

### Agenda Item 5i – Bank reconciliation

<b>Royston Town Council 2023-2024</b>			
<b>Charity Accounts - June 2023</b>			
<b><u>Cave Account</u></b>			
<u>Receipts</u>		<u>Payments</u>	
B/F	<b>32,611.04</b>	B/F	<b>0.00</b>
June receipts		June payments	
	32,611.04		-
Receipts to date	32,611.04		
Less payments to date	0.00		
	<b>32,611.04</b>		
<b>Represented by</b>			
RTC - Cave Account	32,611.04		
Less un-cleared Chqs	-		
		<b>£ 32,611.04</b>	
<b><u>Leete Account</u></b>			
<u>Receipts</u>		<u>Payments</u>	
B/F	<b>19,344.15</b>	B/F	<b>16.70</b>
June receipts	389.04	June payments	8.35
	19,733.19		25.05
Receipts to date	19,733.19		
Less payments to date	25.05		
	<b>19,708.14</b>		
<b>Represented by</b>			
RTC - Leete Account	19,708.14		
Less un-cleared Chqs			
		<b>£ 19,708.14</b>	
<b><u>Town Mayor's Community Trust Fund</u></b>			
<u>Receipts</u>		<u>Payments</u>	
B/F	<b>18,055.31</b>	B/F	<b>852.70</b>
June Receipts	600.50	June Payments	9.66
	18,655.81		862.36
Receipts to date	18,655.81		
Less payments to date	862.36		
	<b>17,793.45</b>		
<b>Represented by</b>			
Mayor's Charity monies	-		
Community Fund	17,793.45		
Less un-cleared Chqs			
		<b>£ 17,793.45</b>	

## Agenda item Sii – Income and Expenditure

ROYSTON TOWN COUNCIL																
Summary of Royston Town Council Income & Expenditure for 2023-2024 to-date against allocated budget																
<u>EXPENDITURE</u>		<u>Quarter 1</u>			<u>Quarter 2</u>			<u>Quarter 3</u>			<u>Quarter 4</u>			<u>Year to Date</u>	<u>Agreed Budget</u>	<u>YTD Budget variance</u>
		<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>			
Admin/Democracy		12,437	12,595	14,278	-	-	-	-	-	-	-	-	-	39,310	151,339	103.90%
Museum		-	50,369	-	-	-	-	-	-	-	-	-	-	50,369	100,000	201.48%
Town Hall		3,617	2,906	2,498	-	-	-	-	-	-	-	-	-	9,021	68,162	52.94%
Priory Rooms		415	478	415	-	-	-	-	-	-	-	-	-	1,308	26,446	19.78%
Market Hill Rooms		1,461	1,837	1,554	-	-	-	-	-	-	-	-	-	4,852	37,995	51.08%
Other Expenses		2,089	87	2,940	-	-	-	-	-	-	-	-	-	5,116	23,083	88.65%
Royston Cave		1,828	2,150	1,674	-	-	-	-	-	-	-	-	-	5,652	22,568	100.18%
Allotments		562	478	415	-	-	-	-	-	-	-	-	-	1,455	7,205	80.78%
War Memorial		829	319	777	-	-	-	-	-	-	-	-	-	1,925	4,405	174.80%
30 Kneesworth Street		444	80	69	-	-	-	-	-	-	-	-	-	593	1,194	198.66%
Plantations		689	530	415	-	-	-	-	-	-	-	-	-	1,634	21,329	30.64%
Public Conveniences		138	159	138	-	-	-	-	-	-	-	-	-	435	4,089	42.55%
Markets and Parking		7,016	5,067	5,388	-	-	-	-	-	-	-	-	-	17,471	85,339	81.89%
<b>TOTAL EXPENDITURE</b>		<b>31,525</b>	<b>77,055</b>	<b>30,561</b>	-	-	-	-	-	-	-	-	-	<b>139,141</b>	<b>553,154</b>	100.62%
<u>INCOME</u>		<u>Quarter 1</u>			<u>Quarter 2</u>			<u>Quarter 3</u>			<u>Quarter 4</u>			<u>Year to Date</u>	<u>Agreed Budget</u>	
		<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>			
Interest		338	321	1,775										2,434	2,500	389.44%
Town Hall		1,736	1,685	954	-	-	-	-	-	-	-	-	-	4,375	22,000	79.55%
Priory Centre		106	85	69	-	-	-	-	-	-	-	-	-	260	1,000	104.00%
Market Hill Rooms		1,791	1,174	962	-	-	-	-	-	-	-	-	-	3,927	12,000	130.90%
Cave		2,949	3,713	3,799	-	-	-	-	-	-	-	-	-	10,461	14,000	298.89%
Allotments		193	57	-	-	-	-	-	-	-	-	-	-	250	5,900	16.95%
30 Kneesworth Street		-	-	-	-	-	-	-	-	-	-	-	-	-	17,599	0.00%
Markets and Parking		6,826	7,667	5,645	-	-	-	-	-	-	-	-	-	20,138	60,000	134.25%
<b>TOTAL INCOME</b>		<b>13,939</b>	<b>14,702</b>	<b>13,204</b>	-	-	-	-	-	-	-	-	-	<b>41,845</b>	<b>134,999</b>	123.99%
<b>PRECEPT</b>		193,432												193,432	386,863	
<b>CTRS grants</b>		5,646												5,646	11,292	
<b>Balance</b>														<b>£ 101,782</b>	<b>-£ 20,000</b>	

