MINUTES of the Meeting of ROYSTON TOWN COUNCIL held on Monday, 24 September 2007 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT:  Councillor P. Lill (Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Davidson, Doel, Kennedy, Mayne, Prime & Smith.
District Councillor Hill, Mr. B. Davidson, Alan Fleck – Community Development Officer, NHDC, Town Clerk, Assistant to Town Clerk, Committee Administrator, 1 Member of the Press and 1 Member of the Public in attendance.

The Reverend Les Harman led the meeting in prayer.

PUBLIC PARTICIPATION:

The Mayor invited the Member of the Public to speak. She explained that there had been some troubles in connection with the Town Ditch near to her house at 26 Stamford Avenue. District Councillor F. J. Smith had been helpful and it was hoped that the situation would be sorted out soon.
She informed the meeting that it had taken some days to find the Household Amenity Site as it was very poorly sign posted. Another difficulty she had encountered since coming to live in Royston was that the Cambridge bus was not sign-posted in Melbourn Road.
A final suggestion was that the disused chapel in the Cemetery could be used for visitors to find a place of calm.
Rev. Harman explained the difficulties in making this available to the public.
The Town Mayor thanked Mrs. Janet Pratt for her contribution and said that her suggestions about signing in the town would be investigated.

145/08 APOLOGIES:

Apologies for absence were received from Councillors Gaillard, Grimes, Harrison, Inwood and Phillips.

146/08 TOWN MAYOR’S ANNOUNCEMENTS:

The Town Mayor reported that he had attended several events including the Royston Kite Festival, Wood Green Animal Shelter, 75th anniversary of St. John Ambulance in Royston.
He had been delighted to attend the Anglia in Bloom Awards Ceremony in Ipswich and to receive the Silver Award for Royston, and then the next day to present the Royston in Bloom Awards.
The most recent event was the “It’s a Knockout” to raise funds for the Marie Curie Foundation.
He then announced that he would be getting married to Wendy Gibbs on the 1st December and Members congratulated him.

147/08 PRESENTATION FROM ALAN FLECK–YOUTH COUNCIL FOR ROYSTON:

Alan Fleck, Community Development Officer, NHDC, had already circulated information regarding the setting up of a Youth Council for Royston.
He explained the commitment involved and that the District Council would assist with support of staff and finance during the early stages.
Following discussion and questions and Alan Fleck saying that he would like to see a discussion leading to commitment from the Town Council it was agreed to set up a Sub-Committee comprising Councillors Berry, Davidson, Doel and Prime. They should advise
the Town Clerk of their findings to put to the next meeting of the General Purposes Committee.
The Chairman then thanked Alan Fleck for his attendance.
Alan Fleck, Mr. Davidson and Rev. Harman then left the meeting.

148/08 MINUTES:

It was proposed by Councillor Berry, seconded by Councillor Smith and **RESOLVED** to
approve as a correct record the minutes of the meeting of the Council held on 16 July and 23
July 2007 (minutes 87/08 to 89/08 and 90/08 to 100/08).

149/08 TO RECEIVE MINUTES OF COMMITTEES THAT HAVE ALREADY BEEN
ADOPTED AS A CORRECT RECORD:

(a) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 16
July 2007 (minutes 68/08 to 70/08) be approved and adopted as part of the true
workings of this Council.

(b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 23
July 2007 (minutes 101/08 to 106/08) be approved and adopted as part of the true
workings of this Council.

(c) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 13
August 2007 (minutes 115/08 to 118/08) be approved and adopted as part of the true
workings of this Council.

150/08 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE
NOT BEEN ADOPTED AS A CORRECT RECORD:

(a) It was **RESOLVED** that the minutes of the meeting of the General Purpose &
Highways Committee held 16 July 2007 (minutes 71/08 to 86/08) be approved and
adopted as a true record.

(b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on
the 20 August 2007 (minutes 119/08 to 131/08) be approved and adopted as a true
record.

(c) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on
the 10 September 2007 (minutes 138/08 to 144/08) be approved and adopted as a true
record.

151/08 ROYSTON MARKETS:

In the absence of the Town Manager the Town Clerk gave his apologies and read out his
report. The Town Council/Royston Town Centre Forum’s tender submitted to the North
Hertfordshire District Council for the running of Royston Market had made it through the
first “Quality” stage but the tender for the second “Cost” stage had not been accepted as it
was too much of a variance from NHDC’s benchmark. No other tender had been accepted
for the running of Royston Markets.
The District Council would be making a decision on what is to happen next and would
inform the Town Centre Forum and Town Council in due course.
Following much discussion and input from all Members it was felt that the Town Council/Royston Town Forum bid had been a realistic one and that the views of the Town Council should be put strongly to the District Council.

It was agreed that the Town Council registers its concerns of the future of the market and asks the Area District Committee to take these on board when they discuss the Town Strategy.

It was then proposed by Councillor Kennedy, seconded by Councillor Smith and agreed that Councillors Smith and Kennedy attend the Area District Committee meeting on Wednesday next to voice these concerns.

District Councillor Hill said that the Town Clerk should tell the Committee Administrator at the District that the Town Council wished to speak at the meeting.

**152/08 DATE OF NEXT MEETING:**

The date of the next meeting was 26 November 2007.

There being no further business the Town Mayor closed the meeting at 8.10 p.m.
MINUTES of the meeting of the FINANCE COMMITTEE held in the Committee Room, Town Hall, Royston at 8.25 p.m. on Monday, 24 September 2007.

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

153/08 APOLOGIES FOR ABSENCE:

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

154/08 MINUTES:

The minutes of the meeting of the Finance Committee held on 20 August 2007 (minutes 119/08 to 131/08) were approved and signed by the Chairman, following a clarification by the Town Clerk that the report on the Working Party for the Museum could not be received until the next meeting of the Finance Committee as the agenda for this meeting had already been published.

155/08 MINUTES OF SUB-COMMITTEE MEETING:

The minutes of the meeting of the Museum Sub-Advisory Committee held on 26 July 2007 were accepted.

156/08 ACCOUNTS FOR PAYMENT:

The September Accounts for Payment in the sum of £28,472.67 were approved for payment following the clarification of four items under the heading of Admin, Museum, Complex and Town Centre Management.

157/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR AUGUST 2007:

The Income & Expenditure & Bank Reconciliation for August 2007 was noted.

158/08 ANNUAL RETURN 2006-2007:

The Town Clerk reported receipt of the Audit Certificate for 2006-2007. The Audit had been successfully completed. Attention had been drawn to the omission of stating the appropriate LGA Act on certain items in the minutes. This would be rectified in the future.
The Town Clerk and her Assistant were thanked for their hard work and success in the completion of the Audit for 2006-2007.

159/08 BUDGET 2008-2009;

The Town Clerk said that as the time was nearing for the preparation of the next year’s budget she would appreciate any input from the Members.
It was agreed to form a Sub-Committee to put some ideas forward before the preliminary look at this budget.
It was agreed that Councillors Kennedy and Smith would be part of this Sub-Committee together with the Town Clerk and Assistant to the Town Clerk.
Councillor Burt placed on record his pleasure at how well the Town Clerk had prepared the budget the previous year.

160/08 TOURIST SIGNS:

The Town Clerk reported on the costs for having two tourist signs erected on the A505 for the Royston Cave and the Museum in the sum of £187.50 each. Following discussion it was proposed by Councillor Berry, seconded by Councillor Kennedy and agreed that these tourist signs be purchased.

Road Traffic Regulation Act 1984. s72

161/08 MUSEUM LEASE:

The Town Clerk reported that there was no news on this matter at the present time.

162/08 ROYSTON ARTS FESTIVAL:

The Town Clerk reported receipt of a letter of thanks from the Royston Arts Festival for the Town Council’s sponsorship by allowing the use of the Town Hall for free for this event.

LGA 1972 s145

163/08 ROYSTON TOWN CRIER:

Members received the draft of the October issue of the Town Crier and following discussion and a few minor amendments this was accepted for circulation.

LGA 1972 s142

Councillor Davidson left the meeting at 8.58 p.m.

164/08 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Prime reported his attendance at a meeting of the Royston Community Association.

There being no further business the Chairman declared the meeting closed at 9 p.m.
MINUTES of the Meeting of the PLANNING COMMITTEE held on Monday, 15th October 2007 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Kennedy (in the Chair)
Councillors Berry, Davidson, Doel, Grimes, Mayne, Phillips and Smith.
Town Clerk, Committee Administrator, Mary Caldwell, NHDC Planning Control & Conservation Manager, 2 Members of the Public and 2 Members of the Press in attendance.

The Chairman welcomed all to the meeting and invited Mary Caldwell to give her presentation about Planning Champions.

Mary then explained that as the Town Council’s Full Council meeting had coincided with the first meeting at Letchworth in respect of Planning Champions she had come along to explain this new venture.

She circulated copies of the presentation given at Letchworth that explained the reasons for this and said that it was to improve the relationship between the District and Parish and Town Councils. The first meeting had proved to be very successful with a turnout of approximately 16 parishes being represented.

Mary then went through her presentation in greater detail and she confirmed that it was in order for two Members to attend the meetings together with the Town Clerk.

She explained various rules for planning decisions and the best way to make comments, and suggested that Members attend some of the planning meetings at the District Council. The Government was also keen to encourage use of the Internet so that all planning applications and decisions etc. were available on the website, although Members were not too sure if this would be suitable.

The Chairman then thanked Mary Caldwell for her attendance and the full explanation of the procedures.

165/08 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Lill & Prime.

166/08 MINUTES:

The minutes of the meeting held on Monday, 10 September 2007 (138/08 to 144/08) were approved and signed as a correct record.

167/08 PLANNING APPLICATIONS:

(a) 07/02155/1 Land at 62 Green Drift.

Following much discussion on this application it was agreed that the Committee object to this planning application on the grounds that it was out of character with the area, over development of the site with its proximity to neighbouring property and detrimental to the area. It is an unacceptable form of development in this area.

It was also agreed to ask the Planning Department if it would check the measurements as there appears to be some inconsistency.

(b) 07/02259/1 Land to the rear of 4 Kneesworth Street.

The Committee objected to this application on the grounds of over development of the site, lack of parking and the unsuitable access close to a very busy junction.
The Committee agreed to fully support this application.

The Committee had no objections to the following planning application:

07/02202/1 34 Victoria Crescent.

The Committee supported the following applications:

07/01786/1 Unit 2, Abbotts Yard, Upper King Street.
07/02155/1 1 North Close.
07/01836/1 Burloes Farm House, Burloes.
07/02080/1AD 6-8 Market Hill.

The Committee supported the following application but asked that a condition be placed on the time taken to remove the signs and replace with the new, they suggested that this be at the discretion of the District Council:

07/02150/1AD The Old Post Office, 2 Baldock Street.

REPORT OF DISCUSSIONS MADE ON THE FOLLOWING APPLICATIONS BY THE CHAIRMAN AND TOWN CLERK:

The Committee Noted the decisions made on the following planning applications between the Chairman and the Town Clerk. The Chairman and Town Clerk had made no objection to any of the applications:

07/02003/1 Unit 4, Lower Gower Road.
07/02079/1HH 23 Farrier Court.
07/02101/1HH 27 Green Street.
07/02002/1 17 Queens Road.
07/02035/1LB 13 Kneesworth Street.

Mary Caldwell left the meeting at 8.55 p.m.

CORE STRATEGY & DEVELOPMENT POLICIES CONSULTATION:

Councillor Kennedy had circulated his very full report on this item and he highlighted various items. Following his presentation and discussion with Members, Councillor Kennedy was thanked for his hard and excellent work on this Consultation. After noting some amendments, it was proposed by Councillor Berry, seconded by Councillor Mayne and agreed that he formulate the reply to the Consultation, and that any comments from Members should be given to him by next Thursday.

It was agreed that Councillors Davidson and Smith would check the document before it was agreed to submit the Town Councils response.

There being no further business the Chairman closed the meeting at 9.34 p.m.
MINUTES of the meeting of the FINANCE COMMITTEE held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 22 October 2007.

PRESENT:  Councillor Berry (in the Chair)
           Councillors Beardwell, Grimes, Harrison, Inwood, Kennedy, Prime & Smith.
           Town Clerk, Assistant to Town Clerk, Committee Administrator, County Councillor Drake, Town Councillors Davidson, Doel, Mayne and 1 Member of the Press in attendance.

170/08 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt & Gaillard.

171/08 DECLARATION OF INTEREST:

Councillors Beardwell and Inwood declared an interest in agenda item 7 as District Councillors

172/08 MINUTES:

The minutes of the meeting of the Finance Committee held on 24 September 2007 (minutes 153/08 to 164/08) were approved and signed by the Chairman.

173/08 MINUTES OF SUB-COMMITTEE MEETINGS:

(a) The minutes of the meeting of the May Fayre Committee held on 18 September 2007 were accepted into the workings of the council.
(b) The minutes of the Royston Cave Trustees meeting held on the 4 September 2007 were accepted into the workings of the council.
(c) The minutes of the Town Premises Sub-Committee meeting held 20 August 2007 (minutes 132/08 to 137/08) were accepted into the workings of the council.

174/08 ACCOUNTS FOR PAYMENT:

The October Accounts for Payment in the sum of £23,870.08 were approved for payment following the clarification of items under Market Hill Rooms and Other Expenses.

175/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR SEPT 2007:

The Income & Expenditure & Bank Reconciliation for September 2007 was noted.

176/08 MUSEUM WORKING PARTY:

Councillor Smith gave his report (previously circulated) on this meeting held 20 September 2007.
Councillors Beardwell and Inwood left the meeting for the duration of this item.
The Working Party had queried whether the Town Council was empowered under the Local Government Act to provide a museum at its own expense.
The Town Clerk reported that the Town Council does not have the power and could only run the Museum through the Agency for the District Council. She also explained that the cost to run the Museum is paid for out of the Precept payment.
The Working Party recommends that the Town Council, together with representatives from the Museum Trustees, convenes a meeting with all Royston District Councillors to ensure that they are aware of the Museum situation and to ascertain whether or not they supported the Royston Town Council in seeking funding from the District Council. Following discussion it was RESOLVED that the Town Clerk sets up a meeting with the Royston District Councillors, Town Councillors and representatives from the Museum Trustees as soon as possible.

