

**MINUTES OF THE MEETING OF THE DEVELOPMENT AND LEISURE COMMITTEE
HELD ON MONDAY 7 JUNE 2010 IN THE ROBING ROOM, THE CASTLE,
HERTFORD AT 7.30PM**

PRESENT: The Mayor, Councillor Mrs Brenda Haddock, in the Chair at the start of the meeting

Councillors: Miss K P Darby, Miss C J Geall, M McCormick, D R Poole, Dr L E Radford and Miss J C Sartin

IN ATTENDANCE: Mrs N L Villa, Town Clerk
Miss M Challis, Marketing & Promotions manager
Ms T Carpenter, Civic Administration Manager

29. ELECTION OF CHAIRMAN

Councillor Miss J C Sartin was elected Chairman for the forthcoming civic year. The Chairman then took the chair for the remainder of the meeting.

30. ELECTION OF VICE CHAIRMAN

Councillor Dr L E Radford was elected Vice-Chairman for the forthcoming civic year.

31. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs H Durbin, Mrs D Hone and P A Ruffles

32. DECLARATIONS OF INTEREST

Councillor Dr L Radford Personal Agenda Item 9(d) Rock at the Castle
Charity nomination: Matt Scales Music
Fund. The applicant is known to Dr
Radford.

33. THE MINUTES

It was **RESOLVED** that:

The minutes of the meeting held on 8 March 2010 were approved as a correct record and the Chairman authorised to sign the same.

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

It was noted that a final coat of paint was still required on the doors of the Millbridge Rooms.

It was **RESOLVED** that:

The action sheet be received and noted.

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

There were no members of the public wishing to speak.

36. TOWN DEVELOPMENT

(a) CCTV Statistics

The Committee received the latest CCTV statistics for Hertford and was pleased to note the downturn in the total number of incidents in the past month.

It was **RESOLVED** that:

- (a) The CCTV statistics report be noted.

(b) CCTV Update

The Committee had received a report regarding the relocation of camera 902 in Parliament Square. It was noted that the costs had increased significantly and that the proposed relocation was no longer as critical as first thought and it was there agreed to keep the matter under review for the time being.

It was noted that Camera 906 had not yet been installed and a revised installation date was awaited.

It was **RESOLVED** that:

- (a) The CCTV report on the relocation of camera 902 be noted.

37. TOURISM AND PROMOTION – TOWN AND TOURIST INFORMATION CENTRE

The Committee received a report summarising activity at the Town and Tourist Information Centre.

The Committee noted the launch of the 2011 Calendar competition and that a number of entries had already been received. Concern was expressed regarding the higher order proposal of the calendar and the Committee was keen to ensure that further sales outlets were available given that the bookshop, which was one of the previous outlets had now closed.

A discussion took place regarding the empty shops report and the Committee requested that the report be updated on a regular basis to ensure that it was fully up to date.

It was **RESOLVED** that:

- (a) The report summarising activity at the Town and Tourist Information Centre be noted.

38. TOURISM AND PROMOTION – HERTFORD TOWN COUNCIL EVENTS

The Committee received a report summarising the Town Council's events since the March 2010.

The Committee was pleased to note the huge success of the Wedding Exhibition, May Open Day and the Fun day.

Arrangements were in hand for the Teddy Bears Picnic in July as well as Rock at the Castle in August. A further event was proposed for the weekend of 24/25th July to coincide with the national Cultural Olympiad events to be held on the theme of 'Try Something New'. The Town Centre Coordinator had proposed that the 'try something new' could be an event held on Sunday 25th July to encourage the public to draw the Castle. It was proposed to be a low key event linked to an additional Castle Open Day, with a few refreshment stalls available. The Town Centre Coordinator had also been in discussion with the Library and was due to meet with Courtyard Arts to discuss events to take place in the Town Centre on Saturday 24th July 2010.

The Committee was generally supportive of the suggestions by the Town Centre Coordinator but were of the opinion that further discussion regarding the arrangements would be required.

It was **RESOLVED** that:

- a) The Committee delegate authority to the Marketing and Promotions Manager, in consultation with the Chairman, to continue discussion regarding the arrangements for the proposed Cultural Olympiad event on the weekend of 24/25th July 2010.

39. TOURISM AND PROMOTION – CHRISTMAS EVENT 2010

The Committee received a report providing details of a proposed event to take place on Saturday 27th November 2010 to coincide with the annual Christmas light switch on. Members were reluctant for an event to take place on a Saturday for a number of reasons, including the disruption to the weekly street market. The Committee favoured an event to take place in the late afternoon, early evening of Friday 26th November 2010 provided it did not clash with any similar event in Ware.

It was **RESOLVED** that:

- a) The Committee approves the date of the 2010 Christmas Event as Friday 26th November 2010.
- b) The Committee approves the current list of proposed activities for the 2010 Christmas Event.

40. TOURISM AND PROMOTION – ROCK CHARITY SELECTION

The Committee received a report regarding the proposed Charity to benefit from the proceeds from Rock at the Castle. Five applications had been received and the Committee gave careful consideration to each application individually, which were all considered to be extremely worthwhile organisations. The applications were from:

Isabel Hospice
Keech Cottage Hospice
St John's Ambulance (Hertford Division)
Mudlarks
Matt Scales Fund for Aspiring Musicians

The Committee noted that Isabel Hospice had benefitted from the proceeds of Rock at the Castle on three previous occasions and that both Keech Cottage and St John's Ambulance had benefitted in 2010 from the Mayor's Charity Appeal and Mudlarks benefitted from the Council having been granted the use of allotment land for the Community Garden Project. The Committee were of the opinion that the Matt Scales Fund for Aspiring Musicians fitted well with the Rock event, and furthermore Matt Scales had previously taken part in the event. The Committee noted that the Fund was a new organisation which was seeking to raise a total of £25,000 before it could begin to distribute grants, and some concern was expressed as to what would happen to the Fund if the target was not met, as well as the fact the Charity name was not well known and therefore possibly not seem particularly attractive as a worthy cause to those attending Rock at the Castle. The Committee asked that clarification regarding the use of any funds if the £25,000 was not reached be agreed with the Charity and that, as a Hoddesdon based Fund, a commitment that it continue to cover Hertfordshire be made. A press release would be issued on the decision to select the Charity, which will begin to further raise its profile ahead of the event.

