar expansion at Icknield Walk School would also be considered at some point in the future. In response, Councillor Hill confirmed that the provision of school places in all schools is kept under regular review.

Members then **RESOLVED** to support the proposal to enlarge the premises of Roman Way First School.

### **292/15 CONSULTATION ON THE PROPOSAL TO ENLARGE THE PREMISES OF TANNERY DRIFT FIRST SCHOOL:**

Members discussed the consultation document and were agreed that the proposal to enlarge the premises of the school to increase school places was an excellent idea as it will ensure school places in the future for the ever growing population of the Town.

Members then **RESOLVED** to support the proposal to enlarge the premises at Tannery Drift First School.

## ROYSTON TOWN COUNCIL

### **293/15 PROPOSED WATER SPLASH PARK - PRIORY MEMORIAL GARDENS:**

Councillor Burt declared an interest as a District Councillor involved in this project. Councillor Burt indicated that he would try to answer any questions Members had, but also offered to leave the meeting whilst Members discussed this matter if they would prefer. Members were content that he remain.

Members were in agreement that the proposal to build a Splash Park was very good news for the Town and will prove to be a valuable asset. Thanks were given to the District Councillors whose hard work had made this possible. Members **RESOLVED** to fully support the proposal to build a Splash Park in the Town.

Members then agreed that that they would complete the consultation questionnaires on an individual basis and return them. Councillor Burt confirmed that after the consultation period is complete, the project would be put out to tender and work will hopefully start later this year with the Splash Park being fully open next summer.

### **294/15 AGREEMENT BETWEEN NORTH HERTS DISTRICT COUNCIL AND ROYSTON TOWN COUNCIL:**

Councillor Smith introduced this item and explained the background to the agreement between North Herts District Council and Royston Town Council relating to the Royston & District Museum. He explained that as North Herts District Council have provided no funding since 1999, this agreement is now irrelevant and that as such, and for accuracy, the agreement should be terminated.

Councillor Hughes made the point that the long term funding and viability of the Museum needs to be considered by Members – ideally during next year’s budgetary discussions.

Members then voted in respect of the proposal that the agreement be terminated. Members **RESOLVED** to support the proposal. Councillor Kennedy voted against the proposal.

### **295/15 CLERK’S REPORT:**

The Clerk reported

- The Local Council Award Scheme. The scheme has three levels – Foundation Award, Quality Award and Quality Gold Award. The Town Council now has the Foundation award to January 2016. A report will be compiled to take to a future Finance Committee meeting to discuss future steps re: accreditation.
- Car Parking Charges in Royston will be discussed at a District Council cabinet meeting on 24 March 2015. The proposal is for an increase in the long stay parking charge at the Warren car-park from £3.00 to £3.40 instead of a 2% increase across all car-parking tariffs in Royston which would be difficult to implement as the increase would only be pennies

## ROYSTON TOWN COUNCIL

### **296/15 OUTSIDE ORGANISATIONS:**

Councillor Davidson presented an update on the Royston Youth Network drawing Members' attention to the minutes of the meeting held on 11 March 2015 - in particular the progress made in relation to school visits.

Councillor Davidson also sought Members' support for a new project which commenced in the Spring half-term called "Make Lunch", it takes place during the school holidays and will offer 2 free hot meals a week to children under 13 and in need. In addition to the hot meals, also on offer will be play and craft sessions for the children to engage in. Members fully supported this concept.

There being no further business the Town Mayor closed the meeting at 8.15 pm.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 30<sup>th</sup> March at 7.30 p.m.

**PRESENT:** Councillor Smith (in the Chair)  
Councillors Baker, Burt, Davidson, Davison, Harrison & Hughes  
Town Clerk, Administration Assistant  
Museum Curator  
County & District Councillors Hill & Hunter  
District Councillor Green  
1 Member of the public.

### **297/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Kennedy.

### **298/15 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday 23<sup>rd</sup> February 2015 (minutes 265/15 to 276/15) were approved for signature by the Chairman.