177/08 BUDGET 2008-2009;

The Town Clerk circulated an amended sheet of the draft budget and it was noted that there was an extra Option (3) of an increased precept amount to enable the Town Council to run without a deficit budget for 2008-2009. After discussion it was proposed and agreed that this draft Budget be brought back to the next meeting of the Finance Committee. In the meantime Members should give any comments and suggestions of savings to the office in order that revisions to the draft budget can be presented to the next meeting. Officers will seek further ways of reducing costs.

178/08 MUSEUM LEASE:

The Town Clerk reported that she had been in contact with the Landlord of the Museum building and he was willing to renew the Lease to the Town Council for 20 years, and to include a break clause with one year’s notice to end the Lease. There would be an increase in the rent of £500 making the yearly rent £7,500 for the first five years of the new term. The rent would be reviewed every five years. Members considered this to be a very fair offer and agreed to take forward this option and asked the Town Clerk to continue the process for renewing the Lease. The Town Clerk was thanked for her hard work in procuring this offer.

179/08 QUALITY COUNCIL ACCREDITATION:

The Town Clerk reported that the Council’s portfolio had been forward to the Quality Status panel for consideration, members noted it would be sometime before the Town Council would hear anything more. Councillor Davidson said that she had been with the Town Clerk at a meeting of the HAPTC recently when the Town Clerk had been congratulated for the excellent portfolio that had been put forward. Members congratulated the Town Clerk on this.

180/08 BRITISH LEGION POPPY APPEAL:

It was RESOLVED that the sum of £50 be donated towards the Poppy Appeal this year.

LGA 1972 S137

181/08 TOWN COUNCIL CREST:

The Town Clerk reported correspondence received of a request to use the Town Council Crest on letterheads and promotional clothing for a Cancer Research UK Charity Fundraising Event by Royston people. Following discussion it was agreed that the Town Clerk write in response to the request that the Town Council is unable to authorise the use of the Town Crest.
182/08 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Mayne reported his attendance at a Parish and Paths meeting in Radlett and he passed to the Town Clerk some literature regarding footpaths, etc. There is funding available to councils in relation to public footpaths, etc. and it was agreed that Councillor Mayne research this further.

There being no further business the Chairman declared the meeting closed at 8.30 p.m.
MINUTES of the Meeting of the TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE held in the Committee Room, Town Hall, Royston on Monday 22 October 2007 at 8.35 p.m.

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

183/08 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 20 August 2007 (minutes 132/08 to 137/08) were approved for signature by the Chairman.

184/08 MARKET HILL ROOMS:

1) Gates to entrance

The Town Clerk reported that the planning application for these gates had been approved and the work would be done in January next.

It was noted that the fire exit door (the original front door), which is only to be used in an emergency was still being used as the entrance and often left open. Hirers have been asked to use this door in an emergency only. The Chairman had investigated how best to deal with this problem and provided Members with information on a type of fixing that was cheap and easy to use. It would be up to the hirers to make sure that the rules were kept and should these fixings be damaged then they would be required to pay for the replacement.

The bolt would cost £26.10. The replacement plates (20 in a pack) would cost £31.45, chain £2.50.

Following discussion it was proposed by the Chairman, seconded by Councillor Kennedy and agreed that it be recommended to the Finance Committee that these items be purchased.

2) Acoustics in the main hall/Blinds for top windows

The Town Clerk reported that there had been several complaints about this problem and one of the hirers had suggested that curtains would help and if required they would be willing to fund raise to provide the curtains.

There was some discussion on the best way forward and finally it was proposed by Councillor Berry, seconded by Councillor Kennedy and agreed that the Town Clerk contact Mr. Easton and asked for his advice on this matter.

It was also agreed to write to thank the hirer for their offer to fund-raise and to accept but only for the small windows, and to inform them that investigations were going ahead to find a solution in respect of the acoustics.

185/08 EXCLUSION OF THE PUBLIC & PRESS:

It was proposed by Councillor Berry, seconded by Councillor Smith and agreed that in view of the confidential nature of the business about to be transacted, it is proposed that in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.
186/08  TOWN HALL EXTERNAL DECORATIONS:

The Town Clerk had received three quotations for the external decoration and repairs to the Town Hall

(i) £24,638.00.

(ii) £3,789.00    Repairs
   £6,920.00    Painting

(iii) £16,840.00   Painting
       £4,000.00   Repairs

It was proposed by Councillor Berry, seconded by Councillor Harrison and agreed that quotation (ii) is recommended to the Finance Committee.

187/08  GREEN STREET ALLOTMENTS:

Councillor Grimes declared an interest in this item as an allotment holder and he left the meeting at 9.12 p.m.

The Town Clerk then reported that she had looked at the some of the suggested plots of land and had made some enquiries.

The agent for the owner’s of one of them had suggested that the western end of the farm land might be suitable but it would only be leased and not sold. They have asked how much the Town Council would pay in rent, the area of land required, how it would be managed and the Council’s policies on sheds and buildings.

The Town Clerk had investigated what other council’s in Hertfordshire pay to rent land for allotment use, and examples are £232 p.a. for 3.6 acres, £168 p.a. for 1.7 acres.

Following much discussion it was agreed that the Town Clerk should continue pursuing the investigation into acquiring more allotment land.

It was agreed that the date for meeting with the Royston Allotment & Gardens Association would now be the 31st October 2007 at 7 p.m.

There being no further business the Chairman closed the meeting at 9.30 p.m.
ROYSTON TOWN COUNCIL

MINUTES of the meeting of the MUSEUM SUB-COMMITTEE held on Thursday 1st November 2007 in Committee Room, Town Hall, Royston at 7 p.m.

PRESENT: Mr. Les. Baker (in the Chair).
Councillors Liz Beardwell, Lynn Berry, Philip Mayne Bill Prime & Robert Smith
Museum Trustees: Peter King, Peter Ketteringham, Philip Smith, and
Friends of Royston Museum: Shirley Thrussell
Officers in attendance: Susan Thornton-Björk (Town Clerk) and Carole Kaszak (Curator)

188/08 APOLOGIES

Apologies for absence were received from: Councillor Peter Lill, Trustees Mike Lawrence and Jenny Smith and Betty Skyrme.

189/08 MINUTES:

The minutes of the meeting held 19th July 2007 were approved and signed.

190/08 CURATOR’S REPORT: (copy attached to the minute book):

The curator presented her report to the committee and highlighted on some of the items.

Group Visit
The group of 16 from Hitchin who visited to see the tapestry gave a £50 donation to the museum.

Exhibitions
Sales from this year’s exhibition had been very good. The current exhibition is Jack’s War back by popular request.

Workshops
The feedback forms obtained from the workshops had been very positive and it had been decided to do more.

Royston Time Trackers
The group was now full and anyone else interested in joining would have to go on a waiting list.

Conservation
The Whydale etchings were due to go for conservation work on Monday thanks to the donation from the Friends of the Museum.

The curator was thanked for her report.

191/08 MUSEUM LEASE:

The Town Clerk reported that the renewal of the Lease was now underway and she was waiting for a Draft Agreement from the solicitors. The proposed agreement is for a 20 year lease with a break clause, if suitable accommodation became available to house the Royston & District Museum in Royston then the Council could terminate the agreement giving one year’s notice. The rent increase would be £500 pa for the first 5 years.
ROYSTON TOWN COUNCIL

192/08  BROWN SIGNS:

The Town Clerk reported that the signs had now been ordered and showed the committee the map showing the position of them.

193/08  FUTURE FUNDING FOR THE MUSEUM:

The Town Clerk reported that the Finance Committee approved the recommendation from the Museum Sub-Committee to set up a working party, with the brief to source future funding for the museum. The working party had their first meeting on the 20th September (copy of notes with minutes). It was then agreed at the Finance meeting to invite the Royston District Councillors to a meeting to discuss the funding of the Royston & District Museum. The date for this meeting has been agreed for Thursday 6th December 2007 at 7pm in the Committee Room.

194/08  BUDGET 2008-2009:

The draft budget for the museum was presented to the committee for their comments. The chairman explained that the council were looking at ways, if possible, to make any savings so as to keep the cost of raising the precept to the minimum. Following discussion it was decided that one way of making a saving would be to close the museum to the public on Sundays and Bank Holidays, thus making a saving of approx £1000 on Wardens payments, electricity etc. It did not seem possible to make any other savings as the museum was already run under minimum expenditure and supported with donations from the Friends of the Museum and the local History Society. Ways of increasing shop sales was also discussed although this did not really seem possible but would be looked into. It was agreed that closing the museum to make savings on Sundays and Bank Holidays be suggested to the Finance Committee.

195/08  ANY OTHER BUSINESS:

Peter Ketteringham reported on a meeting the Trustees had with the Hertfordshire Museum Development Officer. It had been suggested that there should be a Constitution for the Museum and a written document of Terms of Governance with procedures in place for running the museum and copies of these should be given to the Trustees, Councillors, and Officers. It was noted that the Trustees are only Trustees of the Collection not the museum. Peter also requested that a meeting is arranged for the Trustees to meet with the Town Councillors as there had not been a meeting for some time. The Town Clerk agreed to arrange this.

The Town Clerk reported correspondence received from the landlord detailing some weeding required in the museum courtyard. It was agreed to let the landlord proceed with this with the museum paying half of the cost, a total of £37.50.

There being no other business the Chairman closed the meeting.

Date of next meeting Thursday 17th January 2008
PRESENTATION

The Chairman welcomed everybody to the meeting and invited Richard Boutal and Helen McCormick of Hertfordshire Highways to give a presentation regarding the proposed railway underpass at Coombes Hole.

Richard Boutal explained that following the preparatory work on the possibility of having an underpass and consultations, the design work was now going ahead. There had been publicity surrounding the allotment site owned by the Royston Town Council and he explained that there had been some misunderstanding about this. There could be a temporary loss of plots while the work was being done.

In order for the Sustran Lottery Bid to proceed, a draft design had to be produced; there was still work to be done on the design. Concerns had been raised about the impact on parking for the allotments.

Helen McCormick then went in more detail in respect of the design works and how these would be achieved. A meeting had been held with the Allotments Association who had asked if an electrical supply could be provided to the site and also some security fencing. It was noted that CCTV would be installed in the underpass.

The deep digging under the railway was provisionally booked to be done over Christmas 2009.

Richard Boutal said that Hertfordshire County Council would be putting this project high in their list of priorities, it was hoped that Connect 2 would win the Lottery Bid so some funding would be available towards the crossing.

Members were asked to vote on the website www.thepeoplesmillion.co.uk for the Connect 2 project as from the 26 November 2007.

Members then asked questions and it was noted that the Royston Town Council was disappointed that they had not been involved in consultations on the design earlier. Richard Boutal said that there had been a misunderstanding in respect of who owned the allotment site, but that the council would be kept well informed in the future.

Members were pleased that at long last the provision of an underpass to unite the two parts of the town was in sight.

The Chairman then thanked Richard Boutal and Helen McCormick for attending the meeting and asked them to keep in touch with the council.

They promised to come back with regular updates and they left the meeting at 7.55 p.m. along with the members of the public.

196/08  APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Beardwell, Burt & Lill.
ROYSTON TOWN COUNCIL

197/08 MINUTES:

It was RESOLVED that the minutes of the meetings of the General Purposes & Highways Committee held on 16 July 2007 (minutes 71/08 to 86/08) and the notes taken on 10 September 2007 were approved and signed by the Chairman as a correct record.

198/08 WORKING PARTIES – MINUTES:


ii) The Committee accepted the notes of the May Fayre meeting held on 18 September 2007 into the workings of the Council.

199/08 WEIGHT LIMIT, MELBOURN STREET:

Members noted that there was nothing to report at this stage.

200/08 ROYSTON BUS SERVICE:

Members were very concerned that the Royston bus service No.17 was to be cut. This would affect the elderly and children going to and from school, causing more cars to be on the roads. Following discussion it was agreed that the Town Council write to Simon Young Transport Manager North Hertfordshire District Council with a copy to Councillor F. J. Smith, Leader of the Hertfordshire District Council asking for their comments.

201/08 YOUTH COUNCIL:

Councillor Davidson reported on her attendance at the Working Party in respect of the setting up of a Youth Council for Royston. Stuart Izzard and Alan Fleck had reported that the North Hertfordshire District Council would be covering the set up costs.

She explained that the Council should be aware that there would be a cost of about £2-3,000 p.a. for running costs.

Councillor Berry had said that the Town Council could give free accommodation for the meetings etc.

Following discussion and input from Members it was agreed to await further information and then consider this matter again.

202/08 NORTH/SOUTH BY-PASS ROYSTON:

The Town Clerk reported that she had received a reply from the Hertfordshire County Council in respect of the great need for a North/South By-Pass for Royston explaining it was unlikely that this will happen within the next ten years, it is in the current Transport Plan 2006/07 – 2010/110 as a scheme that could be investigated after 2010/211

Members noted this report; County Councillor Drake said it was something the council should be keep pressing for. After discussion it was agreed that the Town Council write to ask for alternatives to help ease the congestion in the town especially when the M11 is closed and traffic is diverted through Royston causing a grid lock.
203/08 BETTER TRANSPORT IN HERTFORDSHIRE 2006/07:

Members noted that the document received from the County Council on the second Local Transport Plan 2006-07 to 2010/11 was available to view on www.hertsdirect.org/ltp or in the Town Council office.

204/08 EMERGENCY PLANNING FOR TOWN & PARISH COUNCIL:

It was agreed that the Town Council invite the NHDC Emergency Planning Officer to attend a meeting and do a presentation on Emergency Planning.

205/08 STREET LIGHTING – ANGEL PAVEMENT:

The Town Clerk reported receipt of a report from the Town Centre Manager on the lack of street lighting in Angel Pavement. Following discussion it was agreed to report this to the Royston & District Area Committee to consider this at their next meeting and also to the Hertfordshire Partnership for this lighting to be updated.

