

**MINUTES OF THE MEETING OF THE DEVELOPMENT AND LEISURE
COMMITTEE HELD ON MONDAY 19 JUNE 2017 IN THE ROBIN ROOM, THE
CASTLE, HERTFORD AT 7.30PM**

PRESENT: The Mayor, Councillor Mrs S Dunkley, in the Chair at the start of the meeting

Councillors: P Boyle, S Cousins, R Deering, Mrs J Goodeve, Miss J Sartin and A Stevenson.

IN ATTENDANCE:

Mr J Whelan – Town Clerk
Mrs M Reynolds – Marketing and Events Manager
Miss M Iancu – Project Officer

81. 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.

82. ELECTION OF VICE CHAIRMAN

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

83. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs B Haddock, Dr J Downs, Miss M Tybinka and Mrs S Newton.

84. DECLARATIONS OF INTEREST

85. THE MINUTES

It was **RESOLVED** that:

The minutes of the meeting held on 27 February 2017 were approved as a correct record and the Chairman authorised to sign the same.

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

Disclosure and Barring Service

A contract with Hertfordshire County Council has been agreed and relevant Officers will receive checks in the near future.

It was **RESOLVED** that:

The action sheet be received and noted.

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

There were no members of the public wishing to speak.

88. TOURISM AND PROMOTION – TOWN AND TOURIST INFORMATION CENTRE

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

Footfall Figures

It was noted that the visitor enquiries during April were significantly higher than average due to the Easter Egg Trail, which was popular with families.

Volunteer Services at the TTIC

The Chairman requested that the proposal to promote volunteer opportunities are developed further. Future discussions will take place between the Chairman and Town and Tourist Development Manager about progressing this service.

It was **RESOLVED** that:

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

89. 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.

Event Feedback

It was agreed that the event programme to date had been very successful, with the Cars at the Castle event proving popular with all ages.

Suggestions for improving the Cars at the Castle awards were made, including issuing commemorative badges for vehicles and simplifying the scoring process.

A comment was made that considering over 1100 visitors attended the event, more than the £110 raised should have generated for the Mayor of Hertford's Appeal Fund. It was suggested that further promotion should be made to raise awareness of the appeal fund to encourage visitors to donate. It was noted that in the past a volunteer had been stationed at the exit point of the castle basement with a collection box, but that this was difficult to do with fewer volunteers. It was also highlighted that visitors should not feel obliged to donate, and that the events are primarily community rather than charity occasions.

It was agreed that the PA system was too quiet at recent events and that the sound needed to be improved for future occasions.

It was noted that security would be present at all the large events at the Castle for the remainder of the year.

Events Programme

Councillors and volunteers will be asked to help distribute the July – December events programme to residents.

Premises License

Reasons for amending the Castle premises license were explained in greater detail, and the Committee had no concerns with the proposed alterations. No feedback or objections had been received from the public regarding the advertised amendments. The premises license will be amended in future if required to cover additional event dates.

It was **RESOLVED** that:

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

90. TOWN CENTRE UPDATE

The Committee received a report summarising the various projects designed to assist the economic health and development of the town centre.

Occupancy Survey

In response to a question, it was explained that units were recorded for individual premises rather than by square footage.

Christmas Lighting

The Committee asked whether the new Christmas lighting (which will remain in trees permanently) could be switched on throughout the year at important dates or events. The Officer explained this was not possible without the additional expense of a qualified engineer who would turn the lighting on and off. This is now a requirement from Hertfordshire County Council.

It was **RESOLVED** that:

- (a) The Committee **notes** the progress made on delivering the Council's Town Centre Priorities and the planned activities for 2017.
- (b) The Committee **approves** the postponement of the introduction of the new competition until 2018.
- (c) The Committee **approves** the essential structural testing works on the Christmas lights display for 2017.
- (d) The Committee **approves** the purchase of the proposed additional Christmas lighting and installation costs.

91. TOWN AND TOURIST INFORMATION TICKET SALES

The Committee received a report that provided detailed information regarding the ticket sales situation at the Town and Tourist Information Centre (TTIC).

It was highlighted that the TTIC need to continue to expand offerings to generate additional income to offset the running costs of the premises.

It was acknowledged that the online ticket sales platform was positive and should be implemented. Once the website is ready for ecommerce transactions, it was requested that organisations be contacted to secure new ticket sales business.

It was **RESOLVED** that:

- (a) The Committee **notes** the report.
- (b) The Committee **approves** Option Three, which will be funded by New Homes Bonus Reserve. Officers should explore how ticketed seating options would be available with this offering.

92. VENUE HIRE REPORT

The Committee received an update on the hire statistics for the Castle and Mill Bridge rooms. The Committee was pleased to note the increased bookings at the Castle, and noted that the Mill Bridge Rooms booking had increased significantly in recent years, but was now largely at capacity so bookings had levelled.

It was **RESOLVED** that:

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

93. FRIENDS OF HERTFORD CASTLE

The Committee received a copy of the minutes of the meeting of the Friends of Hertford Castle held on 19 April 2017.

It was **RESOLVED** that:

- (a) The Committee **notes** the minutes of the meeting of the Friends of Hertford Castle held on 19 April 16.