### **299/15 MINUTES OF SUB-COMMITTEES AND WORKING PARTIES:**

- The minutes of the Markets Working Party held on Thursday 19<sup>th</sup> February 2015 were received into the workings of the Council.
- The minutes of the May Fayre Working Party held on Tuesday 3<sup>rd</sup> March 2015 were received into the workings of the Council.

### **300/15 ACCOUNTS FOR PAYMENT:**

Members **RESOLVED** to approve the accounts for March 2015 in the sum of £36,391.85 for payment.

### **301/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

- i) Members noted the Bank Reconciliation for February 2015.
- ii) Members noted the Income & Expenditure for February 2015.
- iii) Members noted the donations received for the Museum from the Friends of the Museum and the Royston and District Local History Society.

### **302/15 REVIEW OF TOWN COUNCIL'S BANKING ARRANGEMENTS:**

The Town Clerk reported that the Town Council's funds were presently held in one single financial institution. The banking compensation scheme which guarantees the first £85K of investments does not cover the funds held by local councils and therefore Members are asked to consider whether it would be prudent to spread the risk by transferring some of these funds to one or more additional financial institutions. In addition, the Town Clerk sought the views of Members as to whether they would wish to keep the present arrangements regarding payment by cheque, or whether payment using electronic banking should be introduced.

## ROYSTON TOWN COUNCIL

During discussions Members agreed that it would be prudent to safeguard the Town Council's funds by transferring a sum into another financial institution

Members **RESOLVED** that as a matter of principle the Town Council should go ahead with the plan to move some funds into another financial institution, but that details of this should be explored further first and discussed at a future meeting.

Secondly, Members **RESOLVED** to retain the present arrangements regarding payments by cheque.

### **303/15 TOWN HALL: INSTALLATION OF LOCKABLE COLD DRINKS CABINET:**

Members **RESOLVED** to agree the proposal put forward by Royston First to install a cold drinks cabinet in the Lower Hall.

### **304/15 ROYSTON & DISTRICT MUSEUM & ART GALLERY:**

Jenny Oxley, the new Curator, gave an update to Members regarding the Museum and Art Gallery. (Report with minutes). She explained she has been extremely busy reviewing processes with stakeholders, with a view to raising the Museum's profile, developing more events and activities and increasing visitor numbers.

The Curator then gave Members a summary of the progress in relation to the collections, exhibitions, current and future events and details of some of the regular groups which use the Museum. Finally the Curator detailed the work that is being undertaken with regards the Museum's forthcoming Accreditation which begins in August 2015.

Councillor Burt congratulated the Curator on the good work that was being undertaken and asked Members to confirm their continued support for the Museum. The Chairman then thanked the Curator for a very detailed and interesting presentation. The Chairman was happy to reiterate the Town Council's full support and ongoing commitment to the Museum and Art Gallery.

### **305/15 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

No items were raised.

### **306/15 EXCLUSION OF PRESS AND PUBLIC:**

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, it was 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

### PART II

#### 307/15 STAFF MATTERS

- Members **RESOLVED** to approve the Staff Phone/Email/Internet policy into the workings of the council.
- Members **RESOLVED** to approve the Staff Pension Discretionary Policy into the workings of the council.
- Members **RESOLVED** to approve the Salary Scales for 2015-2016 with the increments as presented. Members discussed whether the Town Council should increase the salary of those employees who are earning below the living wage. The Town Clerk was asked to calculate how much extra it would increase the salary budget by and report back to the Finance Committee. (Copy of Salaries scales with minutes)

Date of next meeting: Monday 27th April 2015

There being no further business the Chairman closed the meeting

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 13<sup>th</sup> April 2015 at 7.30 p.m.

**PRESENT:** Councillor Davidson (in the Chair)  
Councillors Davison, Hulström-Allen, Inwood, Kennedy, Swallow & Turner  
Town Clerk  
Administration Assistant  
District Councillor Burt, County & District Councillors Hill & Hunter  
2 Members of the public

### **308/15 PUBLIC PARTICIPATION:**

Time was set aside for members of the public to address the Council regarding business on the agenda:

Ms Patricia Bielecka, the owner of a local beauty salon spoke about application 15/00527/1, 11-13 Baldock Street, Royston. Ms Bielecka owns a beauty salon close to this proposed development and explained that she has concerns on the grounds that any building work would unduly affect her business because of the noise, dust and disruption. She feared as a result her business would lose custom and may result in her having to close the business and make her staff redundant.