206/08 CONDITION OF PAVEMENTS IN THE TOWN CENTRE AREA:

Councillor Gaillard reported on her walk around the town with Alan Fleck, NHDC, to investigate the condition of the pavements in the High Street/Kneesworth Street/Melbourn Street area. (Report with minutes). Alan Fleck had agreed to take this matter to the Royston & District Area Committee. Councillor Gaillard was thanked for her work on this problem and Members agreed to write to the Chairman of the Royston & District Area Committee and Highways Partnership with a copy of Councillor Gaillard’s notes. The Town Council to ask for these pavements to be repaired and made safe as a matter of urgency, and it was agreed that a full survey should be undertaken of the whole of the area.

207/08 DATE OF NEXT MEETING:

The date of the next meeting is 14 January 2008.

There being no further business the Chairman closed the meeting at 8.50 p.m.
MINUTES of the Meeting of the PLANNING COMMITTEE held on Monday, 12th November 2007 at 8.55 p.m. in the Committee Room, Town Hall, Royston.

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

208/08 APOLOGIES FOR ABSENCE:
Apologies for absence were received from Councillors Berry & Lill.

209/08 DECLARATIONS OF INTEREST:
There were none.

210/08 MINUTES:
The minutes of the meeting held on Monday, 15 October 2007 (165/08 to 169/08) were approved and signed as a correct record.

211/08 PLANNING APPLICATIONS:
(a) 07/02260/1LB  Land to the rear of 4 Kneesworth Street.

The Town Clerk reported that this application was likely to be withdrawn but Members reiterated their previous comments on the planning application that they objected to this application on the grounds of over development of the site and the access being close to a very busy junction and lack of parking.

(b) 07/01516/1  Art House, Lumen Road.

The Committee supported this application.

(c) 07/02405/1  3 Angel Pavement.

The Committee agreed to support this application. Councillor Davidson asked for her vote against to be recorded.

(g) 07/02506/1HH 39 Gower Road.

The Committee supported this application subject to there being no over-looking or loss of light to the neighbours.
(h) The Committee supported the following applications:

- 07/02423/1HH 21 Mill Road
- 07/02426/1LB 21 Mill Road

212/08 REPORT ON ADDITIONAL COMMENTS MADE TO AMENDED PLANS 16-20 Green Drift:

Members noted the additional comments made to amended plans.

213/08 PLANNING APPLICATION – SOUTH CAMBS – FORMER HORSE & GROOM PUBLIC HOUSE, BALDOCK ROAD (A505):

The Town Clerk reported that the comments sent to South Cambs. were that Members fully supported this application.

214/08 LDF – CORE STRATEGY & DEVELOPMENT POLICIES: CONSULTATION DOCUMENTS:

The Town Clerk reported the Town Council’s response to these consultation documents was available to view on the NHDC web-site and a hard copy was available in the office, it was also agreed to add them on the Town Council website.

215/08 EAST OF ENGLAND PLAN: Consultation

Members noted this document was available to view in the office. They were pleased to see that acknowledgement had been made of the problems in respect of the existing water/sewage system, and that it is hoped that these constraints will be taken into account when building new houses. It was agreed to respond to the consultation with these comments

216/08 GYPSY AND TRAVELLERS’ PITCHES:

Members noted the correspondence received and Councillor Smith and Prime agreed to attend the meeting on 21 November 2007 at 7.30pm in the Council Chamber at NHDC.

217/08 STEVENAGE & NORTH HERTS ACTION PLAN (SNAP):

The Town Clerk reported on the consultation information received from the Stevenage and North Herts District Council (SNAP) regarding the Key Issues & Options document and that comments had been requested from the Town Council. Closing date is 18th January 2008.

It was agreed to defer this to the next meeting.

There being no further business the Chairman declared the meeting closed at 9.26 p.m.
ROYSTON TOWN COUNCIL

MINUTES of the Meeting of ROYSTON TOWN COUNCIL held on Monday, 26 November 2007 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor P. Lill (Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Davidson, Doel, Gaillard, Harrison, Kennedy, Mayne, Phillips, Prime & Smith
Officers Town Clerk, Assistant to Town Clerk, Committee Administrator
1 Member of the Press

The Reverend Les Harman led the meeting in prayer.

218/08 APOLOGIES:

Apologies for absence were received from Councillors Grimes and Inwood.

219/08 TOWN MAYOR’S ANNOUNCEMENTS:

The Town Mayor reported that he had attended several events. His Golf Day in aid of his charity had been successful despite the inclement weather, and his Quiz Evening had also been well supported. The Civic Reception held in October had also been a very good evening and the Remembrance Sunday had been considered to be the best attended in years. He had presented Awards at the Royston British Legion Club, attended the Bonfire Night at Bassingbourn Barracks, The Model Railway Exhibition and St. John Ambulance Enrolment and Presentation Evening. Last evening he had attended the Chairman of the District Council’s Civic Service.

220/08 MINUTES:

It was RESOLVED to approve and sign as a correct record the minutes of the meeting of the Council held on 24 September 2007 (minutes 145/08 to 152/08).

221/08 TO RECEIVE MINUTES OF COMMITTEES THAT HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

(a) It was RESOLVED that the minutes of the meeting of the Finance Committee held 24 September 2007 (minutes 153/08 to 164/08) be adopted into the workings of the Council.

(b) It was RESOLVED that the minutes of the meeting of the Planning Committee held 15 October 2007 (minutes 165/08 to 169/08) be adopted into the workings of the Council.

222/08 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

(a) It was RESOLVED that the minutes of the meeting of the Finance Committee held 22 October 2007 (minutes 170/08 to 182/08) be adopted into the workings of the council.
It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highways Committee held on the 12 November 2007 (minutes 196/08 to 207/08) be adopted into the workings of the council.

It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 12 November 2007 (minutes 208/08 to 217/08) be adopted into the workings of the council.

**223/08 REVISED MODEL CODE OF CONDUCT 2007:**

It was **RESOLVED** that the Town Council formally adopt the Revised Model Code of Conduct Order 2007 including paragraph 12(2) as applicable to parish and town councils as recommended by the Finance Committee with effect from the 25th June 2007.

**224/08 AGENDA & MINUTES:**

The Town Clerk explained that if all members were in agreement, those who preferred could have their Agenda’s and Minutes’ emailed to them rather than having them delivered by post. Members who decided to have them sent by email could then choose if they were going to print off the paperwork or want it available at the meeting.

Following discussion it was **RESOLVED** that those who wished to receive their papers by e-mail could do so.

A form was presented to all members for them to complete asking for their preferred option.

**225/08 DATE OF NEXT MEETING:**

The date of the next meeting was 28 January 2008.

There being no further business the Town Mayor closed the meeting at 7.40 p.m.
ROYSTON TOWN COUNCIL

MINUTES of the meeting of the FINANCE COMMITTEE held in the Committee Room, Town Hall, Royston at 7.55 p.m. on Monday, 26 November 2007, following the meeting of the Leete Charity Committee meeting.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Gaillard, Harrison, Kennedy, Prime & Smith.
Town Clerk, Assistant to Town Clerk, Committee Administrator, Town Councillor Mayne and 1 Member of the Press in attendance.

226/08 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Grimes & Inwood.

227/08 MINUTES:

The minutes of the meeting of the Finance Committee held on 22 October 2007 (minutes 170/08 to 182/08) were approved and signed by the Chairman.

228/08 MINUTES OF SUB-COMMITTEE MEETINGS:

It was RESOLVED that:

(a) the minutes of the meeting of the Town Premises Sub-Committee held on 22 October 2007 (minutes 183/08 to 187/08) be accepted.
(b) the minutes of the Museum Sub-Advisory Committee meeting held on the 1st November 2007 (minutes 188/08 to 195/08) be accepted
(c) the minutes of the May Fayre Committee meeting held 6 November 2007 be accepted.

229/08 ACCOUNTS FOR PAYMENT:

The November Accounts for Payment in the sum of £24,171.07 were approved for payment.

230/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR OCTOBER 2007:

The Income & Expenditure and Bank Reconciliation for October 2007 were noted.

231/08 NHDC CONSULTATION ON SERVICE & FINANCIAL PLANNING 2008/09:

Following discussion it was RESOLVED to send the following comments to the District Council in response to the consultation of the NHDC proposed efficiency and investments document 2008/09.

• RG5 - The Town Council propose that a CCTV camera in the Priory Memorial Gardens is permanently installed instead of the proposed one at the railway station
• SG28 Members propose that there should be no cuts made to the Royston Area Committee Discretionary Grant budget and suggest that there should be more publicity to show that these Grants were available to local groups/organisations.
ROYSTON TOWN COUNCIL

232/08 INTERNAL AUDITOR FOR 2007-2008:

The Town Clerk read out the Internal Auditor’s schedule for 2007-2008 (Report with minutes). Following discussion it was RESOLVED to accept the Internal Auditor’s schedule of works for the council at the cost of £500 plus VAT, this would cover two visits to the council offices during the year.

233/08 ROYSTON ALLOTMENT STRATEGY:

Members considered the document prepared by the Royston Allotments and Gardens Association (RAGA) based on the Allotment Strategy Document prepared by NHDC. After discussion from all Members, it was agreed that Councillor Kennedy’s offer, to rewrite the document for the Town Council along with RAGA’s help be put to the vote. The motion was not carried with 3 votes for and 5 against. A second proposal was put that the document as recommended by the Town Premises Sub-Committee be accepted as it is. The motion was carried by 6 votes for and 2 against. Councillor Kennedy asked for his vote against to be noted.

Councillor Mayne left the meeting at 8.50 p.m.

234/08 TOWN HALL EXTERNAL DECORATIONS:

The Town Clerk circulated details of 3 quotes received from tenders for repairs and decorations of the Town Hall. Following discussion it was RESOLVED that the Committee approve the recommendation from the Town Premises Sub-Committee that quotation 2 a) £3,789.45 for repairs 2 b) £6,920.00 for external decorations be accepted.

235/08 BUDGET 2008-2009;

The Town Clerk circulated an amended draft budget and explained the small savings that could be achieved by reducing postage and stationery costs if some Councillors received their papers by e-mail. Also savings on the Museum budget could be brought about by not opening the Museum on Sunday afternoons during the summer months as recommended by the Museum Sub-Advisory Committee. There were some extra items that needed to be considered such as new notice boards on the Twigden Estate and the replacement of other notice boards in the town. Discussion followed with various suggestions put forward. It was then RESOLVED to close the Royston & District Museum on Sundays to make a saving on the budget. The Town Clerk was then asked to make these amendments to the budget and it would be brought back to the next meeting of the Finance Committee.

236/08 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Prime reported his attendance at a meeting of the Community Transport Committee, and he had also attended a meeting at Letchworth on behalf of the Town Council in respect of the report on Travellers’ Sites in the North Hertfordshire area.
Councillor Smith had also attended this meeting and will do a report to the Planning Committee. This was noted by members.

237/08 EXCLUSION OF THE PRESS AND PUBLIC:

It was proposed by Councillor Berry, seconded by Councillor Smith and agreed that in view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.
Members noted that the cost of living rise for 2007-2008 has now been formally agreed and the salary scales were circulated. The increase amounted to 2.475% and back dated to April 2007. This was noted by members.

There being no further business the Chairman declared the meeting closed at 9.29 p.m.
ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the PLANNING COMMITTEE held on Monday, 10th December 2007 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

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

239/08 APOLOGIES FOR ABSENCE:

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

240/08 MINUTES:

The minutes of the meeting held on Monday, 12 November 2007 (208/08 to 217/08) were approved and signed as a correct record.

241/08 PLANNING APPLICATIONS:

(a) The Committee supported the following planning applications:

07/02741/1HH 31 Cherry Drive.
07/02524/1HH 61 Garden Walk
07/02542/1HH 26 Stamford Avenue
07/02482/1 Units 5 & 7 Greenfield
07/02510/1HH 29 Serby Avenue
07/02685/1HH 11 Stakepiece Road
07/02689/1HH 13 Hillside
07/02653/1HH 18 Mallow Road
07/02690/1HH 62 Barkway Road
07/02522/1 Unit 1, Royston Business Park, Greenfield
07/02222/1 48 Sun Hill.

(b) 07/02544/1CAC Land rear of 13 Kneesworth Street)
07/02543/1 Land rear of 13 Kneesworth Street)

Following discussion the Committee objected to this application on the grounds of over development of the site and possible problems with parking in the area.

242/08 GYPSY & TRAVELLER PITCHES:

Members considered the report from Councillor Smith on the Scott Wilson Report in respect of Gypsy & Traveller pitches suggested for Hertfordshire. Councillor Prime had also attended the meeting.
The Committee agreed to support the neighbouring villages to Royston that were affected by the Report, and to set up a Working Party to formulate a response to NHDC by the end of the consultation period due in February 2008.
It was agreed that Councillors Smith and Prime be on this Working Party, and it was also agreed to ask Councillor Kennedy to be part of the Working Party.
ROYSTON TOWN COUNCIL

243/08  STEVENAGE & NORTH HERTS ACTION PLAN (SNAP):

The Town Clerk suggested that a Working Party be set up to formulate a response to this Consultation which was due to end on the 18 January 2008.
Councillor Phillips agreed to look at this report and put together a response with Councillor Davidson’s help.
It was also agreed that Councillor Kennedy be asked if he had formulated any response and to contact Councillor Phillips. It was also agreed that the group should liaise with the Working Party on Gypsy & Traveller Pitches.

There being no further business the Chairman declared the meeting closed at 7.54 p.m.
ROYSTON TOWN COUNCIL

MINUTES of the meeting of the FINANCE COMMITTEE held in the Committee Room, Town Hall, Royston at 7.20 p.m. on Monday, 17 December 2007.

PRESENT: Councillor Berry (in the Chair)  
Councillors Burt, Grimes, Harrison, Inwood, Kennedy & Smith.  
Officers Town Clerk, Assistant to Town Clerk, Committee Administrator,  
Town Councillor Davidson, Geraint Burnell Town Centre Manager, John Gourd Johnson Matthey, and 1 Member of the Press in attendance.

