

**MINUTES OF THE MEETING OF THE DEVELOPMENT AND LEISURE
COMMITTEE HELD ON MONDAY 22 JUNE 2015 IN THE ROBING ROOM, THE
CASTLE, HERTFORD AT 7.30PM**

PRESENT: The Deputy Mayor, Councillor P Ruffles, in the Chair at the start of the meeting

Councillors: P Boyle, S Cousins, Dr J Downs, Mrs S Dunkley, Miss C Geall, Mrs B Haddock, Mrs S Newton, Miss J Sartin, A Stevenson and Miss M Tybinka.

IN ATTENDANCE: Ms P Carpenter, Civic Administration Manager
Miss M Bolton, Marketing and Events Manager
Mr G Gordano, Town and Tourism Development Manager
3 members of the public

62. ELECTION OF CHAIRMAN

Councillor Miss J Sartin was elected Chairman for the forthcoming Civic Year. The Chairman then took the Chair for the remainder of the meeting.

63. ELECTION OF VICE CHAIRMAN

Councillor Mrs S Dunkley was elected Vice Chairman for the forthcoming Civic Year.

64. APOLOGIES FOR ABSENCE

None.

65. DECLARATIONS OF INTEREST

Cllr Miss Geall & Cllr Miss Sartin	DPI	Agenda item 8(d) Rock at the Castle Charity	Museum Trustees
Cllr Mrs Haddock	DPI	Agenda item 8(d) Rock At the Castle Charity	Newton Exhibition Foundation

66. THE MINUTES

It was **RESOLVED** that:

The minutes of the meeting held on 2 March 2015 were approved as a correct record and the Chairman authorised to sign the same.

67. MATTERS ARISING FROM THE MINUTES NOT DEALT WITH ELSEWHERE ON THE AGENDA

It was **RESOLVED** that:

The action sheet be received and noted.

68. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public wishing to speak.

69. TOURISM AND PROMOTION – TOWN AND TOURIST INFORMATION CENTRE

The Committee received a report summarising activity at the Tourist Information Centre (TTIC) along with proposals for the priorities of the Town and Tourism Development Manager.

The Committee noted the proposed list of priorities outlined by the Town and Tourism Development Manager and agreed that work to introduce ecommerce to the TTIC, develop themed tours and work with the Town Centre Co-ordinator to investigate the introduction of a visitor discount card all had possibilities and it was requested that detailed reports be provided for a future meeting.

It was further approved that the Town and Tourism Development Manager should progress immediately to work to produce an updated town guide, to work with local businesses to run a competition to sell local souvenirs at the TTIC and to develop relationships with the twinned towns and friends groups to celebrate local delicacies during the food and drink festival.

The Town and Tourism Development Manager was thanked for his report and his interesting proposals to develop tourism within Hertford.

It was **RESOLVED** that:

- a) The Committee **notes** the report.

70. TOURISM AND PROMOTION – HERTFORD TOWN COUNCIL EVENTS

The Committee received a report on the events programme for 2015 as well as feedback of the events that had taken place.

Arts Festival Launch

A discussion took place regarding the Arts Festival launch, which, whilst open to the public, was seen by the public as an invitation only event. To overcome this in future years it was suggested that the evening could become a Mayoral ticketed event, open to the public and the civic list, to purchase tickets in advance, with the ticket price set at £5. Any profit could be donated to the Mayor of Hertford's Appeal Fund.

Open Day

It had been suggested that a sign reading 'suggested donation of £2' be displayed during open days for Castle Tours, which would raise a considerable amount for the Mayor of Hertford's Appeal Fund. The Committee was uncomfortable with the suggestion but considered that more visible signage such as 'Donations Welcome' and 'Please donate to the Mayor of Hertford's Charity Appeal' could be introduced.

Rock at the Castle

A discussion took place regarding an extension to Rock at the Castle through the introduction of an acoustic stage in the Moat Garden, which would be a quieter, more relaxed area in contrast to the main stage on the lawn. The proposal would give the opportunity for more of the excellent local bands who had submitted audition recordings to showcase their talent.

The Committee was largely supportive of the suggestion, along with the introduction of a DJ tent on the Island, but requested that measures be taken to ensure that security was fully maintained in all areas of the grounds, to ensure that glass was not brought into any area of the grounds and that public order was maintained. Similarly, it was requested that the Ice House be protected in the Moat Garden and that the proposals were fully discussed with the Police prior to the event. Noise volumes should also be contained, particularly in consideration of the residents of Castle Street and a full additional risk assessment prepared.

It was **RESOLVED** that:

- a) A £5 advanced sales entry fee be introduced for admission to the Arts Festival Launch, with the event promoted as a Mayoral event and invitations sent to members on the civic list.
- b) Signage 'Donations Welcome' be displayed at Open Days for Castle Tours.
- c) Consideration be given to the future of the Community Sports Day at a later meeting.
- d) Consideration be given to combining Carnival at the Castle and Hertford Retailers Charity Day at a later meeting.
- e) Rock at the Castle be extended into the Moat Garden with an acoustic stage, subject to the introduction of adequate security, risk assessments and discussions with the Police.
- f) The Committee notes the report.

71. TOWN CENTRE UPDATE

The Committee received a report summarising the various projects designed to assist the economic health and development of the town centre and proposals for the 2015/16 priorities of the Town Centre Co-ordinator.

It was **RESOLVED** that:

- (a) The Committee **notes** the progress made on delivering the Council's Town Centre Priorities and the planned activities for 2015.