Councillor Davidson advised Ms Bielecka to seek advice from a solicitor as it may be possible for her to claim financial compensation from a developer where it can be established that building work disruption has resulted in a loss of business.

### **309/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Dingley, McGlynn & Smith.

### **310/15 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

No declarations were received.

### **311/15 MINUTES:**

The minutes of the meeting of the Planning Committee held on Monday 9<sup>th</sup> March 2015 (minutes 277/15 to 284/15) were approved and signed as a correct record.

### **312/15 PLANNING APPLICATIONS:**

- a) 15/00527/1 - 11-13 Baldock Street, Royston  
A number of members had concerns about this application as it was deemed an over-development of the site and also about the entrance/exit to the development which opens onto a busy road – close to a roundabout and traffic lights. Members voted to object to this application. 1 Member voted in support of the application and 1 member abstained.
- b) 15/00783/1 - 10 Burns Road, Royston  
A number of members had concerns over this application as it was deemed an over-development and also because it would increase the already difficult parking problems on the Burns Road. Several members also had concerns regarding the



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actual design of the proposed development. Members voted to object to this application and 1 member abstained.

- c) 15/00460/1 - 1-3 Lower King Street, Royston  
Members raised no objection to this application.
- d) 15/00459/1LB 1 - 1-3 Lower King Street, Royston  
Members raised no objection to this application.
- e) 15/00348/1HH - 79 Redwing Rise, Royston  
All members had concerns over this application which was deemed a gross over-development, out of keeping with the area and would impinge and be dominant to the adjoining property.  
Members voted to object to this application.
- f) 15/00404/1 - Land off Newark Close, Royston  
Members raised no objection to this application.
- g) 15/00690/1HH - 50 Echo Hill, Royston  
Members raised no objection to this application.
- h) 15/00665/1HH - 28 Ackroyd Road, Royston  
Members raised no objection to this application.
- i) 15/00631/1HH - 39 Stamford Avenue, Royston  
Members raised no objection to this application.
- j) 15/00741/1HH - 3 London Road, Royston  
Members raised no objection to this application.
- k) 15/00742/1LB - 3 London Road, Royston  
Members raised no objection to this application.
- l) 15/00780/1 - 4 The Quadrant, Newark Close, Royston  
Members raised no objection to this application.
- m) 15/00807/1HH - 5 Prince Andrews Close, Royston  
Members had concerns regarding this application and consequently voted to object to the application of the grounds of Policy 28 of the Local Plan.

### **313/15 PLANNING DECISIONS:**

Members noted the decisions made by NHDC.

Date of next meeting: Monday 11<sup>th</sup> May 2015.

There being no further business the chairman closed the meeting at 8.10 pm.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11 Town Hall, Royston on Thursday 16<sup>th</sup> April 2015 at 7pm.

**PRESENT:** Councillors: Smith (Chairman), Baker, Burt, Davison and Swallow.  
History Society Trustees: Peter Franks, Martin Kaszak, James Robinson, Jenny Smith and Phil Smith  
History Society Chairman: Neville Chuck  
Friends of Museum: Reg Hounsell  
NHDC officer: Ros Allwood  
Town Council Officers: Susan Thornton-Björk (Town Clerk), Jenny Oxley (Museum Curator)

The Chairman welcomed the new Curator Jenny Oxley and the two new History Society Trustees James Robinson and Martin Kaszak to their first meeting.

### **314/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Inwood

### **315/15 MINUTES:**

The minutes of the meeting held Thursday 13<sup>th</sup> November 2014 were approved for signing by the chairman.

### **316/15 CURATORS REPORT:** (copy attached to the minute book):

The curator updated members on various points in the report.