244/08 APOLOGIES FOR ABSENCE:  
Apologies for absence were received from Councillors Beardwell, Gaillard, Prime and apologies for late arrival from Councillor Inwood.

245/08 MINUTES:  
The minutes of the meeting of the Finance Committee held on 26 November 2007 (minutes 226/08 to 238/08) were approved and signed by the Chairman.

246/08 ACCOUNTS FOR PAYMENT:  
The December Accounts for Payment in the sum of £19,367.76 were approved for payment.

247/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR NOVEMBER 2007:  
The Income & Expenditure & Bank Reconciliation for November 2007 was noted.

248/08 INTERNAL AUDIT 2007-2008:  
The Town Clerk reported that the Auditor had attended the office on the 9 November 2007 and had checked the finances.  
He had found everything in order except for two cheques that had gone through the bank with only 2 of the three signatures required, and the Town Clerk had been advised to inform the Bank accordingly.  
The next visit by the Auditor would be at the end of the financial year.  
The Committee thanked the Town Clerk and her staff for their hard work in achieving such a good result to the Internal Audit.

249/08 HIRE CHARGES 2008-2009:  
A copy of the revised hire charges had been circulated to Members and the Town Clerk explained that the charges had been increased in line with inflation and either rounding up or down to make the amounts more sensible.  
It was RESOLVED that these revised Hire Charges were accepted for 2008-2009 as from 1st April 2008.  
The Town Clerk confirmed that hire charges were posted on the Town Council’s website.

250/08 FINANCIAL REGULATIONS:  
The Town Clerk reported that a few minor amendments had been made to the Financial Regulations and these were as circulated earlier and as attached to the minutes. It was RESOLVED that these amended Financial Regulations be adopted.
ROYSTON TOWN COUNCIL

251/08 QUALITY PARISH & TOWN COUNCIL SCHEME:

The Committee enthusiastically received the Town Clerk’s report that Royston Town Council had been awarded Quality Town Status. Royston was the fifth town in Hertfordshire to receive this Award, and the first in North Hertfordshire. The Award would be presented at the next full Council meeting on the 28 January 2007. The Members thanked the Working Party and the Town Clerk and her staff for their hard work in bringing about this achievement. Councillor Burt said that this excellent news should be announced at a District Council meeting.

252/08 BUDGET 2008-2009:

The Town Clerk presented the amended Budget to the Committee for their approval and it was RESOLVED that the proposed Budget and the Precept in the sum of £179,562, be recommended to Full Council for approval.

253/08 REPORTS BY COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Berry reported that she had attended a recent fund-raising event by the Royston Guides. This had been very successful and entertaining and had raised the sum of £200 for the Royston Guides.

254/08 EXCLUSION OF THE PRESS AND PUBLIC:

It was RESOLVED that in view of the confidential nature of the business about to be transacted 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

255/08 ROYSTON MARKETS:

Councillor Burt declared a personnel interest as a District Councillor.

The Chairman then invited the Town Centre Manager to speak to the meeting.
Geraint Burnell explained that the District Council had invited the Town Centre Forum and the Town Council to make another bid for running the Markets in Royston, and he asked permission to reconvene the Working Party to discuss this matter, assuming that the Town Council did wish to make a response.
The Committee agreed that it was in full support of making a second bid although it was felt that this was a waste of tax-payers’ money having to do it again.
Geraint was thanked for his work and it was agreed that the Working Party be reconvened and bring its response back to the next Full Council meeting in January before submitting another bid to the District Council.

256/08 TOWN CENTRE FORUM FUNDING FOR BUSINESS IMPROVEMENT DISTRICTS (BIDs):

Geraint explained the background to BIDs. Over 42 Business Improvement Districts have now been established across England and Wales. Funding was required to take the process forward for Royston. He introduced John Gourd from Johnson Matthey plc who is on the Town Centre Forum’s committee. The Forum wished to initiate BID’s in Royston and Johnson Matthey, which is already involved with the Town Centre Forum and the largest employer in the town has agreed to support it.
The Forum has been working on this and preparing a list of projects for improvements within Royston as a whole and not just in the Town Centre. Johnson Matthey had said they would be willing to fund it by £50,000, and it was hoped that as many local businesses as possible would be willing to help fund the project.
Geraint said that they would assure the Town Council that everything was being done correctly, and they would be asking for a meeting with the District Council in the New Year. Members put various questions to the Town Manager and it was noted that BIDs is led by the business community and not the Council or any statutory body.

Councillor Inwood arrived at 8.05 p.m.

Councillor Burt welcomed this initiative and suggested that maybe the Town Manager would like to present his report to the District Council at the next meeting due to be held on the 30 January 2008.
The Chairman thanked Geraint Burnell and John Gourd for their attendance and said the Town Council would look forward to the next report on this matter.

There being no further business the Chairman declared the meeting closed at 8.10 p.m. wishing everybody a Happy Christmas.
ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE held in the Committee Room, Town Hall, Royston on Monday 17 December 2007 at 8.15 p.m.

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

257/08 DECLARATION OF INTEREST:

Councillor Grimes declared an interest in Item 7 on the Agenda – Green Street Allotments as he holds an allotment.

258/08 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 22 October 2007 (minutes 183/08 to 187/08) were approved for signature by the Chairman.

259/08 MEETING WITH ROYSTON ALLOTMENT GARDEN ASSOCIATION:

Members received the notes of the meeting with RAGA held on the 31 October 2007.

260/08 ROYSTON & DISTRICT MUSEUM:

The Town Clerk explained that a yearly meeting was held between all Town Councillors and the Trustees of Royston & District Museum, and it was agreed that either Thursday, 21 February 2008 or Tuesday, 26 February 2008 or Wednesday, 27 February 2008 would be suitable.

261/08 EXCLUSION OF THE PUBLIC & PRESS:

It was proposed by Councillor Berry, seconded by Councillor Smith and agreed that in view of the confidential nature of the business about to be transacted, it is proposed that in the public interest, the public and press be excluded from the remainder of the meeting under the provision of The Public Bodies (Admission to Meetings) Act 1960.
262/08  GREEN STREET ALLOTMENTS:

The Town Clerk reported that an inspection of the allotments had been made and it had been noted that there were three allotment holders who held plots of 20 poles each. This was a long standing arrangement and although the rule was now that a tenant could only have one 5 pole plot, it was felt that these tenants could not be asked to give up their plots. However, it had been noticed that they were not well cultivated and as a result of discussion with the tenants, one tenant had given up his 20 pole plot and one other was about to take early retirement and would like to keep his allotment. The third tenant had already put his plots in good order. The Committee was pleased to note this but suggested the allotments should be closely monitored.

There being no further business the Chairman closed the meeting at 8.28 p.m. wishing everybody a Happy Christmas.
ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the PLANNING COMMITTEE held on Monday, 14th January 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Berry, Davidson, Doel, Kennedy, Mayne, Phillips and Smith.
In attendance Town Clerk and Committee Administrator
Town Councillors Beardwell, Harrison & Inwood
District Councillors Hunter & Hill
County Councillor Drake,
5 Members of the Public and 1 Member of the Press

PUBLIC PARTICIPATION:

Mr. Hussein was invited to speak to the Committee and he explained that he was representing himself and the three other restaurant owners in the town centre. They had concerns in respect of Item 4 (c) and the application for change of use from shop to restaurant as it would infringe upon the restaurants already in this area. They asked that the Committee bear this in mind when making their decisions.

Mr. Davidson also spoke to the Committee and said that his concern was on the same subject. The shop in question is large and he asked if there could be a compromise with half the shop being a restaurant and the other half remaining as retail.

The public was thanked for their input into the meeting.

263/08 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Grimes & Lill.

264/08 MINUTES:

The minutes of the meeting held on Monday, 10 December 2007 (239/08 to 243/08) were approved and signed as a correct record.
It was noted that in respect of 243/08 it had been decided not to liaise with the Working Party on Gypsy & Traveller Pitches.

265/08 PLANNING APPLICATIONS:

(a) The Committee supported the following planning applications:

07/02547/1 12 Stamford Avenue.
Members asked for clarification as to the size of the two houses.
07/02688/1LB Croft House, 21 Baldock Street.
07/02707/1 Johnson Matthey plc, Orchard Road.
07/02318/1HH 59 Sun Hill.

(b) 07/02808/1 1 Angel Pavement.
There was a further suggestion from the Town Centre Manager that half of the shop could be a restaurant but half should remain retail. After further discussion the Committee agreed
ROYSTON TOWN COUNCIL

not to support this application on the grounds that this was a loss of a prime retail shop frontage and was also against the District Council’s policy.

269/08 APPEAL – TELECOMMUNICATIONS MAST CORNER OF BALDOCK STREET & TANNERY DRIFT:

The Town Clerk reported that the Appeal 07/01367/T1D had been upheld.

270/08 GYPSY & TRAVELLER PITCHES:

The Working Party set up agreed to meet at the time of the public consultation due shortly. District Councillor Hunter reported that two sites had been withdrawn but the support of Royston in respect of the other parishes would be appreciated. It was noted that it had already been decided by the Committee to give Royston’s support and the Town Clerk confirmed that the letter of support would be sent.

271/08 STEVENAGE & NORTH HERTS ACTION PLAN (SNAP):

Councillor Davidson reported that Councillors Phillips, Kennedy and herself had met and completed the questionnaire. The Town Clerk confirmed that this questionnaire and accompanying letter would be sent the next day.

272/08 ROYSTON TOWN CENTRE STRATEGY DRAFT SUPPLEMENTARY PLANNING DOCUMENT (SPD):

The Town Clerk reported receipt of the Strategy documents and that the exhibition was in the Library, following the launch held in Market Hill Rooms the previous Saturday, until 22 February 2008.

Councillor Kennedy suggested a Working Party to go through this document and to call a public meeting to express the views. District Councillor Hunter and County Councillor Drake both stressed the importance of this Strategy and Members hoped that the short term suggestions would be implemented within the five years’ period.

Concerns were raised over the future of the Town Hall site and the development of some houses on the site, the Town Clerk said that over previous years talks had taken place with stakeholders and some houses had been proposed on part of this site because some of the stakeholders did not have funds to finance future development.

Councillor Kennedy commented that the Town Council had not seen the Master Plan produced in 2005 which was referenced to in the Town Strategy document.

It was then agreed that a Working Party be set up to consider how best to complete the questionnaire on the Strategy and Councillors Smith, Davidson, Kennedy, Doel, Harrison and Mayne agreed to be part of this Working Party. It was agreed to keep all members informed and to bring back this item to the next planning meeting.

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

MINUTES of the meeting of the GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE held in the Committee Room, Town Hall, Royston at 8.15 p.m. on Monday, 14 January 2008.

PRESENT: Councilor Harrison (in the Chair).
          Beardwell, Davidson, Doel, Inwood, Mayne & Phillips.
          County Councillor Drake, District Councillors Hill & Hunter, Town Councillors Kennedy & Smith, Town Clerk, Committee Administration, 1 Member of the Public and 1 Member of the Press in attendance.

PUBLIC PRESENTATION:

Mr. Davidson, spoke regarding Item 14 and invited Councillors to attend the Neighbourhood Panel meeting on February 13 2008, 7.30 p.m. in the Committee Room, Town Hall.

273/08 APOLOGIES FOR ABSENCE:

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

274/08 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 12 November 2007 (minutes 196/08 to 207/08) were approved and signed by the Chairman as a correct record.

275/08 WORKING PARTY – MINUTES:

The Committee accepted the notes of the Royston in Bloom meeting held on 14 November 2007 into the workings of the Council.

276/08 WEIGHT LIMIT, MELBOURN STREET:

District Councillor Hill reported that this matter had been discussed by the District Council and investigations were being carried out. Information would be available in due course.

277/08 ROYSTON BUS SERVICE:

The Town Clerk reported receipt of a letter from Simon Young, District Council. The current contract expired in April 2008 and the Town Council was asked for suggestions to be discussed by the District Council.

The Chairman said that the bus cuts were affecting children and elderly alike and was causing more cars to be on the roads. Buses were also over full and sometimes could not pick up everybody.

During discussion it mentioned that Bishops Stortford had managed to find funds to support the local bus services and it was proposed by Councillor Davidson, seconded by Councillor Mayne and agreed that the Town Council investigate with Bishops Stortford how they had managed to obtain funds to help provide a bus service. The Town Clerk was also asked to check for any
available grants and it was agreed that the Town Council should work closely with the District Council on finding a solution to this problem.

**278/08 YOUTH COUNCIL:**

Councillor Davidson reported that since the Steering Committee meeting had been held she had contracted Alan Fleck. It appeared that there had been meetings with the youngsters from Meridian School and a committee set up with officers appointed. Eventually other schools would be invited to take part.
The new Youth Council would like to meet with the Town Council at their meeting on 4 February, 4.45 p.m.
The Chairman asked anybody interested to contact Councillor Davidson.

**279/08 EMERGENCY PLANNING FOR TOWN & PARISH COUNCILS:**

The Town Clerk reported that there would be a presentation made to Full Council in March by the NHDC Emergency Planning Officer.

**280/08 STREET LIGHTING IN ANGEL PAVEMENT & CONDITION OF PAVEMENTS IN THE TOWN CENTRE:**

The Town Clerk reported that she had received responses to her letters in respect of the condition of pavements in the Town Centre.
The Hertfordshire Highways had given a number that Councillors could use to report problems, and they also said work on pavements was continually being done, and that they endeavoured to deal with problems as soon as possible.
The Town Clerk said she would check the next day to see whether or not the extra lighting in Angel Pavement had been installed.
District Councillor Hill said that these matters had been discussed at District and Alan Fleck was dealing with them.

**281/08 STREET NAMING:**

Various suggestions were put forward for the site at the former Ling Dynamic’s Site, Baldock Street. It was finally agreed to suggest the name Willmotts.

**282/08 SPEED LIMIT SIGNS – NEWMARKET ROAD:**

The Chairman reported a missing road sign from Newmarket Road that he had reported on 31 July 2007. County Councillor Drake reported that within the next few weeks all speed signs in this area were to be changed.

