

**MINUTES OF THE MEETING OF THE DEVELOPMENT AND LEISURE
COMMITTEE HELD ON MONDAY 14 DECEMBER 2015 IN THE ROBING ROOM,
THE CASTLE, HERTFORD AT 7.30PM**

PRESENT: Councillor Miss J Sartin, in the Chair

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

IN ATTENDANCE: Cllr P Ruffles
Ms P Carpenter, Interim Town Clerk
S Davies, Finance Manager
Miss M Bolton, Marketing and Events Manager

350. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Miss M Tybinka (family commitment) and Cllr Miss C Geall (running late)

351. DECLARATIONS OF INTEREST

Cllr Mrs S Dunkley	DPI	Christmas Gala, if road closures and Folly Island discussed.
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352. THE MINUTES

It was **RESOLVED** that:

The minutes of the meeting held on 5 October 2015 were approved as a correct record and the Chairman authorised to sign the same.

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

TTIC Lease

The Committee was advised that a property in the town centre had recently become vacant and a report would be forwarded to the Finance, Policy and Administration Committee for recommendation for the relocation of the Town and Tourist Information Centre. Members of the Development and Leisure Committee were reminded that they were welcome to attend the FPA Committee and take part in any discussions regarding a possible relocation of the TTIC.

Noticeboards

This matter would be progressed early in the New Year.

It was **RESOLVED** that:

The action sheet be received and noted.

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

There were no members of the public wishing to speak.

355. TOURISM AND PROMOTION – TOWN AND TOURIST INFORMATION CENTRE

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

The Committee was pleased to note the appointment of a new Town and Tourism Development Manager and the Committee wished to thank the current TTIC staff for covering the workload in the interim period.

It was **RESOLVED** that:

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

356. TOURISM AND PROMOTION – HERTFORD TOWN COUNCIL EVENTS

The Committee received a report on the feedback of the events that had taken place and the planned events programme for 2016.

The Committee was pleased to note the success of the Food and Drink Festival and the Christmas Gala. The Committee agreed to keep the date for the Christmas Gala as a Friday evening in 2016 and would provide additional security guards in the Parliament Square area to ensure road safety in the area. Maidenhead Street would also have low level entertainment such as Carol Singers.

The Think Christmas, Think Hertford event would take place the day after the Christmas Gala and be branded alongside the Christmas Gala. Work to be undertaken with retailers to improve this event through more consistent promotions and other activities.

The Chairman advised the Committee regarding the Visit Hertfordshire initiative and the plan to hold a large Tourism event over the weekend of 12/13th March 2016. To be part of the initiative the Mayor will be holding a free afternoon tea and Castle Tour for a maximum of 20 people.

The film choices for the Open Air Cinema were noted as the Blues Brothers and Top Gun. The Blues Brothers will be screened on Friday 26th August and Top Gun on Saturday 27th August 2016.

An event to mark the 800th anniversary of the siege of Hertford Castle would take place during the August open day. A historian is being consulted regarding ideas for the siege event.

It was **RESOLVED** that:

- a) The Committee **approves** an event to take place on 21 August to mark the 800th anniversary of the siege of Hertford Castle.
- b) The Committee **approves** the revised 2016 events programme.
- c) The Committee **notes** the report

Note: Cllr Miss Geall arrived at 7.55pm

357. TOWN CENTRE UPDATE

The Committee received a report summarising the various projects designed to assist the economic health and development of the town centre. The recent shop survey was noted and the 70% independent retailer make of the town was noted as a unique selling point.

A proposal to move the Cheerful Trader event to July was noted and approved, although it was noted that it would be appropriate to review the rules for entry and nomination for the event.

A recommendation regarding the purchasing of the current Christmas Lights scheme was considered and approved, however it was requested that the contract for the maintenance and refurbishment of the lights be referred to the Chairman of the Committee for prior approval.

The GoHertford website was currently being refreshed and members requested that its main focus of the website should remain as shopping and this should be reflected in the logo and on the home page.

Planning permission had recently been received for the installation of wifi boxes on buildings in the town and it was hoped this would be up and running by mid January, with an official launch event to be held in mid February.

It was **RESOLVED** that:

- (a) The Committee **notes** the progress made on delivering the Council's Town Centre Priorities.
- (b) The Committee **approves** the purchase of the current Christmas lighting scheme and enter into a contract with the electrical contractor for refurbishment, service and storage for the Christmas lighting scheme for 2016
- (c) The Committee **approves** an event, to be determined, to launch the free town centre wifi.

358. 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 venues.

A discussion took place regarding the refurbishment of the kitchen and it was agreed that £14,000 be set aside for this work, but that prior to the contract being awarded, references were taken up on the chosen contractor. The Marketing and Events Manager would also seek the best value white goods for the kitchen.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **approves** a request to the Finance Policy and Administration Committee for £14,000 from the building reserve fund for the refurbishment of the kitchen.