- More volunteers need to be involved with the accessioning of the collection on to the MODEs program as there is still quite a back-log.
- More information needs to be available on the web-site and it needs to be made available for viewing from mobiles.
- Pest control monitoring has been re-introduced
- The number of requests for research enquiries has increased year on year.
- The Collection needs to be rationalised as there are lots of duplicates and items that do not relate to our Collection policy. A list will be drawn up of items for disposal for approval in the next few months
- The Listings have agreed to a free section each month on the museum.
- 150 people attended the Heroes and Villains Trail Activity Day which was funded by Johnson & Matthey and Tesco.
- A Viking re-enactment event will be held at the museum in August.
- The WW1 section of the Crow newspapers are being digitised, Herts At War are funding this.
- Printing workshops are held every Tuesday morning
- Youth Members meet monthly on Saturday mornings

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### **317/15 REPORT FROM THE CHAIRMAN OF THE ROYSTON & LOCAL HISTORY SOCIETY:**

Neville Chuck gave a brief report of the history of the Society. (Copy attached to minutes)

The society have donated £10,000 in the past for conservation of the Whydale paintings. A further £1000 has been donated towards equipment needed for the ephemera collection.

As well as supporting the museum the Society is responsible, via James Robinson, for the management of the Cave.

During the last ten years, fourteen books have been published by the Society.

It is the Society's Golden Jubilee Year this year and all members were invited to attend the celebrations on Thursday 7<sup>th</sup> May at the Old Bull Inn at 8pm. All councillors gave their apologies as it is polling day.

### **318/15 REPORT FROM CHAIRMAN OF THE FRIENDS OF THE MUSEUM:**

Reg Hounsell gave a brief report on the work of the Friends of the Museum.

They are continuing to increase support and raise funds for the museum and to raise the profile of the museum. Their membership numbers continue to increase and their next meeting is on the 20<sup>th</sup> May.

They continue to host the private views for the temporary exhibitions and also now hold monthly book sales in the museum.

They will be attending the May Fayre, Open Secrets and the Kite Festival to help raise their profile and the profile of the museum.

A donation will be given to the museum to enable a loop system to be purchased for the shop area of the museum.

### **319/15 ACCESS AUDIT REPORT:**

Funding from Herts Association of Museums (£1040) enabled a consultant to undertake an Access Audit of the museum which highlighted areas for improvement such as a loop system for the front desk, more information on the web-site and the consideration of a ramp access to the front door. The Friends of the Museum have already agreed to fund a loop system and the curator will arrange for more information to be available on the web site. Cambridge Mobility have visited the museum and will give an idea of costs involved for a ramp to the front entrance.

### **320/15 FINANCE**

Members noted the current accounts for the museum.

## ROYSTON TOWN COUNCIL

### **321/15 ANY OTHER BUSINESS:**

The curator asked if she needed to continue to stock the Herts Past and Present booklet as there was at least 80 copies of the book in stock and they are very rarely sold. It was agreed not to purchase any more stock of these unless there were articles relating to Royston and the surrounding area.

Ros Allwood said that she now felt that the Town Council did not need her support in mentoring the curator as we now had a professional curator who was more than capable of managing the museum without North Herts help.

The Chairman thanked Ros Allwood for all the help and support she had given to the museum and the curators over the years and for her attendance at the Sub- Committee meetings. This was endorsed by all members.

Cllr Swallow asked if larger premises were being looked for so as the museum could display the tapestry when it is complete. Following discussion it was agreed to have an item on the next agenda about the design of the tapestry.

The committee then recorded their thanks to the museum assistant Amy Judd for the work she has done in keeping the museum running whilst a new curator was being sourced and asked that a letter be sent to her to show their appreciation.

Peter Franks reported that the History Society Trustees have reviewed the agreement and have made a list of comments which he gave to the Councillors. It was then agreed to call a meeting for the Councillors and the Trustees to discuss the agreement further, the date of the meeting was agreed for 16<sup>th</sup> July 2015 at 10am in Room 11.