**283/08 SCHOOL ADMISSIONS ARRANGEMENTS FOR 2009/2010:**

The Town Clerk reported two consultation documents had been received and the consultation ends 15 February 2008.
County Councillor Drake said that this happens every year and the Committee should note them.
284/08  POLICING PLAN 2008-2011:

The Town Clerk circulated documents and asked for comments to be returned to her as soon as possible.
The invitation to the Police meeting by Mr. Davidson was noted and several Councillors did attend these meetings. Members felt they could not respond on the Policing Plan until they had attended this meeting. Councillor Davidson was asked to see if more time could be allowed for their response.

285/08  DATE OF NEXT MEETING:

The date of the next meeting is 10 March 2008.

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

MINUTES of the meeting of the MUSEUM SUB-COMMITTEE held on Thursday 17th January 2008 in Room 11, Town Hall, Royston at 7.p.m.

PRESENT: Mr. Les. Baker (in the Chair).
Councilors Liz Beardwell, Philip Mayne, Bill Prime & Robert Smith
Museum Trustees: Peter King, Peter Ketteringham, Philip Smith, Jenny Smith, Mike Lawrence and Friends of Royston Museum: Shirley Thrussell
Officers in attendance: Susan Thornton-Björk (Town Clerk) and Carole Kaszak (Curator)

286/08 APOLOGIES

Apologies for absence were received from: Councillor Lyn Berry, Peter Lill, and Betty Skyrme

287/08 MINUTES:

The minutes of the meeting held 1st November 2007 were approved and signed

288/08 CURATORS REPORT: (copy attached to the minute book):

The curator presented her report and updated the committee on events since the report was written.

Group Visit
A request has been received for a visit to the museum from the Reception Class at Tannery Drift to look at the costumes. As this involves approx 50 children it will be done in three visits.

Exhibitions
Sales from this year’s exhibition had been very good. The current exhibition is Jacks War back by popular request.

Royston Time Trackers
The group had met on the previous weekend, Carole informed members that most parents were staying with the children and joining in with activates. The next meeting will involve walking on Therfield Heath.

Donations
The 21st Century Clock was now on display. A further donation had been received of 6 hats of assorted styles dating from the1950’s.

Carole informed the committee that she had 5 CD’s with copies of all polices produced so far that were required for the Accreditation, if any member wanted one. Councillor Smith and Shirley requested one.

The curator was thanked for her report.

289/08 MUSEUM LEASE:

The Town Clerk reported that new Draft Lease had been sent to the council’s solicitors for checking.
290/08  BROWN SIGNS:

The Town Clerk reported that the signs were now in place.

291/08  FUTURE FUNDING FOR THE MUSEUM:

Councillor Smith reported that a meeting with the District Councillor’s had taken place and confirmed that they are fully supported of the museum. They were planning to have a meeting with officers at the District Council to see if there is any funding available. The Town Clerk reported that one meeting had taken place and a further one was planned. The Working Party was due to meet with the District Councillors next on the 5\textsuperscript{th} February 2008.

292/08  MUSEUM TRUSTEE MEETING WITH TOWN COUNCILLORS:

The date agreed for a meeting of the Museum Trustees and the Town Councillors was agreed for Wednesday 27\textsuperscript{th} February 08 at 7.15pm.

293/08  ROYSTON & DISTRICT MUSEUM FORWARD PLAN:

Members complemented Carole on producing an excellent document and after a few minor alterations it was agreed to approve the Plan and recommend to the Finance Committee that this document be adopted.

294/08  ANY OTHER BUSINESS:

Sunday Opening:
Carole raised her concerns over the closure of the museum on Sundays. One of the future exhibitors had voiced disapproval of the museum not being open on Sunday’s especially for the weekend of the Royston Arts Festival. The chairman explained to the committee it was possible to arrange for the museum to be open on the Sunday of the Arts Festival weekend. Members noted this and agreed to recommend to the Finance Committee that the museum should be open on the weekend of 28\textsuperscript{th} September 08. Both Philip Smith and Shirley Thrussell offered to help on that weekend and it was noted that a key holder would also be required to be on the premises.

Museum Sign:
Philip Smith presented a design for the new notice board which was passed round all members of the committee. It was agreed for Philip to find out how much it would cost to produce it and to inform the Town Clerk of his findings.

North Herts Book Festival:
The chairman informed members that the North Herts Book Festival was to be held on Saturday March 8\textsuperscript{th} 2008 and a talk on the Pleasures of Journalism would be held in the library on the 13\textsuperscript{th} March 2008.

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

Date of next meeting Thursday April 17\textsuperscript{th} 2008
ROYSTON TOWN COUNCIL

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

PRESENT: Councillor P. Lill (Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Davidson, Doel, Gaillard, Grimes, Harrison, Kennedy, Mayne, Phillips, Prime & Smith.

Mrs. W. Lill, Mayoress, Mr. D. Farguarson, Chairman of Hertfordshire Quality Parish & Town Scheme Accreditation Panel, accompanied by Councillor Garrick Stevens Chairman of Hertfordshire Parish and Town Councils Association (HAPTC), Town Clerk, Assistant to Town Clerk, Committee Administrator, Geraint Burnell, Town Centre Manager, Mr. D. Gray, Chairman of Town Twinning Association, 1 Press and photographers.

Mr. Farguarson congratulated Royston Town Council on achieving the award and presented the Certificate of Quality Town Status and following the taking of photographs left the meeting.

Mr. David Gray then made a presentation to the Town Council on behalf of the Town Twinning Association. He explained the background to the Association and showed slides of their achievements over the last thirty years. He then went on to explain what was planned for the year and how it was financed, mostly by the members themselves. He ended his presentation by urging Members to join the Association.

The Town Mayor spoke of the happy times he had spent in La Loupe and Grossalmerode and thanked Mr. Gray for his attendance and presentation.

Mr. Gray left the meeting at 7.40 p.m.

Councillor Burt led the meeting in prayer.

295/08 APOLOGIES:

Apologies for absence were received from Councillor Inwood.

296/08 DECLARATION OF INTEREST:

Councillor Burt reported that following the adoption of the revised Model Code of Conduct Order 2007 by the District Council they no longer had Declaration of Interest as an agenda item and asked the Town Clerk if the Town Council needed to. The Town Clerk said that she would check this out but it had been required on the agenda for the Quality Town Status application. Councillors Burt and Beardwell as District Councillors declared their interest in Item 11 – Market Tender – and would leave the room at that point.

297/08 TOWN MAYOR’S ANNOUNCEMENTS:

The Town Mayor reported that on the 1\textsuperscript{st} December 2007 it had been the 100\textsuperscript{th} birthday of Mollie Feast and because he would be getting married on that day he had visited her the day before.

On the 2\textsuperscript{nd} December 2007 he had attended the Royston Christmas Carnival, and during the next week the Frank Letts Blind Fellowship Christmas Dinner, and on the 12 December he had visited Royston & District Museum with the High Sheriff of Hertfordshire.

Christmas Day he had visited St. George’s Nursing Home, Richard Cox House and the Royston Hospital.
ROYSTON TOWN COUNCIL

This year had commenced with other events at Barkway School and Roysia School and The White Bear.

298/08 MINUTES:

It was RESOLVED to approve and sign as a correct record the minutes of the meeting of the Council held on 26 November 2007 (minutes 218/08 to 225/08).

299/08 REPORTS OF COMMITTEES THAT HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

(a) It was RESOLVED that the minutes of the meeting of the Finance Committee held 26 November 2007 (minutes 226/08 to 238/08) be adopted into the workings of the Council.

(b) It was RESOLVED that the minutes of the meeting of the Planning Committee held 10 December 2007 (minutes 239/08 to 243/08) be adopted into the workings of the Council.

300/08 REPORTS OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:

(a) It was RESOLVED that the minutes of the meeting of the Finance Committee held 17 December 2007 (minutes 244/08 to 256/08) be adopted into the workings of the Council.

(b) It was RESOLVED that the minutes of the meeting of the Planning Committee held on the 14 January 2008 (minutes 263/08 to 272/08) be adopted into the workings of the Council.

(c) It was RESOLVED that the minutes of the meeting of the General Purposes & Highway Committee held on the 14 January 2008 (minutes 273/08 to 285/08) be adopted into the workings of the Council.

301/08 QUALITY PARISH & TOWN COUNCIL SCHEME:

The Town Clerk reported on the letter of congratulations received in respect of the Quality Town Award to Royston Town Council. It had been recommended that there should be a change in the wording in minutes, and also that the auditors be instructed to check the petty cash. The Town Clerk said that the Council would not be expected to instruct the Auditors. It was also suggested that the Council should consult more often with the public. The portfolio submitted had been of a high standard and the Town Clerk was congratulated on the preparation of this.

302/08 BUDGET AND PRECEPT FOR 2008-2009:

Councillor Berry said that the Budget and Precept had been carefully prepared keeping costs down to the minimum whilst keeping the services to the Town. She also said that the Town Council was pleased to continue support for Royston in Bloom, the Royston Day Centre and the Royston Museum. She thanked the staff and fellow councillors for their help in the preparation of the Budget.
Councillor Berry then proposed that the Budget be approved and the Precept be raised on North Hertfordshire District Council in the sum of £179,562. It was **RESOLVED** to set the Precept for 2008-2009 in the sum of £179,562.

**303/08 EXCLUSION OF THE PUBLIC & PRESS:**

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.

Councillors Burt and Beardwell left the meeting at 8.05 p.m.
303a/08 MARKET TENDER:

Geraint Burnell, Town Manager, then spoke to the meeting and enlarged on certain aspects of the report previously circulated. The cleaning element in the previous bid was still included by the District Council but the timing of the start of the contract had been changed to June, therefore, this would reduce income for this year.
It was also noted that fewer traders were taking part in the Wednesday and Saturday markets and that advertising costs are high although the District Council did not arrange much advertising itself. It would be essential for a Market Manager to be available all day on market days.
Following discussion it was RESOLVED to submit the tender for Royston Town Forum and Royston Town Council to run Royston’s markets.
Geraint and the Working Party were thanked for their work in preparing this bid.

303b/08 DATE OF NEXT MEETING:

The date of the next meeting is 31 March 2008.

There being no further business the Town Mayor closed the meeting at 8.21 p.m.
MINUTES of the meeting of the FINANCE COMMITTEE held in the Committee Room, Town Hall, Royston at 8.26p.m. on Monday, 28 January 2008.

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

304/08 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Inwood.

305/08 MINUTES:

It was RESOLVED that the minutes of the meeting of the Finance Committee held on 17 December 2007 (minutes 244/08 to 256/08) were approved and signed by the Chairman.

306/08 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:

a) The minutes of the Town Premises/Human Resources Sub-Committee meeting held 17 December 2007 (minutes 257/08 to 262/08) were accepted into the workings of the Council.

b) The minutes of the Museum Sub-Advisory Committee meeting held 17 January 2008 (minutes 286/08 to 294/08) were accepted into the workings of the Council.

c) The Notes of the May Fayre Working Party meeting held 22 January 2008 were accepted into the workings of the Council.

307/08 ACCOUNTS FOR PAYMENT:

It was RESOLVED that the January Accounts for Payment in the sum of £29,647.65 were approved for payment.

308/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR DECEMBER 2007:

The Income & Expenditure & Bank Reconciliation for December 2007 was noted.

309/08 ROYSTON & DISTRICT MUSEUM FORWARD PLAN, 2008-2011:

Amended copies of the Forward Plan were circulated at the meeting and Councillor Smith wished to record thanks to the Curator for providing such a worthwhile document. Following some discussion on the “Weaknesses” section of the report, and input from the Chairman of the Museum Sub-Advisory Committee, it was RESOLVED to approve and adopt the Museum Forward Plan, 2008-2011 subject to the amendment that the wording under the title of Weaknesses in respect of the toilet in the Museum should state “there is only one staff toilet and no public toilet in the Museum”.

310/08 ROYSTON TOWN CRIER NEWSLETTER:

The Committee RESOLVED to approve the February 2008 newsletter for publication. Councillor Davidson asked for articles for the next newsletter due in April.
ROYSTON TOWN COUNCIL

311/08 MEETING OF MUSEUM TRUSTEES & TOWN COUNCILLORS:

Members noted that the date agreed for the meeting between the Museum Trustees and Town Councillors is Wednesday, 27 February 2008 at 7.15 p.m. in the Committee Room. The Town Clerk said that all Town Councillors were asked to attend.

312/08 REPORTS BY COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Burt reported that a Review of the Partnership Work of Town & Parish Councils had taken place by the District Council. A lot of it was aimed at small Parish Councils, it was hoped that Royston Town Council will be able to respond to suggestions from the District Council who would like to work more closely with Town and Parish Councils. The clerk was asked to look at the document.

There being no further business the Chairman declared the meeting closed at 9.04 p.m.
ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the PLANNING COMMITTEE held on Monday, 11th February 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Berry, Davidson, Doel, Kennedy, Mayne, Phillips and Smith.

Town Clerk, Town Clerk’s Assistant, Committee Administrator, County Councillor Drake, District Councillor Hill, Louise Symes North Hertfordshire District Council, Tessa O’Neil and Andy Watson Building Design Partnerships, 2 Members of the Public and 1 Member of the Press in attendance.

PUBLIC PARTICIPATION:

Richard Perry spoke to the meeting in respect of Agenda item 5 (a) 08/00125/1 – 2 Orchard Way. He explained the background to this planning application and the fact that he had consulted with the District Council and neighbours to make sure that the building would be in keeping with the area and with off-street parking.

The Chairman thanked Mr. Perry for his attendance and explanations.

313/08 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Grimes & Lill.

314/08 DECLARATION OF INTEREST:

Councillor Davidson declared a personnel interest in Item 5(e) 07/02273/1 Land at 19 Coronation Avenue/39 Sun Hill, and said she would not take part in discussion or voting on this application.

315/08 DRAFT ROYSTON TOWN CENTRE STRATEGY CONSULTATION:

The Chairman welcomed Louise Symes, Tessa O’Neil and Andy Watson to the meeting. He then thanked Councillor Kennedy and the Working Party for preparing the detailed response to the Strategy, and invited each Member in turn to comment on this response.