## **Agenda Item 7 - Allotments on the proposed new development at Land off Barkway Road and North of Flint Hall, Royston**

At the Town Council meeting on Monday 19<sup>th</sup> June 2023 members discussed a proposal to decide whether the Town Council would manage the new proposed allotment site on the proposed new development at Land off Barkway Road and North of Flint Hall, Royston should the development be approved.

Royston Town Council raised a **STRONG OBJECTION** to granting planning permission on the site but the discussions about management of the allotments does not prejudice its position.

The Council's decision is documented in the minutes of the meeting:

### **73/24 ALLOTMENTS ON THE PROPOSED NEW DEVELOPMENT AT LAND OFF BARKWAY ROAD AND NORTH OF FLINT HALL, ROYSTON:**

There was a lengthy discussion.

An amendment was proposed to request allocated car parking spaces for the allotment site and for guttering to be included on the sheds to help with rainwater harvesting.

The amendment was seconded and duly carried.

Members **RESOLVED** that the Town Council should agree to manage the proposed allotment site on the proposed new development at Land off Barkway Road and North of Flint Hall, Royston should planning permission be granted.

Members **RESOLVED** to request the following specific requirements to be provided by the developer for the site –

1. Secure perimeter fence with a lockable gate and access wide enough to allow deliveries of skips and other items.
2. A hedge planted around the fence for weather protection and to promote wildlife and biodiversity.
3. Small tool shed per plot including guttering for rainwater collection.
4. Water butt for each plot.
5. Topsoil for all plots.
6. Site shed large enough for shared tools e.g. mower and strimmer.
7. Composting toilet.
8. Two accessible plots with raised beds near to the entrance.
9. Allocated car parking spaces for the allotment site.

The Town Clerk relayed this decision to the North Herts Council Senior Planning Officer Development Team and a response has now been received:

*"We have reviewed the requests from the Town Council and our client is willing to increase the allotment provision even further from the 0.2 hectares originally identified in the masterplan document that is the requirement based on the Fields in Trust standards.*

*As you know the applicant was willing to double the provision to 0.4 hectares, but in light of the latest comments from the Town Council they have reviewed the area of land identified for allotments and the list of items that the Town Council have identified that they would like to be considered.*

The applicant is willing to provide **0.8** hectares of land for allotment provision. This increase will have a knock on effect on the other open space typologies in particular parks and gardens and amenity greenspace will be reduced but the Fields in Trust standards will still be exceeded. Overall, we are still providing 9.95 hectares of open space rather than the 3.8 hectares identified in the required standards. This is illustrated on the table below with the blue figures showing the figures if we provide 0.8 hectares of land for allotments:

Playing Pitch	0.8 n/a	n/a
Outdoor Sports	0.3 n/a	n/a
Parks & Gardens	0.5 1.2ha	1ha
Amenity Greenspace	0.4 1.6ha	1.2ha
Semi-natural	1.2 6.5ha (includes 2.1ha existing woodland / 1.3ha proposed woodland)	6.5ha
Allotment	0.2 0.2ha	0.8ha
Children's Play	0.2 0.45ha	0.45ha
MUGA	0.2 n/a	n/a
<b>Total</b>	<b>3.8 hectares 9.95ha</b>	<b>9.95</b>

In respect of the list of items the Town Council has identified, the applicant is willing to agree to the following matters:

1. Post and rail fence with lockable gate
2. A hedge planted around the fence for weather protection and to promote wildlife and biodiversity
3. Top soil for all plots
4. Site shed large enough for shared tools e.g. mower and strimmer
5. Composting toilet
6. Water butt for all plots
7. Two accessible plots with raised beds near to the entrance
8. Allocated car parking spaces for the allotment site.