There being no further business the chairman thanked everyone for attending and closed the meeting at 8.20pm.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 p.m. on Monday, 20<sup>th</sup> April 2015.

**PRESENT:** Councillor Harrison (in the Chair)  
Councillors Baker, Burt, Dingley, Hughes, Inwood, Swallow & Turner  
Town Clerk  
Administration Assistant  
County & District Councillor Hill  
District Councillor Green  
2 Members of the public  
1 Member of the press

### **322/15 APOLOGIES FOR ABSENCE:**

There were no apologies.

### **323/15 MINUTES:**

The minutes of the meeting of the Committee held on Monday 5<sup>th</sup> January 2015 (minutes 218/15 to 226/15) were approved and signed by the Chairman.

### **324/15 REPORTS OF WORKING PARTIES:**

Members received the notes of the Royston in Bloom Working Party meetings held on:

- 17<sup>th</sup> February 2015
- 17<sup>th</sup> March 2015

into the workings of the Council.

Councillor Baker reminded members of the Blooms Night event on the evening of 23 April 2015 at the Town Hall

### **325/15 TOWN CENTRE WORKING PARTY:**

Councillor Baker reported on the work that has recently been undertaken in the town centre, including the deep clean of the pavements and the installation of additional cigarette butt bins. Initial responses from members of the public have been positive. A further meeting will take place to evaluate the work completed and also the work that has still be to be undertaken will be discussed.

Councillor Turner reported that she is aware of problems in the town centre with loose/damaged paving slabs which present a trip hazard. In response Councillor Hill stated that she was aware of these ongoing issues and reminded members that anything like this which forms a safety hazard should be reported immediately so that Highways can make an assessment and, if deemed urgent, can take the necessary remedial action. Councillor Hill also reported that longer term repairs to the town centre are a big job and an assessment needs to be carried out before any further action can be taken.

Councillor Dingley arrived at 7.45 pm.

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### **326/15 RESPONSE FROM HERTFORDSHIRE COUNTY COUNCIL RE: LETTER SENT IN OCTOBER 2014:**

Members noted the response from Hertfordshire County Council. Discussions centred on the issue of the speed limit on the Baldock Road by Ivy Farm to the Town Centre. Members agreed that there is a problem with speeding vehicles on this stretch of road.

After discussion, Members **RESOLVED** that a letter be sent to the local Police seeking their agreement to carry out speed checks on this stretch of road. In addition, the Police would be asked whether they would support a lowering of the speed limits to 40 mph from the roundabout at McDonalds to the start of the new housing development, and then 30 mph from there to the town centre. At the same time the Police will be asked whether they would be willing to enforce these speed limits.

In further discussions, members agreed that there is a problem with HGV vehicles using Baldock Road and Street as a short cut through the town centre. The same problem has previously been reported on Newmarket Road which has a 7.5 weight limit restriction on it. Members agreed the Police must take enforcement action. Members **RESOLVED** that weight limit restriction signs should be asked for on Melbourn Street, Baldock Street and Baldock Road and that a letter be sent to the Police to ask them whether they would enforce weight limit restrictions.

### **327/15 BUS ROUTE 16:**

Councillor Harrison reported that there had been several complaints regarding the No.16 bus by members of the public who regularly use it. The main issue was the fact that the bus would often run late around lunchtimes. Councillor Harrison stated that he had contacted the Transport Manager at Richmond Coaches about this but had still to receive a response.

Members commented that in general they felt the No. 16 bus was generally a good service and that perhaps some of the problems were the result of inconsiderate/illegal parking by other motorists around the town which had caused traffic jams and resultant delays – most noticeably around Melbourn Street.

Members also discussed another issue which was reported on this route and that was the fact that a wheelchair user had recently been denied entry onto the bus because of a lack of space because of children's buggies already on board.

Members **RESOLVED** that a letter to the bus company be sent seeking clarification as to what their policy is with regards wheelchair users and children's buggies and whether they would consider giving priority to wheelchair users.