All Members were in agreement with the points raised within the response and congratulated Councillor Kennedy for his work on this response. All Members were concerned that there should be some achievements in the short term without waiting five years.

Councillor Kennedy then emphasised some items in the Strategy that would not be possible in Royston, i.e. the traffic flows suggested and he said there is a need to establish a good retail area in the High Street encouraging people to come to Royston to shop.

Councillor Kennedy stressed the need for improved public transport and to keep the car parking free of development in order to encourage people to shop in Royston. Louise Symes replied on the traffic issues and said that they had been in consultation with the Highways Agency and the County Council, and she said that the Town Council’s observations would be taken into account.

Tessa O’Neil said that they would take on board the points raised but said that it was difficult to get large retailers into the town as they required large areas whilst most shops in the High Street area were small. She was concerned that the response of the Town Council contained some incorrect facts.

It was agreed that the District Council officer would note the inaccuracies and forward the suggested amendments on to the Town Clerk as soon as possible. These would then be
ROYSTON TOWN COUNCIL

discussed by the Working Party so they can forward their response by the 22nd February 2008.
It was then proposed by Councillor Smith, seconded by Councillor Davidson and agreed that the response, subject to amendments, be approved and sent out to the public domain by the Town Council’s website, and a summary publicised in the local press.

The Chairman then thanked the officers for their attendance and they left the meeting.

316/08 MINUTES:

The minutes of the meeting held on Monday, 14 January 2008 (263/08 to 272/08) were approved and signed as a correct record.

317/08 PLANNING APPLICATIONS:

(a) The Committee supported the following planning applications:

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/00125/1</td>
<td>2 Orchard Way.</td>
</tr>
<tr>
<td>07/03030/1LB</td>
<td>Land to the Rear of 4 Kneesworth Street Listed Building</td>
</tr>
<tr>
<td>07/03029/1</td>
<td>Land to the Rear of 4 Kneesworth Street</td>
</tr>
<tr>
<td>07/02976/1</td>
<td>Heath Sports Club (Royston Rugby Club) Baldock Road</td>
</tr>
<tr>
<td>07/02273/1</td>
<td>Land at 19 Coronation Avenue, 39 Sun Hill</td>
</tr>
<tr>
<td></td>
<td>The Committee would like to see improvements made to the car</td>
</tr>
<tr>
<td></td>
<td>park area opposite this site.</td>
</tr>
<tr>
<td>08/00127/1HH</td>
<td>9 Coombelands</td>
</tr>
<tr>
<td>08/00122/1HH</td>
<td>26 Newmarket Road</td>
</tr>
<tr>
<td>08/00062/1HH</td>
<td>5 Melbourn Road</td>
</tr>
<tr>
<td>08/00060/1HH</td>
<td>38 Garden Lane</td>
</tr>
<tr>
<td>07/02901/1HH</td>
<td>17 Green Street</td>
</tr>
<tr>
<td>07/02933/1HH</td>
<td>6 Newman Avenue</td>
</tr>
<tr>
<td>08/00083/1AD</td>
<td>Unit 1, Rear of 24 Jarman Way</td>
</tr>
</tbody>
</table>

(b) 07/02912/1HH 6 Byron Road.

Supported subject to off street parking being available

07/02926/1HH 32 Poplar Drive

Supported subject to the light test and the height of the roof being satisfactory

07/02878/1 3 Kiln House Yard, Baldock Street

Supported subject to the environmental report on the noise levels being satisfactory

318/08 STEVENAGE & NORTH HERTS ACTION PLAN (SNAP) KEY ISSUES & OPTIONS CONSULTATION:

The Town Clerk reported receipt of a letter in respect of the Town Council’s response to SNAP and that there would not be any more information until towards the end of the year 2008.

319/08 APPEAL – 65 GARDEN WALK:

Members noted that the date of hearing into the Appeal at 65 Garden Walk would take place on the 19 February 2008 at the Goldsmith Management Centre, Broadway, Letchworth, commencing at 10 a.m.
320/08 LAND ALLOCATIONS DEVELOPMENT PLAN DOCUMENTS: ISSUES & OPTIONS CONSULTATION:

Members noted that the responses to this document were required by the 19 March 2008. Councillor Kennedy agreed to have a look at this before he went on holiday at the end of February.

There being no further business the Chairman declared the meeting closed at 9 p.m.
ROYSTON TOWN COUNCIL

MINUTES of the meeting of the FINANCE COMMITTEE held in the Committee Room, Town Hall, Royston at 7.32 p.m. on Monday, 25 February 2008 immediately following the Community Chest Award Committee meeting.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Harrison, Inwood, Prime & Smith.
Assistant to Town Clerk, Committee Administrator, Town Councillors Davidson & Doel, 3 Members of the Press and Mr. Jewson, Business Development Officer for Archant Newspapers, in attendance.

321/08 APOLOGIES FOR ABSENCE:
Apologies for absence were received from Councillors Gaillard, Grimes, Kennedy and Susan Thornton-Bjork, Town Clerk.

322/08 MINUTES:
The minutes of the meeting of the Finance Committee held on 28 January 2008 (minutes 304/08 to 312/08) were approved and signed by the Chairman.

323/08 COMMUNITY CHEST AWARDS:
The Committee accepted the recommendations for the Community Chest Awards from the Community Chest Awards Committee meeting held 25 February 2008.

- Archaeology Family Fun Day £100
- Friends of Guiding (Royston) £150
- Rotary Club of Royston £250
- Royston Arts Society £150
- Royston Band £150
- Royston & District Twinning Association £150
- Royston Greenfingers Club £100
- Royston Junior Netball Club £150
- St Johns Parenting Team £100
- The Open House Project £100
- Westgate Dance Fund £100

Total funds distributed £1,500

324/08 ACCOUNTS FOR PAYMENT:
The February Accounts for Payment in the sum of £30,630.48 were approved for payment following a clarification in respect of an item under the heading of Admin.

325/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR JANUARY 2008:
The Income & Expenditure & Bank Reconciliation for January 2008 was noted.

326/08 AUDIT COMMISSION – EXTERNAL AUDITOR:
i) The Committee noted the appointment of the External Auditor for Royston Town Council by the Audit Commission.
ii) The Committee considered the Auditor Commission’s proposal and had no questions or comments but it was noted that three members of the Committee were not present at the meeting.

iii) The Committee requested that all Town Councillors be asked to confirm that they do not have any connection with the new Auditors.

327/08 MEETING OF MUSEUM TRUSTEES AND TOWN COUNCILLORS:

It was noted that the meeting of Museum Trustees and Town Councillors due to be held on the 27 February 2008 had been postponed, and a new date of Wednesday, 9 April 2008 at 7.15 p.m. in the Committee Room was agreed.

328/08 MUSEUM POLICIES:

The Committee RESOLVED to adopt into the workings of the Council the following policies:

i) Revised Acquisition & Disposal Policy 2007 (previously circulated)

ii) Policy & Procedures for Volunteers

iii) Education Policy (revised and updated)

iv) Emergency Policy – Procedures

v) Child Protection Policy.

329/08 REPORTS BY COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Prime reported that he had attended the meeting of the Royston Community Transport Committee and it was noted that they were looking into finding ways to help out since there had been a reduction in the bus service.

Councillor Prime was also the Council representative on the Management Committee of Royston & South Cambridgeshire HomeStart, and it had been queried as to whether or not the Town Council could be involved now that HomeStart had moved to Meldreth in South Cambridgeshire. The Co-ordinator had confirmed that they would still be covering Royston and would therefore appreciate the support of the Town Council.

Councillor Smith reported that Councillor Prime and he had attended a District Council meeting of the Arts, Museum and Heritage Forum last week. Various options had been put forward for a new Collections Centre in Letchworth – funding to be sought from the Heritage Lottery Grant and the Heritage Foundation in Letchworth.

Councillor Harrison commented that there was money for the new Centre but not for the bus service – the funding on this issue to be monitored.

Ros Allwood had spoken about the achievements by Royston including the Royston Youth Council and the Museum leaflet and Peter Houldcroft had given a talk about the Royston Cave and a lot of interest had been generated. It was also noted that Royston Museum would be hosting a Book Fair in March 2008.

Councillor Smith was thanked for his report and his and Councillor Prime’s attendance at the meeting.

330/08 EXCLUSION OF THE PRESS AND PUBLIC:

In view of the confidential nature of the business about to be transacted, it was proposed by Councillor Harrison, seconded by Councillor Smith and RESOLVED that in the public
ROYSTON TOWN COUNCIL

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.

Two Members of the Press left the meeting at 8.01 p.m. leaving Mr Jonathan Jewson and Mr Les Baker of the Crow/Archant Newspapers
ROYSTON TOWN COUNCIL

331/08 ROYSTON TOWN GUIDE:

Mr. Jewson and Mr. Baker circulated copies of their Royston Official Town Guide Proposal 2008 and Mr. Jewson gave a presentation to Members on how Archant Newspapers could provide a Town Guide for Royston. Following this presentation Members asked questions and gave their concerns about the map.

Mr. Jewson and Mr. Baker were thanked for their attendance and they left the meeting at 8.10 p.m.

The Assistant to the Town Clerk then circulated examples of previous Town Guides and copies of another tender/proposal which had been submitted by Local Authority Publishing. In this proposal the Town Council would need to provide the editorial texts and photographs and would need to arrange distribution. The Town Council would also be required to provide desk space, telephone and letter of introduction whilst the company obtained the advertising. In the Archant proposal:

- the Town Guide (8,671 copies) would be delivered with the Crow (Royston & surrounding villages) and 6,329 copies would be available at other venues/outlets including Town Hall, Library & Museum.
- Articles, events and photographs will be updated by the Crow Editorial Team with contributions from Town Council
- 52 page A5 edition using the 2006/7 version as the template
- Yearly publication for a two year period – distribution June 2008 and updated edition June 2009
- An e-edition version available

Members discussed the tender proposals and it was agreed that the local area could be better covered by Archant Newspapers.

It was then RESOLVED that the tender by Archant Newspapers be accepted subject to the following:

i) the map would be updated
ii) a Town Centre street map to be included
iii) Town Council’s Quality Town Status to be included.

Mr. Jewson and Mr. Baker then returned to the meeting and were informed that they had been successful in their tender subject to the above conditions.

There being no further business the Chairman declared the meeting closed at 8.20 p.m.
MINUTES of the Meeting of the TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE held in the Committee Room, Town Hall, Royston on Monday 25 February 2008 at 8.25 p.m.

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

332/08 APOLOGIES FOR ABSENCE:
Apologies for absence were received from Councillors Grimes, Kennedy and the Town Clerk.

333/08 MINUTES:
The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 17 December 2007 (minutes 257/08 to 262/08) were approved for signature by the Chairman.

334/08 ROYSTON CAVE:
The Assistant to the Town Clerk reported receipt of a letter from the Royston & District Local History Society to inform the Town Council that Peter Houldcroft wished to retire as Cave & Guides Supervisor on behalf of the Society. James Robinson had been nominated to replace Peter Houldcroft as from Easter weekend when the new season commenced. Peter had indicated he was willing to still act as a guide and would have an interest in the Cave.
Members said that thanks were due to Peter Houldcroft for his hard work over many years and also to James Robinson for stepping in to take over and it was agreed that a letter of thanks should be sent to both.

335/08 MARKET HILL ROOMS:
The Assistant to the Town Clerk reported that, to enable more hirers to use the Market Hill Rooms, additional tables and chairs would be required. It was noted that 10 tables at a cost of £928, 40 stacking chairs at a cost of £394.40 and a Flip Chart & Easel at a cost of £77.97, totalling £1,400.37 would be required. Members agreed that the Town Council should apply for any grants available to fund this expense. The first application could go to the Awards for All Lottery Fund. Other avenues for funding could be the Brian Racher Trust or the North Herts Area Committee.
Update to go on the agenda for the next Premises/Human Resources meeting.

336/08 TOWN HALL:
The Assistant to the Town Clerk reported that they had had a request from a community group, who use the Town Hall, to have a lift installed so that the upper hall could be used for the disabled and elderly.
Members discussed this request and it was noted that in previous years there had been investigations to install a lift but with the great costs and difficulties of Health and Safety this had not been possible.
It was agreed that the North Herts District Council be asked if there is any news as to how long before the future of the Town Hall site is known, as any improvements to the Town Hall
could certainly include a lift. The Town Clerk had also discussed this with John Campbell last week and was awaiting a response. It was agreed that the community group be informed that the feasibility of installing a lift would be investigated. Update to go on agenda for the next Premises/Human Resources meeting.

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

MINUTES of the Meeting of the PLANNING COMMITTEE held on Monday, 10th March 2008 at 7.15 p.m. in the Committee Room, Town Hall, Royston.

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

337/08 APOLOGIES FOR ABSENCE:

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

338/08 DECLARATION OF INTEREST:

Councillors Smith & Phillips declared a personal interest in Item 5(f) 08/00235/1HH, 107 Redwing Rise.

339/08 MINUTES:

The minutes of the meeting held on Monday, 11 February 2008 (313/08 to 320/08) were approved and signed as a correct record.

340/08 PLANNING APPLICATIONS:

(a) The Committee supported the following planning applications:

<table>
<thead>
<tr>
<th>Application</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/00204/1</td>
<td>Lumen House, Lumen Road.</td>
</tr>
<tr>
<td>08/00291/1HH</td>
<td>17 Princes Mews.</td>
</tr>
<tr>
<td>08/00292/1HH</td>
<td>The Lodge, London Road.</td>
</tr>
<tr>
<td>08/00199/1HH</td>
<td>7 Orchard Way.</td>
</tr>
<tr>
<td>08/00155/1LB</td>
<td>22 Kneesworth Street.</td>
</tr>
<tr>
<td>08/00235/1HH</td>
<td>107 Redwing Rise.</td>
</tr>
<tr>
<td>08/00267/1HH</td>
<td>29 Coombeland.</td>
</tr>
<tr>
<td>08/00297/1LB</td>
<td>23 High Street.</td>
</tr>
<tr>
<td>08/00286/1</td>
<td>23 High Street.</td>
</tr>
<tr>
<td>08/00064/1HH</td>
<td>17 Valley Rise.</td>
</tr>
<tr>
<td>08/00374/1HH</td>
<td>33 Ermine Close.</td>
</tr>
</tbody>
</table>

(b) 08/00322/1    Ridgeway Hostel, Field Crescent.