We hope that the Town Council will be amenable to this especially given the much larger area of land that is being identified for the provision of the allotments on site"

The Town Council needs to discuss and consider these revisions so that the applicant's agent can update the Masterplan and any other documents.

Members are to review the revisions and resolve to agree whether the Town Council will manage the proposed allotments on the site, on the new terms, should planning permission be granted.

**Caroline Mills**

**Town Clerk to Royston Town Council**

**6<sup>th</sup> July 2023**

## **Agenda Item 9 - Car Parking Charges in Royston**

An email has been received from the Strategic Infrastructure and Projects Management Officer at North Herts Council –

“You will recall that we last consulted the Royston Town Council in August 2022 with respect to our proposed tariff increases for 2022/23, which were implemented in November 2022.

The Executive Member and Deputy have requested that the Area Forums and key organisations (i.e. the Royston Town Council, Knebworth Parish Council, and the Hitchin, Letchworth and Royston BIDs), are informed and invited to offer their comments on the proposed tariff increases in advance of a report being taken to Cabinet in September.

### **Background:**

The last tariff increases included:

- Applying a 10p increase to the one hour tariff bands across all off-street car parks in Hitchin, Letchworth, Royston and Knebworth. (with the exception of Baldock, as Baldock only has a 3hr and all day tariff band).
- Retaining all other tariff bands as per the 2021/22 prices across all car parks.
- Not increasing the cost of Season Tickets or Business Permits due to a reduction in the take up of these permits with the change in employer habits with more people continuing to work from home and commuting into their office on certain days.
- Retaining the off-peak incentives after 3pm in Hitchin and Royston. In Hitchin this included a flat rate irrespective of whether visitors park for one or more hours after 3pm in the short stay and long stay car parks. In Royston the ‘free after 3pm’ incentive is currently subsidised by an annual contribution from Royston First BID, Royston Area Committee and County Councillor Hertfordshire Locality Budgets.

The Council’s approved Medium-Term Financial Strategy for 2021-26, sets an annual budget assumption that the Council should increase parking fees and charges annually by 2%. The proposed 2% inflationary uplift for 2023/24 is estimated to increase annual income by £39,500. The actual impact on income from the changes to tariffs will depend on the level of demand for parking.

In order to enable local businesses to further recover from the pandemic it was previously agreed that the Council would delay the inflationary tariff increases for 2022/23 until later in the year. The same rationale has been applied to this financial year given the increases in energy prices and overall cost of living. Officers are therefore planning for implementation during the latter part of 2023/2024.

Transaction data over the 12 month period April 2022 to the end of March 2023 has been analysed to estimate the impact of adjusting individual tariffs.

The Executive Member and Deputy for Planning and Transport have been involved in discussions and selection of the proposed tariff increases for 2023/24. The following rationale has been applied when considering the proposed tariff increases for 2023/24:

- To continue to support the economic vitality of the town centres by encouraging people to stay longer by increasing the one hour tariff band by a nominal 10p, thereby further reducing the gap between the one hour and two hour tariffs, and by retaining the after 3pm off-peak incentive in all Hitchin and Royston car parks.
- To review and rationalize the 5p tariffs across all car parks in response to complaints received from the public about machines not always accepting 5p coins.

- To adopt a consistent approach across all car parks and harmonize tariffs where possible within each town whilst respecting their separate identities.

The longer term aim is to set car parking tariffs that support the achievement of modal shift away from private car use in seeking to reduce carbon emissions and supporting more sustainable initiatives as set out in the Council's Climate Change Strategy (2021-2026) . It is also the Council's intention to introduce alternative methods of payment that will enable visitors to stay longer including moving towards more cashless payment options to help support the vitality of town centres. The replacement of the machines will also help to rectify 5p issue. This work has commenced and will be implemented over the next 18 months.

**We are therefore proposing to:**

- (i) Apply a further 10p increase to the one hour tariff bands across all Council operated off-street car parks in Hitchin, Letchworth and Royston including the after 3pm one hour tariff band in all Hitchin car parks.
- (ii) Increase the 0-2 hour tariff in the Lairage MSCP by 5p – i.e. from £1.25 to £1.30 to align with the one hour tariff band in the other long stay Hitchin car parks of Bancroft and Woodside.
- (iii) Increase the half hour tariff by 10p in Knebworth from 30p to 40p but retaining the one hour tariff.
- (iv) Rationalise all the 5p tariffs across all car parks to facilitate usage of the machines, has resulted in the majority of the tariffs increasing by 5p, with some reductions to the all day tariff in the Letchworth long stay car parks, the two and four hour tariff in the Letchworth Town Hall short stay car park, and to the three hour tariff in the Royston Princes Mews car park.
- (v) In Knebworth, given the smaller size of the high street and in seeking to encourage visitors to stay longer to support the local businesses, the 5p tariff has been removed, thereby reducing the two, three and four hour tariffs by 5p.
- (vi) Retain the off-peak incentive after 3pm in Royston, where the subsidised full 'free after 3pm' policy in all Royston car parks will be retained until such time as this policy is reviewed.
- (vii) Retain all other tariff bands as per the 2021/22 prices (unaltered in 2022/23) across all car parks.