359. FRIENDS OF HERTFORD CASTLE

The Committee received a report on the activities of the Friends of Hertford Castle and was pleased to note the success of the two events designed to attract new members to the group.

It was **RESOLVED** that:

The Committee **notes** the report.

360. CCTV STATISTICS

The Committee received a report from the Finance Manager outlining the recent CCTV statistics and details of the Taxi Marshalling Scheme.

It was noted that the contract for the Taxi Marshals was due to be reviewed shortly and that the performance of the marshals over the Christmas period would be closely monitored.

The Council had previously approved the siting of an additional CCTV camera in Parliament Square and approved the installation cost of £7242.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **approves** the recommendation to the Finance Policy and Administration Committee for the purchase of an additional CCTV camera for Parliament Square for funding from the CCTV reserve.

361. PLANNING TRANSPORT AND TRAFFIC- PLANNING SUB COMMITTEE

The Committee had received copies of the minutes of the Planning Sub Committee meetings held on 21 September, 5 October, 19 October, 2 November, 16 November and 30 November 2015

It was **RESOLVED** that:

The minutes of the Planning Sub Committee held on 21 September, 5 October, 19 October, 2 November, 16 November and 30 November 2015 be noted.

362. HERITAGE TRAIL UPDATE

The Committee received a report providing an update of the progress of the Heritage Trail.

A partnership arrangement with the Civic Society was recommended to bring the project to fruition and the Committee was happy to approve this, with the Council providing the funding for the plaques. A discussion took place with regard to the plaque design and it was requested that colour images be forwarded to members for the design to be finalised.

It was **RESOLVED** that:

- a) The Committee **approves** the partnership proposal with the Civic Society to progress the Heritage trail.
- b) The Committee **notes** the report

363. HERTFORD ENTREPRENEURS

The Committee received a report on the latest developments of the Hertford Entrepreneurs.

The Committee was asked to approve the design of the logo for the Entrepreneur of the Year award and Terms of Reference for the Hertford Entrepreneurs Committee. It was noted that a significant amount of officer time and free use of Hertford Castle was available to the Committee and it was therefore important that clear Terms of Reference were approved by the Council to clarify the decision making process and to be clear that Hertford Entrepreneurs was a Town Council initiative. It was also confirmed that the Hertford Town Council logo should be used on all documentation relating to Hertford Entrepreneurs.

It was **RESOLVED** that

- a) The Committee **approves** the Entrepreneur of the Year Award proposal and logo.
- b) The Committee **approves** the Terms of Reference for the Hertford Entrepreneurs Committee.
- c) The Committee **notes** the report.

364. CONSULTATION – NEW PUBLIC SPACES PROTECTION ORDER

The Committee received details of a Consultation from East Herts Council on a new Public Spaces Protection Order.

The Order focussed on dog control, restrictions on alcohol in public and a range of restrictions on anti-social behaviour in public places, including the use of mechanically or electronically propelled vehicles.

The Committee largely approved of the proposals within the Consultation but also requested that restrictions on the use of drones in public spaces should be added. Furthermore, it was requested that the Pinehurst Playing Field be added to the Order.

It was **RESOLVED** that:

The Council's response to the Consultation, as above, be forwarded to East Herts Council.

365. NEIGHBOURHOOD PLAN

The Committee received a report regarding a proposal to work towards a Neighbourhood Plan for Sele Ward. It was requested that some officer time be given to design a flyer and issue a press release.

It was **RESOLVED** that:

- a) The Committee **notes** the report
- b) The Committee **approves** the proposal to proceed on work for a Neighbourhood Plan for Sele Ward
- c) The Committee **approves** that a Working Group made up of Councillors of Sele Ward be set up to take the project forward.
- d) The Committee **approves** a recommendation to the Finance Policy and Administration Committee that £10,000 be set aside from the New Homes Bonus for costs associated with the project.

366. FINANCE – FIRST HALF INCOME AND EXPENDITURE 2015/16

The Committee received a report on the first half income and expenditure 2015/16.

It was **RESOLVED** that:

(a) The Committee **notes** the first half income and expenditure to 30 September 2015.

367. EVENTS SPONSORSHIP AND EXPENDITURE

The Committee received a report outlining a breakdown of income and expenditure for community events along with guidelines of how sponsorship is sought. The Committee was pleased to note the increase in sponsorship and income generally to assist offsetting some of the costs associated with running the events programme. It was requested that a Constitution document be written to outline the guidelines for obtaining sponsorship.

It was **RESOLVED** that:

The Committee **notes** the report.

368. DRAFT BUDGET 2016/17

The Committee received a draft of the proposed budget for the Development and Leisure Committee for 2016/17.

It was approved that the Taxi Marshal scheme continue to be funded from the New Homes Bonus, and that a sum be included within the budget for the purchase of the Christmas Lights.

It was **RESOLVED** that:

The Committee **notes** the budget for 2016/17 for recommendation to the Finance, Policy and Administration Committee.

The meeting closed at 9.10pm