

**MINUTES OF THE MEETING OF THE DEVELOPMENT AND LEISURE COMMITTEE HELD
ON MONDAY 12 DECEMBER 2016 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 S Newton, Miss J Sartin and A Stevenson

IN ATTENDANCE: Cllr P Ruffles

Mr J Whelan – Town Clerk

Ms P Carpenter, Civic Administration Manager

Mrs M Reynolds, Marketing and Events Manager

369. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs Haddock (unwell) and Cllr Miss Tybinka (family commitment)

370. DECLARATIONS OF INTEREST

Cllrs Miss Geall & Sartin	DPI	Agenda item 10 – Hertford Heritage Trail, Query regarding Museum	Both Cllrs are Trustees of Museum
Cllr Boyle	Personal	Agenda item 13, Hertford Walking Week	Cllr Boyle works in Primary Schools in Hertford

371. THE MINUTES

It was **RESOLVED** that:

The minutes of the meeting held on 3 October 2016 and 21 November 2016 were approved as a correct record and the Chairman authorised to sign the same.

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

A query was raised regarding the Management Plan for the Castle Grounds which had been expected some months previously. The Town Clerk confirmed that the Management plan had been forwarded to officers for comment, prior to being circulated to Members.

It was **RESOLVED** that:

The action sheet be received and noted.

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

None

374. TOURISM AND PROMOTION – TOWN AND TOURIST INFORMATION CENTRE

The Committee received a report summarising activity at the Town and Tourist Information Centre (TTIC) and was pleased to note that the footfall figures had increased 36% on the same period last year. The new premises were seen as more welcoming and well located and the officers were thanked for their professionalism during the move.

The Committee wished to see the service provided highlighting volunteer opportunities expanded beyond the current board, and proposals would be available at the next meeting.

It was **RESOLVED** that:

The Committee **notes** the report.

375. TOURISM AND PROMOTION – HERTFORD TOWN COUNCIL EVENTS

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

The final two large events of the year, the Food and Drink Festival and the Christmas Gala had both been extremely successful and the road closure at Parliament Square to Shire Hall had worked well, providing a more joined up, family friendly event.

The Elf trail had had lots of entries and good feedback had been received from traders.

The Committee considered the film choices for 2017 and approved the public vote of Mama Mia on the Friday evening and Raiders of the Lost Art for the Saturday.

It was **RESOLVED** that:

The Committee **notes** the report.

The Committee **approves** the film choices for the Open Air Cinema for 2017 as Mama Mia and Indiana Jones, Raider of the Lost Ark.

376. TOWN CENTRE UPDATE

The Committee received a report summarising the various projects designed to assist the economic health and development of the town centre. Members noted that the occupancy report did include the comparison levels from previous years and it was agreed that this would be circulated after the meeting.

The Town Centre Officer had met with traders at a recent well attended meeting where interest had been shown in the events programme. The Town Centre Officer promoted the benefits of the GoHertford website and traders could use the site to advertise their discounts and promotions etc.

A technical fault with several of the Christmas cross street lights currently not working and the contractor had approached Blanchere to arrange the repair. The new lights in the tree in St Andrew Street had been well received.

It was **RESOLVED** that:

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

377. VENUE HIRE REPORT

The Committee received an update on the hire statistics for the Castle and Mill Bridge rooms, which continued to be positive and the staff were commended on their work in attracting hirers.

The report outlined a proposal to increase the hire fee for the Millbridge Rooms which included a suggestion to cease the charity rate. Members noted the proposed fees were still slightly lower than other local halls and were therefore happy to approve the price increase, but were reluctant to cease the charity rate altogether and proposed a 10% discount for Hertford based charities. A further proposal to add a £10 room set up fee was not approved. The proposed weekend day rate of £190 was considered steep and it was recommended that this be set at £175 rather than £190.

It was **RESOLVED** that:

The Committee **notes** the report.

The Committee **approves** the 2017 venue hire rate for the Millbridge Rooms, with amendments as stated above.

The Committee **approves** a 10% reduced fee to Hertford based charities.

378. FRIENDS OF HERTFORD CASTLE

The Committee received a report and the minutes of the last meeting of the Friends of Hertford Castle. Members thanked the Friends for their generous

support over the past year and were pleased to note new ideas being proposed to enhance the visitor experience to the Castle.

It was **RESOLVED** that:

The Committee notes the report.

379. CCTV REPORT, STATISTICS AND TAXI MARSHAL UPDATE

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

It was noted the Council was funding an extra hour of taxi marshalling on New Year's Eve to 4.30am

It was **RESOLVED** that:

The Committee **notes** the report.

380. PLANNING SUB COMMITTEE

The Committee had received copies of the minutes of the Planning Sub Committee meetings held on 3 October, 17 October, 31 October, 14 November and 28 November 2016.

It was **RESOLVED** that:

The minutes of the Planning Sub Committee held on 3 October, 17 October, 31 October, 14 November and 28 November 2016 be received.

381. HERITAGE TRAIL UPDATE

The Committee received a report updating members on the progress of the Heritage Trail.

Progress was good, with all but one listed building consents having been approved. It was hoped to launch the trail with an event in February or March and members ideas were sought on the type of event. A trail map for walking around the town centre would be provided. The old Waters Garage would be included in the trail with the line 'to be added December 2017'.