These proposals would be applied to all NHC car parks in Hitchin, Letchworth Garden City, Royston and Knebworth and are shown in the attached Tables at Appendix 1.

Rounding the 5p tariffs up across all car parks in addition to the proposed 10p one hour tariff increase would increase the overall parking revenue by 2.4%. This is slightly more (equivalent to additional income of around £6,800) than the budget expectation of 2%, based on the current composition of demand for each tariff. This compares to an estimated 2.1% increase from applying the 10p one hour tariff increase across all car parks (around £1,200 additional income).

**Members are to formulate a response to the North Herts Council consultation on increasing car parking charges in Royston.**

**Proposed 2023/2024 Parking Tariffs for North Herts Council Off-Street Managed Car Parks – Consultation (16 June 2023)**

**[Note: Purple font shows proposed tariff changes]**

Car Park		Duration / hours	2022/2023 Tariffs	2023/24 Proposed Tariff changes
Angel Pavement	Standard tariffs	1	£0.70	£0.80
		2	£1.55	£1.60
		3	£3.85	£3.90
	Post 3pm Tariffs	1	£0.00	£0.00
		2	£0.00	£0.00
		3	£0.00	£0.00
Car Park		Duration / hours	2022/2023 Tariffs	2023/24 Proposed Tariff changes
Civic Centre	Standard tariffs	1	£0.70	£0.80
		2	£0.85	£0.90
		3	£1.15	£1.20
		Over 3hrs	£3.50	£3.50
	Post 3pm Tariffs	1	£0.00	£0.00
		2	£0.00	£0.00
		3	£0.00	£0.00
Market Place	Standard tariffs	1	£0.70	£0.80
		2	£1.55	£1.60
		3	£3.85	£3.90
	Post 3pm Tariffs	1	£0.00	£0.00
		2	£0.00	£0.00
		3	£0.00	£0.00
Princes Mews	Standard tariffs	1	£0.70	£0.80
		2	£1.55	£1.60
		3	£5.05	£5.00
		Over 3hrs	£7.65	£7.70
	Post 3pm Tariffs	1	£0.00	£0.00
		2	£0.00	£0.00
		3	£0.00	£0.00



Priory Gardens	Standard tariffs	1	£0.70	£0.80
		2	£1.55	£1.60
		3	£3.85	£3.90
	Post 3pm Tariffs	1	£0.00	£0.00
		2	£0.00	£0.00
		3	£0.00	£0.00
The Warren	Standard tariffs	1	£0.70	£0.80
		2	£1.35	£1.40
		3	£1.85	£1.90
		3+	£3.95	£4.00
	Post 3pm Tariffs	1	£0.00	£0.00
		2	£0.00	£0.00
		3	£0.00	£0.00

### **Agenda Item 10 – Silver Sunday 2023**

The Senior Committee Working Party wish to organise an event for Silver Sunday. This year they would like to host an afternoon dance, with wine and cheese provided. The number of people attending will be limited to 60 to allow enough space for people to move around the hall. The event will be held in the Town Hall on Sunday 1<sup>st</sup> October 2023 from 2pm to 4pm.

The costings for this event are:

Wine £120.00 (20 Bottles)

Cheese £35.40 (Approx 3 Pieces per person)

Butter £6.60 (6 Packs)

Crackers – to be donated by Tesco Extra Royston

Grapes – to be donated by Tesco Extra Royston

Orange Juice £3.45 (3 cartons)

Lemons £0.60 (2) for jugs of water, as another non-alcoholic drink option

Plates £2.50 (100)

Napkins £1.00 (100)

Tablecloths £8.75 (6)

Advertising/stationery costs £10.00

Royston Radio Fees (DJ to provide music for the dancing) £150.00

Town Hall Hire: 13:00 – 17:00 at £27.00 per hour x 4 = £108

Total Cost: £446.30

**Members are to approve a budget of up to £450 for the Silver Sunday event to be held on 1<sup>st</sup> October 2023.**

Councillor Luke Haugh July 2023