### **328/15 ANPR CAMERAS:**

Councillor Harrison informed members that a letter to the Chief Constable, copied to the Police and Crime Commissioner had been sent by the Area Committee of the District Council seeking the re-introduction of these cameras.

Members were agreed that the Town Council should support this initiative wholeheartedly as the ANPR cameras were a useful tool in assisting police in the deterrence and detection of crime.

## ROYSTON TOWN COUNCIL

Members therefore **RESOLVED** to send a letter in support of the Area Committee to the Chief Constable, copied to the Police and Crime Commissioner.

### **329/15 OUTSIDE ORGANISATIONS:**

No matters were raised by Members.

There being no further business the Chairman closed the meeting at 8.18 p.m.

## ROYSTON TOWN COUNCIL

**MINUTES** of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 27<sup>th</sup> April 2015 at 7.30 p.m.

**PRESENT:** Councillor Smith (in the Chair)  
Councillors Baker, Burt, Davidson, Harrison, Kennedy & Lewis  
Town Clerk  
Administration Assistant  
District Councillor Davidson  
1 Member of the Press

### **330/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Davison, Hughes & Hulström-Allen.

### **331/15 MINUTES:**

The minutes of the meeting of the Finance Committee held on Monday 30<sup>th</sup> March 2015 (minutes 297/15 to 307/15) were approved for signature by the Chairman.

### **332/15 ACCOUNTS FOR PAYMENT:**

Councillor Kennedy queried payments made under the headings Town Hall (Items 5 & 7) and Admin (Item 22). After the Town Clerk clarified matters Members **RESOLVED** to approve the accounts for April 2015 in the sum of £50,406.26 for payment.

### **333/15 BANK RECONCILIATION AND INCOME & EXPENDITURE:**

- (i) Members noted the Bank Reconciliation for March 2015.
- (ii) Members noted the Income & Expenditure for Year End will be available at a future Finance Committee meeting.

### **334/15 BANKING ARRANGEMENTS:**

The Town Clerk's Report was considered and Members duly **RESOLVED** to approve the plan to safe guard public money by transferring £100,000 to the Public Sector Deposit Fund.

### **335/15 WICKER HALL CEMETRY:**

Councillor Smith asked Members to note that a Public Briefing Meeting has been scheduled for Tuesday 23<sup>rd</sup> June 2015 at 7.30pm in the Town Hall. The meeting is to update members of the public on the progress of the cemetery project and to give them the opportunity to ask questions.

Councillor Kennedy indicated that in his view this meeting was not what was promised at the Council's Annual Town meeting held on 26 March 2015. Councillor Kennedy was of the view that a full debate is required, to allow members of the public to give their views on whether Wicker Hall is a suitable site for the new cemetery and in his view the meeting being proposed does not fulfil that. In this respect, Councillor Kennedy could not support such a meeting being held in the format proposed.



## ROYSTON TOWN COUNCIL

After a brief discussion Members **RESOLVED** to go ahead with the Public Briefing Meeting on 23<sup>rd</sup> June 2015 as proposed. 6 Members voted in favour and 1 Member voted against.

### **336/15 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:**

Councillor Davidson presented an update on the Royston School visits. (Report with minutes)

Councillor Davidson advised that 7 schools were visited between February/March 2015 and they all agreed these had been very successful with a good response from the children and with some very encouraging comments and views expressed. Meridian School have now disbanded their School Council and were unable to find students to participate as a result. It is clear from their responses that almost all the children enjoyed living in Royston and making use of facilities the town had to offer. Of particular encouragement was their views regarding littering and the need for additional refuse bins. Councillor Davidson thanked County, District and Town Councillors who participated in these visits.

Councillor Smith thanked Councillor Davidson for her update on this matter.