Note: Cllrs Miss Geall and Miss Sartin, having already declared a DPI left the room before the following discussion took place.

The Museum Curator had requested that the date and wording on the plaque for the Museum be altered from 1914 to 1913 to reflect the date the lease was signed on the building, rather than the date the Museum actually opened. Members, on noting that the planning permission had been approved and the

plaque already delivered, did not approve an amendment and believed that the opening of the Museum was the most appropriate date for the plaque. It was agreed that the further details and dates regarding the establishment of the Museum would be provided in the trail map.

It was **RESOLVED** that:

The Committee **notes** the report.

The Committee **approves** the wording and date for the plaque for the Museum as remaining unchanged.

382. HERTFORD ENTREPRENEURS

The Committee received a report outlining the activities of the Hertford Entrepreneurs and noted that the events and speakers had been booked for the following year.

It had been proposed by the Hertford Entrepreneurs Committee to set up a Twitter account for the Hertford Entrepreneurs, as well as a standard template for a poster design. The Committee was happy to approve the new social media account, but wished to ensure the Council had full access and appropriate credit to the Council was included on the account. Similarly, in regard to the Facebook and LinkedIn accounts, it was requested that new ones be set up giving a Council officer full access, along with the Chairman of the Hertford Entrepreneurs. There was concern that the present arrangement of the accounts being linked to the personal ones of the Chairman could result in problems in the future if she stepped down from the role.

It was **RESOLVED** that:

The Committee **notes** the report.

The Committee **approves** a Twitter account and event poster designs for Hertford Entrepreneurs, subject to Council access to the account and approval of the poster design.

383. NOTICE BOARD REQUEST – MOLEWOOD RESIDENTS ASSOCIATION

The Committee was asked to consider a request from the Molewood Residents Association for the installation of a notice board at The Avenue, for shared use with the Council. The Residents Association had indicated a willingness to contribute towards the cost of the notice board, and it was suggested this could be half the cost. The noticeboard would be HTC branded to match the other notice boards in town and certain guidelines would be issued to ensure that any notices added to the noticeboard be non-political, non-commercial and did not include advertising. It was noted that the Residents Association were not currently aware of the costs, and that this would need to be discussed with them.

It was **RESOLVED** that:

The Committee **approves** the installation of a notice board at The Avenue, to be shared with the Molewood Residents Association, who it was suggested could contribute 50% of the cost.

384. HERTFORD WALKING WEEK

The Committee received a report providing details of Hertford Walking Week, which was being organised by the Road Safety in Schools Officer at Hertfordshire County Council. The Council has been requested to support the initiative by designing a walking trail around the town and a flyer, which would be distributed by HCC officers.

It was RESOLVED that:

The Committee **notes** the report.

The Committee **approves** a partnership with HCC on the Walking Week project.

385. NEIGHBOURHOOD PLAN WORKING PARTY

The Committee had received copies of the minutes of the Sele Neighbourhood Plan Working Party meeting held on 21 November 2016

It was RESOLVED that:

The minutes of the Neighbourhood Plan Working Party held on 21 November 2016 be received.

386. HERTFORD URBAN DESIGN STRATEGY GOVERNANCE

The Town Clerk had provided a report which proposed suitable governance arrangements to enable individual programmes of work relating the implementation of the Strategy.

It was RESOLVED that:

The Committee **endorses** the proposed governance arrangements, noting some subsequent changes had been made at the request of members of the Steering Group.

387. FINANCE – FIRST HALF INCOME AND EXPENDITURE 2016/17

The Committee received a report on the first half income and expenditure for 2016/17, which was showing a favourable results on income streams.

It was RESOLVED that:

The Committee **notes** the first half income and expenditure to 30 September 2016.

388. DRAFT BUDGET

The draft budget had been received and it was requested that in view of the approved price increases for Millbridge Room hire, the income budget should be increased accordingly. The budget for TTIC uniforms should be removed, given that these were no longer provided.

It was **RESOLVED** that:

The Committee **recommends** the draft budget to the next meeting of the Finance, Policy and Administration Committee

389. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

In view of the confidential nature of the following items, which relate to the business matters of other individuals and organisations, the public shall be excluded while the following items are discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

390. TOWN CENTRE EXTENSION TO FREE WIFI

The Committee received a detailed survey and quotation for an extension to the Town Centre WiFi scheme. The Committee approved the extension to the wifi coverage in the town centre but cautioned against adding wifi in Bircherley Green at this point given the site was due for re-development imminently. In this regard, access points should be placed on the other side of the road to Bircherley Green in Railway Street.

It was suggested that a 5 year licence be obtained, this being cheaper in the long term and that non branded, high quality, POE injectors be purchased in place of the recommended branded version.

It was **RESOLVED** that:

The Committee **approves** an extension to free town centre wifi including Parliament Square, The Wash, St Andrew Street, Warren Place, Fore Street and the top of Railway Street.

The Committee **approves** the recurring charges be added to the revenue budget.

The Committee **recommends** to the Finance, Policy and Administration Committee that the WIFI set up charges be funded from the New Homes Bonus

The meeting closed at 9.00 pm