It was **RESOLVED** that:

- (a) That the Matt Scales Fund for Aspiring Musicians be appointed as the Charity to benefit from the proceeds of Rock at the Castle
- (b) That the Town Clerk write a suitable letter to all applicants and seek further clarification from the Matt Scales Fund for Aspiring Musicians regarding the use of any funds raised.

41. TOWN CENTRE UPDATE

The Committee had received a report outlining the various Council projects designed to assist the economic health and development of the Town during the current financial difficulties.

The Chairman confirmed that Jennifer Rolph had been appointed as a Town Centre Co-ordinator until the end of the year and she had provided a detailed report of the projects she had proposed for the Town Centre. The Chairman agreed to forward the report to all members for information. The 'Hertford Live' scheme had experienced some operating problems in the past month but was now

up and running again and the Town Centre Coordinator was giving some thought to increasing the profile of the scheme.

Work had commenced on the refurbishment of the cast iron litter bins in the Town and the summer hanging baskets had been planted.

The Clerk confirmed that Hertfordshire Highways had still not erected the new signage requested by the Council, despite having received payment some time ago. It was confirmed that the Clerk would continue correspondence with Hertfordshire Highways to ensure this matter was resolved as a matter of urgency.

It was confirmed that a report on the bins and benches in the Council's ownership would be referred to the next meeting of the Community Services Committee.

It was **RESOLVED** that:

- (a) The Committee notes the progress that has been achieved on the Town Council's projects to support the economic development of the Town Centre.

42. CHRISTMAS LIGHTS TENDER

The Clerk confirmed that following the Tender process, three Christmas Lights Companies had been asked make a presentation to the Council and it was requested that a small sub committee comprising of three members from the Committee and two retailers be set up to receive the presentation.

It was **RESOLVED** that:

- (a) The Committee approve the proposal to form a small sub-committee comprising Cllrs Miss J Sartin, Dr L Radford and McCormick, Jackie Chapman of Lance James Jewellers and a member of St Andrew Street Traders.
- (b) The Committee delegates authority to the Sub-Committee, in consultation with the Town Clerk, to make a final decision on the award of the contract following the presentations from the Companies.

43. FRIENDS OF HERTFORD CASTLE

The Committee received a report regarding the recent activities of the 'Friends of Hertford Castle' and noted the request of the group to hold an additional Castle Open Day during the summer activity programme. It had previously been confirmed that an additional open day would take place on 25 July 2010 and the Committee agreed to consult with the Friends of Hertford Castle regarding the events programme for 2011.

It was **RESOLVED** that:

- (a) The Committee note the report.

44. VENUES

The Committee received an update on the hire statistics for the Castle and Mill Bridge rooms. The positive figures for Wedding hire were noted as encouraging and it was further noted that the increase in hire at the Millbridge Rooms was as a result of the unavailability of Castle Hall during its refurbishment.

The Committee had also received a report from the Working Group set up to look at the potential for increasing the hire of the Millbridge Rooms. The Working Group had noted that the irregular shape of the building and the lack of car parking facilities which detracted from the appeal of the building as a suitable venue and the pricing structure was considered complicated, however the Group suggested that a few minor repairs and improvements to the inside of the building could make the venue more attractive. It was further suggested that consideration be given to the erection of a small sign on the exterior of the building drawing attention to the fact that the building was available for hire.

It was **RESOLVED** that:

- a) The Committee notes the report on Hertford Town Council Venues.
- b) The Committee approves the suggestion to install an external notice on the Millbridge Rooms, subject to planning permission.
- c) The Committee delegates authority to the Marketing and Promotions Manager, in consultation with the Working Group, to review the prices for the hire of the Millbridge Rooms.
- d) The Committee instruct the Town Clerk to enhance the internal appearance of the Millbridge Rooms through minor repairs and cleaning of the floor and to obtain quotations for the internal and exterior decoration of the building.

45. EAST HERTS COUNCIL STREET NAMING POLICY

The Committee received a report outlining East Herts Council's policy guidelines for consultation with Town and Parish Councils on street naming. Whilst the Council continues to be consulted with regard to street naming, it was not consulted on the naming of new developments of flats and buildings on existing streets. It was requested that a letter be sent to East Herts Council expressing the Council's concern on this matter and requesting that consultation on all building names be undertaken.

It was **RESOLVED** that:

- (a) The Committee delegate authority to the Town Clerk and Chairman to write a letter to East Herts Council expressing the Council's concern and to request that the Council be consulted on all future naming of new buildings and renaming of buildings in the Town.

46. PLANNING TRANSPORT AND TRAFFIC - PLANNING SUB-COMMITTEE

It was **RESOLVED** that:

- (a) The minutes of the Planning Sub Committee held on 22 February, 8 March, 22 March, 12 April, 19 April and 4 May 2010 be received.

47. FINANCE – END OF YEAR INCOME AND EXPENDITURE 2009/10

The Committee received a report on the end of year income and expenditure for 2009/10.

It was **RESOLVED** that:

The Committee notes the report on the end of year income and expenditure for 2009/10