94. CCTV STATISTICS AND TAXI MARSHAL UPDATE

The Committee received a report from the Finance Manager outlining the recent CCTV statistics and taxi marshal update.

CCTV

Cllr R Deering raised a concern about the security of the local subways as new murals installed in one had recently been vandalised. It was asked whether it would be possible to explore implementing CCTV in these areas. The Town Clerk explained that the cost would be between £3000 - £5000 to install each camera. It was noted that as these are Highways facilities, the County Council might fund such security measures. It was also noted that there are other areas within the town that aren't covered by CCTV and it is not possible to cover everywhere. The relevant Highways Officer to be put into contact with Officers at the Town Council and a representative from the CCTV service provider.

Taxi Marshalls

A complaint had been sent by the Town Council to the contractor operating the Taxi Marshal scheme following the absence of Marshals on 28th May. It is anticipated that a refund will be obtained as a result of the absence.

It was **RESOLVED** that:

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

95. PLANNING TRANSPORT AND TRAFFIC - PLANNING SUB-COMMITTEE

The Committee had received copies of the minutes of the Planning Sub Committee meetings held on 27 February, 13 March, 27 March, 10 April, 24 April, 8 May, 16 May, 30 May and 12 June 2017.

It was **RESOLVED** that:

The minutes of the Planning Sub Committee held on 27 February, 13 March, 27 March, 10 April, 24 April, 8 May, 16 May, 30 May and 12 June 2017 be received.

96. HERTFORD ENTREPRENEURS

The Committee received an update on the activities of the Hertford Entrepreneurs.

It was noted that the applicants for the Hertford Entrepreneur of the Year Awards had been a high standard. It was also highlighted that the awards provided advice which had improved businesses.

It was **RESOLVED** that:

- The Committee **notes** the report.

97. NEIGHBOURHOOD PLANNING

The Committee received an update on the progress of the Sele Area Neighbourhood Plan and the early arrangements for the Bengeo Area Neighbourhood Plan.

It was highlighted that the Sele Neighbourhood Area Plan was on course to produce a draft plan by autumn and that the team are working well together.

It was agreed that Bengeo Ward Councillors would form the Councillor Working Party for the Bengeo Neighbourhood Area Plan, but that, as for Sele Ward, the meetings are open to all Councillors to attend..

It was noted that it is important not to redefine the area the plan covers, but that there are challenges similar to the SNAP to get people living in all areas of the ward involved in the work.

The significant workload that comes with Neighbourhood Planning and the limited resources available for this were discussed. It was not expected that any new Neighbourhood Plans would commence in the near future, but it was agreed that the Town Clerk should be notified before any work begins on new ones, and that residents' expectations should be managed.

It was **RESOLVED** that:

- (a) The Committee **notes** the report.
- (b) The Committee **approves** that a Councillor Working Party comprising Bengeo Ward members be set up to take the project forward.

98. PROGRESS ON OBJECTIVES

The Committee received a report which outlined the progress the Committee had made towards its objectives for 2016-19.

Most objectives are underway or complete.

It was **RESOLVED** that:

The Committee **notes** the report.

99. MAIDENHEAD STREET PROGRESS

The Committee received an update regarding the progress made on the Implementation of the Hertford Urban Design Strategy.

It was **RESOLVED** that:
The Committee **notes** the report.

100. HERTFORD MARKET

The Committee was requested to consider the setting up of a Working Party to establish the viability and desirability of taking over the running of the Hertford Market, in line with one of the Council's stated Objectives

It was **RESOLVED** that a Working Party comprising: Councillors P Boyle, S Cousins, Mrs S Dunkley, R Deering and Miss J Sartin be set up to consider the opportunities and implications of taking over the Hertford Market.

101. FINANCE – END OF YEAR INCOME AND EXPENDITURE 2016/17

The Committee received a report on the end of year income and expenditure for 2016/17.

It was highlighted that the Downshire Suite and Mill Bridge Rooms venue hire income was positive and making a profit. The Events and Town and Tourist Information Centre do not make a profit. It was noted that the Events and Town and Tourist Information Centre are both services rather than focused on income generation, although opportunities to increase revenue generation should be sought.

It was **RESOLVED** that:

- (a) The Committee **notes** the end of year income and expenditure to 31 March 2017.
- (b) The Committee **recommends** to the Finance Policy & Administration Committee that the unspent balance of £3,104 in budget code 6037 (Town Centre Hanging Baskets) be carried forward to cover the cost of testing of the support brackets which took place in February 2017.
- (c) The Committee **recommends** to the Finance Policy & Administration Committee that £3,291 of the unspent balance in budget code 6050 (Town Centre CCTV) be carried forward to cover the additional monitoring & maintenance charges for the new camera that was installed in April 2016.

102. 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.

103. BENGEO NEIGHBOURHOOD AREA PLAN CONSULTANCY CONTRACT

A report seeking the Committee's approval for the appointment of the Neighbourhood Planning Consultant for the Bengo Area Neighbourhood Plan.

It was **RESOLVED** that:

The Committee appoints Goveresources Ltd as the neighbourhood Planning Consultant for the Bengo Area Neighbourhood Plan. This decision was made due to the competitive priced quote and the consultant's experience with the Sele Neighbourhood Area Plan.

The meeting closed at 9.12pm