The Committee deferred decision on this application awaiting clarification as to whether or not the Section 106 was in place in respect of the removal of Condition 9 (siting and design of play equipment). It was agreed that delegated powers be given to the Chairman and Town Clerk when the information was to hand.

341/08 LAND AT HIGHFIELDS FARM, ROYSTON ROAD, LITTLINGTON:

The Committee noted the application from South Cambridgeshire in respect of the erection of a 60m high Anemometry Mast, and whilst they had no objections to this there was concern as to the later possibility of a wind turbine facility being placed so near to the Therfield Heath which was a place of natural beauty.
342/08 NHDC LOCAL DEVELOPMENT FRAMEWORK: LAND ALLOCATIONS: ISSUES & OPTIONS CONSULTATION:

Members considered the draft Town Council’s response to this document and it was approved subject to the deletion of Item 15.

343/08 NHDC LOCAL DEVELOPMENT FRAMEWORK; CORE STRATEGY & DEVELOPMENT POLICIES PREFERRED OPTIONS CONSULTATION:

The Town Clerk reported the correspondence received from NHDC in respect of this item and it was noted that the Town Council’s comments had been included in the consultation.

344/08 NHDC HOUSING STRATEGY CONSULTATION:

Following a full discussion on this item and noting that three Members of the Committee had prepared their responses, it was agreed that there should be individual comments made by the Members who had not yet responded, and given to the Town Clerk by the 20 March 2008. The Chairman, Councillor Doel and the Town Clerk would then formulate the response to be forwarded to the District Council in time for the deadline of 2 April 2008.

There being no further business the Chairman declared the meeting closed at 7.55 p.m.
ROYSTON TOWN COUNCIL

MINUTES of the meeting of the GENERAL PURPOSES & HIGHWAYS & TRANSPORT COMMITTEE held in the Committee Room, Town Hall, Royston at 8.01 p.m. on Monday, 10 March 2008.

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

345/08 APOLOGIES FOR ABSENCE:

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

346/08 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on 14 January 2008 (minutes 273/08 to 285/08) were approved and signed by the Chairman as a correct record.

347/08 WORKING PARTY – MINUTES:

The Committee accepted the notes of the Royston in Bloom meeting held on 9 January 2008 into the workings of the Council.

348/08 YOUTH COUNCIL:

Councillor Davidson reported that there had been a meeting with the Youth Council on the 4 February 2008. The Youth Council was keen and anxious to get involved within the community and they had been asked to attend the Town Meeting. The Town Clerk was liaising with them to take part in the May Fayre and Royston in Bloom. The Steering Group will meet again in early April to discuss any issues that arise. It was confirmed that the Town Council had already said that a room could be used free of charge for their meetings. District Councillor Hunter suggested that the Town Council contact the District for support and several Members showed their interest and would be willing to meet with the Youth Council if they so wished.

349/08 ROYSTON YOUTH NETWORK GROUP:

Councillor Davidson said that this was a group brought about by Alan Fleck, District Council officer, and suggested that this could be one of the organisations supported by the Town Council when the representatives are nominated in the new Council year. It is a group based on the youth workers and providing facilities for the young people in Royston. The Committee was happy for this organisation to be included in those supported by the Town Council.
ROYSTON TOWN COUNCIL

350/08 ROYSTON SCHOOLS INITIATIVE:

Councillor Davidson said there had been a good response from several of the schools and she would also be talking to Meridian School to get them involved. District Councillor Hill suggested that County Councillor Drake would be of great help in this project, and County Councillor Drake said that he would be willing to help if invited to do so.

351/08 WEIGHT LIMIT, MELBOURN STREET:

District Councillor Hill was asked if there was anything to report on this matter, and she said that the District Council had not yet received a response to their query but the District Council had considered various solutions and there was ongoing discussion. The Chairman said that this item would be placed on the agenda for the next meeting of the Committee.

352/08 ROYSTON BUS SERVICE:

The Town Clerk reported that she had received a response from Bishop’s Stortford Town Council in answer to the Town Council’s query in respect of the council providing a bus service in Bishop’s Stortford. The Council had helped run a bus service for over 20 years, but it is run through a Trust with donations from The Rotary Club for the disabled and elderly.

She also reported that the Town Council does have the power to give money to a community service for the elderly and disabled. District Councillor Hill assured the Committee that the Royston Area Committee is working with Hertfordshire County Council to find the way forward in this situation. It could be that services are juggled so as to improve the peak period service.

County Councillor Drake confirmed that funding is being withdrawn by the District Council and the comments made by Councillor Hill. He said that ways are being sought in how to adjust the bus service to accommodate other parts of the town, and a pilot scheme of a bus one day a week in to Coombelands is being looked into.

Plans are also in hand for a one day a week pilot scheme for travel to Baldock and Letchworth and possibly Ashwell and Lister Hospital.

District Councillor Hunter reported that any decisions on cuts to the Dial-A-Ride scheme had been postponed for one year.

The Chairman thanked the County Councillor and District Councillors for their input and said that the situation would be monitored by the committee.

353/08 STREET NAMING:

The Town Clerk reported that the name of Willmott had not been accepted for the Ling Dynamics and the suggestion of Goodes had been agreed by the District Council. It had been felt that the name of Willmott would be more suitable for the centre of the Town such as the new development in George Lane or Kneesworth Street development.

354/08 CORRESPONDENCE RECEIVED FROM OLIVER HEALD, MP:

The Town Clerk reported that Oliver Heald, MP had sent copies of his correspondence in respect of the following:-

- Response to Waste Core Strategy Consultation
ROYSTON TOWN COUNCIL

- Stop Stansted Expansion Campaign - NATS
- News Release on road maintenance

County Councillor Drake explained the aeroplane stacking for aircraft for Luton And Stansted is being moved away from Royston.

The Town Clerk was asked to thank Oliver Heald, MP for keeping the Town Council informed and his help and support in these matters.

355/08 DATE OF NEXT MEETING:

The date of the next meeting is 12 May 2008.

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

MINUTES of the Meeting of ROYSTON TOWN COUNCIL held on Monday, 31 March 2008 in the Committee Room, Town Hall, Royston at 7.15 p.m.

PRESENT: Councillor P. Lill (Town Mayor in the Chair)
Councillors Beardwell, Berry, Burt, Davidson, Doel, Grimes, Harrison, Inwood, Kennedy, Mayne, Phillips, Prime & Smith.
Mrs. W. Lill, Mayoress, County Councillor Drake, Mr. Derek Wootton, NHDC, Alyson Whitley, HCC, Town Clerk, Assistant Town Clerk, Committee Administrator, 2 Press and 1 Member of the Public.

Rev. Fidler led the meeting in prayer.

PUBLIC PARTICIPATION:

The Chairman of the Royal British Legion and Welfare Officer spoke to the meeting at the invitation of the Town Mayor. He explained that the Royal Anglian Regiment based at Bassingbourn had been given the Freedom of various towns and thought that it would be appropriate if Royston could do the same and give support to this Regiment, showing appreciation of the good work that it is doing for the Queen & Country.

All Members were happy to show this support and it was agreed that the Town Clerk should investigate the way forward in this matter and place it on the appropriate agenda as soon as possible.

EMERGENCY PLANNING:

Derek Wootton spoke to the meeting and explained the background to this item and Alyson Whitley gave a video presentation. She explained that companies and other bodies should assess the risk assessment in emergencies in order to keep things going along as smoothly as possible.

Members asked questions and Derek Wootton said that the District Council would be prepared to work with the Town Council and attend another meeting.

It was agreed that he should discuss the matter with the Town Clerk in the first instance.

The Town Mayor thanked them for attending and they left the meeting at 8.02 p.m.

356/08 APOLOGIES:

Apologies for absence were received from Councillor Gaillard.

357/08 MODEL CODE OF CONDUCT 2007 - DECLARATION OF INTEREST:

The Town Clerk explained the background to this item and said that the Quality Town paperwork indicated that it was considered appropriate to keep this item on the agenda, and she asked for a decision by Members.

It was proposed by Councillor Berry, seconded by Councillor Smith, and agreed that this item be kept on the agendas.

Councillor Burt, Beardwell and Inwood then declared an interest in item 7. – Royston Market Tender.

358/08 TOWN MAYOR’S ANNOUNCEMENTS:

The Town Mayor reported that he had received a cheque from The White Bear for his charities, had attended the Young Person of the Year Awards, his Civic Service, the
ROYSTON TOWN COUNCIL

Evergreens Club, St. John Ambulance AGM, Girl Guides’ Annual Spring Fayre, the Easter Trail and the Annual Town Meeting where he presented the Community Service Awards.

359/08 MINUTES:

It was **RESOLVED** to approve and sign as a correct record the minutes of the meeting of the Council held on 28 January 2008 (minutes 295/08 to 303b/08).

360/08 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 28 January 2008 (minutes 304/08 to 312/08) be adopted into the workings of the Council.

(b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held 11 February 2008 (minutes 313/08 to 320/08) be adopted into the workings of the Council.

361/08 REPORTS OF MEETINGS OF COMMITTEES THE MINUTES OF WHICH HAVE NOT BEEN ADOPTED AS A CORRECT RECORD:

(a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held 25 February 2008 (minutes 321/08 to 331/08) be adopted into the workings of the Council.

(b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on the 10 March 2008 (minutes 337/08 to 344/08) be adopted into the workings of the Council.

(c) It was **RESOLVED** that the minutes of the meeting of the General Purposes & Highway Committee held on the 10 March 2008 (minutes 345/08 to 355/08) be adopted into the workings of the Council.

362/08 ROYSTON MARKET TENDER:

The Town Clerk reported that meetings had taken place in respect of the Market Tender, and the decision on this should be decided by NHDC on the 8 April 2008.

363/08 DATE OF NEXT MEETING:

The date of the next meeting is 12 May 2008.

There being no further business the Town Mayor closed the meeting at 8.15 p.m.
ROYSTON TOWN COUNCIL

MINUTES of the meeting of the FINANCE COMMITTEE held in the Committee Room, Town Hall, Royston at 8.20 p.m. on Monday, 31 March 2008.

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

364/08 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Gaillard.

365/08 MINUTES:

The minutes of the meeting of the Finance Committee held on 25 February 2008 (minutes 321/08 to 331/08) were approved and signed by the Chairman.

366/08 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:

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

a) Town Premises/Human Resources Sub-Committee meeting held 25 February 2008 (minutes 332/08 to 336/08).
c) Community Chest Awards Sub-Committee meeting held 25 February 2008.

367/08 ACCOUNTS FOR PAYMENT:

The March Accounts for Payment in the sum of £32,795.74 were approved for payment following a clarification in respect of an item under the heading of Museum.

368/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR FEBRUARY 2007:

The Income & Expenditure & Bank Reconciliation for February 2008 was noted.

369/08 REPORTS BY COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No reports were received.

There being no further business the Chairman declared the meeting closed at 8.25 p.m.
ROYSTON TOWN COUNCIL

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

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

370/08 MINUTES:

The minutes of the meeting held on Monday, 10 March 2008 (337/08 to 344/08) were approved and signed as a correct record.

371/08 PLANNING APPLICATIONS:

(a) The Committee supported the following planning applications:

08/00545/1HH  132 Redwing Rise.
08/00177/1  12 Stamford Avenue.
08/00481/1HH  2 Coombelands.
08/00383/1AD Land at Orchard Road by Freeman Court Junction with Jarman Way.
08/00376/1HH  30 Priory Close.
07/02707/1 Johnson Matthey Plc, Orchard Road.

It was noted that arrangements for a visit to Johnson Matthey were in hand.

(b) 08/00520/1  48 Sun Hill.

The Committee supported this application but Councillor Kennedy asked for his vote against to be recorded.

(c) 08/00426/1  7 Melbourn Road.

The Committee objected to this application on the grounds that it was an over development of the site, out of character within the area and access onto a busy main road causing a hazard near to the schools.

(d) 08/00285/1  7 Lower King Street.

The Committee objected to this application on the grounds that it was against the original condition that there should not be a loss of a shop unit.
The developers were reminded that they should be making the effort to sell this development as a shop unit.

(e) 08/00322/1  Ridgeway Hostel, Field Crescent.

The Town Clerk reported a communication from the Planning Department explaining the background to this application in respect of the playground equipment.
Following discussion Members requested that if a play area was not provided by the developers then the money which should have been spent be used for another community project in Royston.
Councillor Kennedy registered his vote against the motion.
The Committee had a full discussion on this item and agreed that the following comments be forwarded to South Cambs. District Council:

The assessment should take into account that the wind farm would have a major impact on the landscape and environment in this area especially as it is close to Therfield Heath.

Large turbines will create a visual impact for people living, working and travelling through the area as they can be visual for up to 30km.

The location is in a valley at low level. Lack of wind speeds in this area will mean the turbines will only be 10% efficient.

The turbines create a high level of noise and the flickering shadows should be carefully considered as they could affect the horses at Kings Ride stables close by particularly when the horses are exercising.

Land would no longer be considered agricultural and would become Industrial, this could lead to further industrial development in this area i.e. more wind turbines, industrial estate.

Consideration needs to be given to the size of the concreted area required for each turbine…approx size of Olympic swimming pool for each turbine which would eventually degrade and leach into the ground.

Councillor Mayne asked for his vote against the motion to be registered.

Following a discussion on this item it was agreed that Members pass their comments to the Town Clerk. Councillor Kennedy said that he would collate these into a report for the next meeting of the Committee. It was noted that the consultation was due to end on the 16 May 2008.

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

MINUTES of the meeting of the MUSEUM SUB-COMMITTEE held on Thursday 17th April 2008 in Room 11, Town Hall, Royston at 7.00pm.