72. ROCK AT THE CASTLE CHARITY NOMINATION

The Committee reviewed the applications to select a charity to benefit from Rock at the Castle.

Note: Having previously declared a DPI, Cllrs Miss Geall, Mrs Haddock and Miss Sartin left the room during the discussion on this item. Although not a member of the Committee, Cllr Ruffles also withdrew from the room during the discussions.

Note: During the absence of the Chairman, the Vice Chairman, Cllr Mrs Dunkley took the Chair.

The Committee considered the merits of each application and noted the level of financial support each organisation had received from the Council in recent years.

Following a vote, Mind in Mid Herts was selected as the nominated charity to benefit from the proceeds of Rock at the Castle 2015.

It was **RESOLVED** that:

The Committee **adopt** Mind in Mid Herts as the beneficiary of Rock at the Castle.

73 HERTFORD ENTREPRENEURS' NETWORK

The Chairman advised new members of the background to the project and a discussion took place on the choice of logo. It was agreed that the Entrepreneurs Network would continue to meet three to four times per year and be overseen by a Committee led by former Councillor Isabel Sigmac. It was recommended that a lower level of catering for each event be introduced, since much of the food often went untouched.

It was agreed that any sponsorship that was sought should be through the HEN Committee and did not involve the Marketing and Events Manager.

It was **RESOLVED** that:

- a) The Committee recommended a logo for use by HEN, provided the chosen logo worked with the Council's crest on documentation.
- b) The Committee continues to support the Hertford Entrepreneurs' Network and the Hertford Growth Awards.
- c) The Committee notes the report

74. PROPOSAL FOR AN ICE RINK ON THE CASTLE LAWN

The Committee received a presentation from Mr Thomas Childs and Ian Moynes of Arena Structures who were seeking Council consideration for an ice rink to be installed in the Castle Grounds for six to seven weeks over November to January each year.

The Committee was cautiously supportive of the venture, on a partnership with the Council, but wished to ensure that the town centre received full benefit from the installation by attracting visitors into the town and that the ice rink did not take business away from the town centre. It was clear that detailed discussions were required regarding size, floodlighting, health and safety, noise pollution, pricing etc and the Committee agreed that a small group of councillors should meet further with Mr Childs and Mr Moynes to bring forward a full proposal to a future meeting of the Committee. It remained unclear whether the proposal was achievable for the coming Christmas period.

It was **RESOLVED** that:

The Committee nominates Cllrs Cousins, Mrs Dunkley, Miss Geall and Miss Sartin to investigate the scheme further and bring back proposals to the Committee for consideration.

75. VENUE HIRE REPORT

The Committee received an update on the hire statistics for the Castle and Mill Bridge rooms. The Committee was delighted to note the increased bookings at both the Castle and Millbridge Rooms and thanked the officers concerned for their work in achieving the turnaround.

The poster situated by North Road Station advertising the Castle was seen as a valuable marketing tool both for venue hire and for advertising Hertford itself.

It was **RESOLVED** that:

- a) The Committee **notes** the report.

76. FRIENDS OF HERTFORD CASTLE

The Committee had received a copy of the minutes of the meeting of the Friends of Hertford Castle held on 15 April 2015.

It was **RESOLVED** that:

- (a) The Committee **notes** the minutes of the meeting of the Friends of Hertford Castle held on 15 April 15.

77. CCTV STATISTICS

The Committee received a report from the Finance Manager outlining the recent CCTV statistics.

It was **RESOLVED** that:

- a) The Committee **notes** the report.

78. MAIDENHEAD STREET

The Committee received a feasibility study for street scene improvements in Maidenhead Street as prepared by Opus. The study highlighted some issues and difficulties but also contained achievable proposals.

It was noted that three short term achievable proposals for installation of street furniture, street lighting and traffic management would cost more than the remaining allocated funds from the New Homes Bonus but it was noted that alternative funding sources existed as well as consideration for additional sums from the New Homes Bonus.

The Committee agreed to progress the short term enhancements and would work with both Hertfordshire Highways and East Herts Council to achieve the street scene improvements which Maidenhead Street required. Further professional advice would also be sought from Opus.

It was **RESOLVED** that:

The Committee progresses the following short term recommendations for street scene improvements in Maidenhead Street:-

- a) Traffic Management and Gate refurbishment at Maidenhead Street/The Wash.
- b) Installation of street furniture
- c) Installation of street lighting

79. PLANNING TRANSPORT AND TRAFFIC - PLANNING SUB-COMMITTEE

The Committee had received copies of the minutes of the Planning Sub Committee meetings held on 2 March, 16 March, 30 March, 13 April, 27 April and 1 June 2015.

It was **RESOLVED** that:

The minutes of the Planning Sub Committee held on 2 March, 16 March, 30 March, 13 April, 27 April and 1 June 2015 be received.

80. FINANCE – END OF YEAR INCOME AND EXPENDITURE 201

The Committee received a report on the end of year income and expenditure for 2014/15.

Whilst it was noted that the Committee had marginally overspent its budget, nevertheless the Council's overall expenditure had been below budget.

It was **RESOLVED** that:

- (a) The Committee **notes** the end of year income and expenditure to 31 March 2015.

81. SALARY APPORTIONMENTS

The Committee received a report outlining analysis of staffing allocations against budget headings, which was part of a long term project to accurately understand how officer time was spent and eventually leading to a reallocation of staffing budgets.

The meeting closed at 9.35pm