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

## ROYSTON TOWN COUNCIL

**MINUTES** of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 11<sup>th</sup> May 2015 at 7.30 p.m.

**PRESENT:** Councillor Davidson (in the Chair)  
Councillors Dingley, Hulström-Allen, Kennedy, Smith & Swallow  
Town Clerk  
Administration Assistant  
County & District Councillor Hunter, District Councillor Green  
6 Members of the public

### **337/15 PUBLIC PARTICIPATION:**

Time was set aside for members of the public to address the Council regarding business on the agenda:

Mr Ron Parkinson, a local resident from Hollies Close spoke about application 15/00982/1 14 Newmarket Road Royston. Mr Parkinson indicated that he spoke on behalf of a number of local residents who had concerns over the details of this application. Mr Parkinson explained that residents' concerns centred on the proposed vehicular access onto Hollies Close and the detrimental effect on the street scene of the proposed 1.8m high wall along the total length of the boundary, which was felt to be oppressive, and finally the noise and congestion caused by demolition and construction vehicles attending the site.

Mr Parkinson was thanked for his presentation.

### **338/15 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillors Davison, Inwood & Turner.

### **339/15 DECLARATIONS OF INTEREST AND DISPENSATIONS:**

No declarations were received.

### **340/15 MINUTES:**

Subject to the amendment of the misspelling of Councillor McGlynn the minutes of the meeting of the Planning Committee held on Monday 13<sup>th</sup> April 2015 (minutes 308/15 to 313/15) were approved and signed as a correct record.

### **341/15 PLANNING APPLICATIONS:**

- a) 15/01067/1 - Banyers Hotel, 16 Melbourn Street, Royston  
Members agreed that the town was in need of a quality Hotel and as such raised no objection to this application.
- b) 15/01066/1LB - Banyers Hotel, 16 Melbourn Street, Royston  
Members agreed that the town was in need of a quality Hotel and as such raised no objection to this application.

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- c) 15/00651/1LB - 22 Kneesworth Street, Royston  
Members raised no objection to this application.
- d) 15/00823/1LB - 19 Baldock Street, Royston  
Members raised no objection to this application.
- e) 15/00839/1 - Land adjacent to 14 Bannister Gardens, Royston  
Members raised no objection to this application.
- f) 15/00982/1 - 14 Newmarket Road, Royston  
Members discussed the aspects of the application and the comments made by a resident regarding access issues and the proposed boundary wall. Members voted to object to this application, stating that the boundary wall was out of keeping with the area. They also stated that during the development of the property, the current access is used.
- g) 15/01048/1 - 42 Heathfield, Royston  
Councillor Kennedy whilst having no objection in principle to this application, indicated that he would prefer to see the proposed roof-line lower, as there are bungalows on either side and a lower roof-line would be more in keeping with the area. Also the driveway should be shingle not block paving to aid drainage and again would be more in keeping with the area. Subject to these points Members raised no objection to this application.
- h) 15/00894/1HH - 3 Echo Hill, Royston  
Members raised no objection to this application.
- i) 15/00904/1HH - 13 Suffolk Road, Royston  
Members raised no objection to this application.
- j) 15/00960/1HH - 1 Towne Road, Royston  
Members raised no objection to this application.
- k) 15/00942/1HH - 17 Foxglove Bank, Royston  
Members raised no objection to this application.
- l) 15/01014/1HH - 24 Stake Piece Road, Royston  
Members raised no objection to this application.
- m) 15/01079/1HH - 3 Fordham Road, Royston  
Members raised no objection to this application
- n) 15/00898/1HH - 8 Skylark Place, Royston  
Members raised no objection to this application.
- o) 15/01147/1HH - 1 Fieldfare Way, Royston  
Members raised no objection to this application.
- p) 15/01162/1HH - 32 Housman Avenue, Royston  
Members raised no objection to this application.

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**342/15 PLANNING DECISIONS:**

Members noted the decisions made by NHDC.

**343/15 SUPPLEMENTARY AGENDA ITEM: PLANNING APPLICATION**

- a) 15/00837/1AD – 2 Baldock Street, Royston  
Some members expressed concerns regarding this application as it was felt the 3 externally illuminated aluminium panel signs ( “Pizza”,“Pub”,“Grill” ) were too lurid and therefore inappropriate for this site. Members therefore voted to object to this application on these grounds.

Date of next meeting: Monday 15 June 2015

There being no further business the chairman closed the meeting at 8.13 pm.