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

374/08 APOLOGIES
Apologies for absence were received from: Mike Lawrence

375/08 MINUTES:
The minutes of the 17th January 2008 were amended to include Ros Allwood NHDC officer’s attendance and the alteration of polices to policies in minutes 288/08. The minutes of the meeting held 17th January 2008 were then approved and signed as a correct record of the meeting.

376/08 CURATORS REPORT: (copy attached to the minute book):
The curator presented her report to the committee. Thanks were given to Philip Smith for his work involved with the new museum sign.
The current exhibition by the Royston Stamp Club was proving to be very popular and interesting. Over 100 people had been to view it already.
Members noted that Greneway School pupils as part of a school project about the Royston Tapestry were making their own wall hanging.
Thanks went to the Friends for funding the conservation costs (£1690) on Whydale etchings.

377/08 MUSEUM ACCREDITATION:
Carole informed members she was about to fill in the application form and Ros has offered her help with this.

378/08 ROYSTON TAPESTRY:
At a recent meeting of the Museum Trustees and Town Councillors the mounting of the Tapestry had been raised. Mounting costs were likely to be very expensive as it would also mean re-organising the present displays in the museum and require new cases. The Tapestry was likely to be about 5-6 years away from finishing. It is important to get the tapestry mounted correctly as it is a unique piece of work and will greatly promote Royston and the museum in future years.
It was agreed that a presentation should be arranged for members of the Town, District and County Council to view the Tapestry in the Museum. Carole to arrange a date for this with Susan. After discussion it was agreed that the setting up of a working party to look for ways to fund the Tapestry mounting be introduced at the presentation.

379/08 ANY OTHER BUSINESS:

Councillor Smith reported that a further meeting had taken place with District Councillors. The District Councillors had reported their response received from officers of NHDC and that there was no money in this year’s budget to help with the running of Royston’s museum. They will try to get some funding in the following year's budget for Royston’s museum. It is possible to apply to the Area Committee for grants to help fund projects in the museum. It was noted that the District Councillors are very supportive of the museum. After further discussion it was agreed to set up a working party to look at ways to promote the museum and to produce a list of projects that needed doing in the museum and to look at ways of applying for funds for them. Councillor Beardwell, Councillor Smith, Councillor Prime, Les Baker, Philip Smith and Carole Kaszak agreed to be part of the working party.

380/08 DATE OF NEXT MEETING

Provisional date for the next meeting is 24th July 2008.

There being no other business the Chairman closed the meeting at 7.57pm.
ROYSTON TOWN COUNCIL

MINUTES of the meeting of the FINANCE COMMITTEE held in the Committee Room, Town Hall, Royston at 7.15 p.m. on Monday, 28 April 2008.

PRESENT: Councillor Berry (in the Chair)
Councillors Beardwell, Burt, Gaillard, Grimes, Harrison, Kennedy & Smith.
Town Clerk, Assistant to Town Clerk, Committee Administrator, Geraint Burnell, Councillor L. Davidson & 1 Member of the Press.
The Chairman proposed that an urgent item of business regarding NHDC markets be placed on the agenda to be taken after the Exclusion of Press and Public, this was agreed.

381/08 MINUTES OF SUB-COMMITTEE & WORKING PARTY MEETINGS:

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

(a) May Fayre Working Party meeting held 1 April 2008.

382/08 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Inwood and Prime and Councillor Doel.

383/08 DECLARATION OF INTEREST:

Councillors Burt and Beardwell declared an interest in Item 9 – Re Grant for Notice Boards because they were members of NHDC and Item 18 – NHDC Markets and would leave the room during this discussion.

384/08 MINUTES:

The minutes of the meeting of the Finance Committee held on 31 March 2008 (minutes 364/08 to 369/08) were approved and signed by the Chairman.

385/08 ACCOUNTS FOR PAYMENT:

The April Accounts for Payment in the sum of £29,054.74 were approved for payment Councillor Smith noted that there could be grants available from the District Council in respect of certain items under the heading of Museum.

386/08 INCOME & EXPENDITURE & BANK RECONCILIATION FOR MARCH 2008:

The Income & Expenditure & Bank Reconciliation for March 2008 was noted.

387/08 SCHEDULE OF COUNCIL & COMMITTEE MEETINGS:

The Schedule of Council & Committee Meetings for 2008-2009 was approved.

388/08 MUSEUM – DOCUMENTATION FORWARD PLAN:

The Documentation Forward Plan for Royston & District Museum was accepted into the workings of the Council.
389/08 NOTICE BOARDS:

The Town Clerk reported that the District Council had awarded a grant in respect of two of three notice boards required. Following discussion on how to fund the third notice board it was agreed to go back to the District Council to ask for funding for this board.

390/08 DIGNITY AT WORK/BULLYING & HARASSMENT POLICY:

The Committee approved and adopted the Dignity at Work/Bullying & Harassment Policy into the workings of the Council.

391/08 NEW LOCAL GOVERNMENT PENSION SCHEME:

The Town Clerk had circulated details on the changes of the new Local Government Pension Scheme and following discussion the Committee approved and adopted the Policy on Employee’s Banding into the workings of the Council.

392/08 REPORTS ON OUTSIDE ORGANISATIONS:

Councillor Davidson reported her attendance at the Youth Network meeting. The Youth Council had met several times and she said that various events were planned for youth during the summer. There was some discussion on the proposal for a graffiti wall in the town and members look forward to the results of the survey which will be undertaken at the May Fayre.

393/08 FORWARD PLAN FOR ROYSTON TOWN COUNCIL:

The Chairman explained the background to this item and said that it was necessary to plan forward for the next 5-10 years. The Town Clerk said that this was needed in order to plan for the future and also to inform the residents of the town of this. Members discussed this item and it was agreed that there should be a Working Party to consider a Forward Plan. Councillors Kennedy, Harrison, Berry, Smith and Davidson asked to be part of this Working Party.

394/08 CHAMBER OF COMMERCE:

The Town Clerk reported that a donation had been received from the Chamber of Commerce towards the installation of the Christmas Lights for 2007. There had been a request that in respect of the 2008 Business Awards, the Town Council become a co-sponsor by allowing the Chamber of Commerce the use of the Town Hall for this event. Members fully supported this.

395/08 ROYSTON TOWN CRIER NEWSLETTER:

The May newsletter was presented to the committee for comments before publication. There was some discussion on the future of the distribution. The Chairman congratulated the Working Party on the hard work in producing the Town Crier and suggested that there should be mention of forward events and the new Mayor in the next issue.
ROYSTON TOWN COUNCIL

396/08  EXCLUSION OF THE PRESS AND PUBLIC:

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

Councillors Beardwell & Burt and the Press left the meeting.
397/08 MARKETS:

The Town Manager reported that he had received an e-mail from the District Council in respect of the Royston Market Contract and subject to the acceptance of the terms of the Contract, they would award the contract to Royston Town Centre/Royston Town Council to run the markets in Royston.

There was a clause stating that the District Council could give three months notice to terminate the contract, and Geraint Burnell said that he would wish this to be the case on both sides. The Town Manager said that there was a second clause that should the Forum/Council default in anyway on the contract it would be removed and all costs would be reclaimed from the Forum/Council. Members agreed these clauses need to be changed. Geraint agreed to proceed to get these changes made and pass the details on to the Working Party for their consideration.

The Town Clerk reported that it had come to light that there is an issue with the working partnership of the Town Council with the Town Centre Forum as the latter is not a legal entity. However, there is nothing against the Town Council taking on the contract.

The Town Clerk then reported that she had received a letter from a Market Contractor who had enclosed the original copy of the Town Council’s confidential tender to the District Council sent to them in error.

There followed a full discussion on this matter and it was agreed that the Town Clerk should report this to the Chief Executive as it is a serious breach of confidentiality.

The Town Manager left the meeting at 8.25 p.m.
Councillor Burt returned to the meeting.

398/08 SALARY SCALES:

The Town Clerk circulated copies of the new salary scales for 2008-2009 and it was proposed by the Chairman, seconded by Councillor Smith and Resolved that these new salary scales be approved.

There being no further business the Chairman declared the meeting closed at 8.29 p.m.
ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the TOWN COUNCIL PREMISES/HUMAN RESOURCES SUB-COMMITTEE held in the Committee Room, Town Hall, Royston on Monday 28 April 2008 at 8.30 p.m.

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

399/08 APOLOGIES FOR ABSENCE:

No apologies for absence were received.

400/08 MINUTES:

The minutes of the meeting of the Town Premises/Human Resources Sub-Committee held on the 25 February 2008 (minutes 332/08 to 336/08) were approved for signature by the Chairman.

401/08 ALLOTMENT ASSOCIATION MEETING:

Members considered dates for the next meeting with the Allotment Association and suggested either Tuesday, 20 May 2008 or Thursday, 22 May 2008.

402/08 MARKET HILL ROOMS:

The Town Clerk reported that no grant was forthcoming for furniture in Market Hill Rooms from the Awards for All Lottery Fund.
Following discussion it was agreed to ask the Finance Committee to agree to using the money from the Stamfords Yard sale, and should a grant be obtained then this could be returned to that source.

403/08 TOWN HALL:

The Town Clerk explained that it was essential to provide access to the toilets for the disabled and that one solution was a temporary ramp. This could be provided for the sum of approx £478. It was agreed to recommend to finance that his temporary measure be taken and that grab handles should also be fitted in the cubicles.
The Town Clerk also reported that no information had been received from the District Council in respect of the Royston Town Centre Strategy and, therefore, no information was available about the future of the Town Hall. After discussion it was agreed to at look ways and costs of getting a lift installed and the possibility of applying for a lottery grant.

404/08 EXCLUSION OF THE PRESS AND PUBLIC:

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

The Town Clerk circulated details on her investigation into possible allotment land and explained the problems. Following discussion and suggestions it was agreed that the Town Clerk continue her investigations.

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

MINUTES of the Meeting of the PLANNING COMMITTEE held on Monday, 12th May 2008 at 7.30 p.m. in the Committee Room, Town Hall, Royston.

PRESENT: Councillor Prime (in the Chair)
Councillors Berry, Davidson, Doel, Grimes, Kennedy, Mayne, Phillips and Smith.
Town Clerk, Committee Administrator, 2 Members of the Public and 1 Member of the Press in attendance.

Councillor Berry, Leader of the Council, informed the meeting of the sad news of Councillor Lill’s death at 5 p.m. that day. She then led the 2 minutes silence in his memory.
Members wished their condolences to be passed on to Mrs. Wendy Lill and Councillor Lill’s family.
Councillor Berry explained that the following meeting of the Planning Committee was to be part of the previous year’s proceedings due to the fact that the Annual Council had to be postponed.

406/08 MINUTES:

The minutes of the meeting held on Monday, 7 April 2008 (370/08 to 373/08) were approved and signed as a correct record.

407/08 PLANNING APPLICATIONS:

(a) The Committee supported the following planning applications:

- 08/00479/1HH 14 Clydesdale Road.
- 08/00630/1HH 2 Keats Close.
- 08/00701/1HH 91 Melbourn Road.
- 08/00689/1 39-41 Upper King Street.
- 08/00687/1HH 39-41 Upper King Street.
- 08/00781/1LB 39-41 Upper King Street.
- 08/00694/1LB 39-41 Upper King Street.
- 08/00696/1HH 35 Heathfield.
- 08/00485/1HH Eagle Tavern House, Barkway Road.
- 08/00723/1HH 62 Barkway Road.
- 08/00675/1HH 3 Hollies Close.
- 08/00696/1HH 35 Heathfield.

(b) 08/00659/1 7 Melbourn Road.

The Committee did not support this application on the grounds that it was an over development of the site, out of character within the local area and the impact of the access onto a busy main road.

(c) 08/00640/1 Meridian School, Garden Walk.

The Committee agreed to support this application in principle and would ask the District Council to look at imposing some time restrictions on usage to control the impact of noise and light on local residents.

(d) 08/00561/1HH 7 Donne Close.

Members agreed not to support this application on the grounds that there would be overlooking of neighbouring properties.
408/08 DECISIONS MADE BY THE CHAIRMAN AND TOWN CLERK:

The Committee noted the decisions made by the Chairman and Town Clerk on the following applications:

(a) 08/00504/1HH 2a Kingsway.
(b) 08/00591/1HH 19 The Fleet.
(c) 08/00609/1HH 8 Coltsfoot Drive.

409/08 LIST OF DECISIONS MADE BY NHDC ON PLANNING APPLICATIONS DISCUSSED BY ROYSTON TOWN COUNCIL 2007-2008:

Members received a list of decisions made by NHDC on planning applications discussed by Royston Town Council during the year 2007-2008 for their information. Members thanked the Town Clerk for this useful information and it was agreed that there should be a quarterly list submitted to Members.

410/08 EAST OF ENGLAND REGIONAL ASSEMBLY: DRAFT RSS SINGLE ISSUE REVIEW ON PLANNING FOR GYPSY AND TRAVELLER ACCOMMODATION IN THE EAST OF ENGLAND:

Councillor Kennedy had formulated a response from the comments that he had received from councillors. Following discussion it was proposed by Councillor Mayne, seconded by Councillor Berry and agreed the following response be submitted to the East of England:-

Royston Town Council accepts the needs for additional pitches for gypsies and travellers in the East of England and broadly agree with the proposed distribution. However, we are concerned that there appears to be no recognition of the distribution of sites across the Region and considers that there should be a mechanism that ensures that sites in adjacent Districts are taken into account when identifying potential new sites. This is to ensure a fair geographic distribution, so that there is not a concentration of sites in an area where several District boundaries join.

It is also important that the guidelines on the needs of the travelling community are taken fully into account and sites are not located in remote rural locations, where many facilities are already under resourced and will not meet the basic needs of the travelling community. The views of the travelling community on site location should be taken into account to ensure sites are not located in areas where they will not be used.

Councillor Kennedy was thanked for his work in connection with this item.

411/08 DATE OF NEXT MEETING:

The Town Clerk informed the Members that as the Annual Council meeting had been postponed until the 19 May 2008, the next meeting of the Committee would be held on the 19 May 2008.

There being no further business the Chairman declared the meeting closed at 8.05 p.m.