

**MINUTES OF THE MEETING OF THE DEVELOPMENT AND LEISURE COMMITTEE  
HELD ON MONDAY 29 NOVEMBER 2010 IN THE ROBING ROOM, THE CASTLE,  
HERTFORD AT 7.30PM**

PRESENT: Cllr Miss J Sartin in the Chair

Councillors: Mrs H Durbin, Miss C Geall, M McCormick, D Poole, Dr L Radford and P Ruffles

IN ATTENDANCE: Mrs N L Villa, Town Clerk  
Ms T Carpenter, Civic Administration Manager  
Mr S Davies, Finance Manager  
Miss M Challis, Marketing and Promotions Manager  
Mrs S Cousins, Town and Tourist Information Manager

**280. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss K Darby (Unwell) and Cllr Mrs D Hone (Previous engagement)

**281. DECLARATIONS OF INTEREST**

Councillor Mrs Durbin	Personal	Agenda Item 7(c) Town Centre Update Member of Fairtrade Group
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**282. THE MINUTES**

It was **RESOLVED** that:

The minutes of the meeting held on 20 September 2010 were approved as a correct record and the Chairman authorised to sign the same.

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

It was confirmed that, in the view of the landlord's agent, the damp in the basement of the Town and Tourist Information Centre was as a result of the basement having not been tanked.

It was **RESOLVED** that:

The action sheet be received and noted.

**284. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public wishing to speak.

## **285. TOWN DEVELOPMENT**

### **(a) CCTV Statistics**

The Committee received the latest CCTV statistics for Hertford along with a report by way of explanation. Concern was expressed that the Committee was still not in receipt of the precise information it required regarding the true worth of the cameras which would allow the Committee to make a reasoned judgement concerning future funding of the CCTV facility. It was suggested that a meeting be arranged between control room staff, the Police and members of the Committee in order to receive precise explanations regarding trends and underlying statistics etc. It was further requested that additional columns be added to the report to show percentage arrests against incidents and percentage increases/decreases on the previous year.

It was **RESOLVED** that:

- (a) The CCTV statistics report be noted.
- (b) A meeting be arranged, to take place early in the New Year, between the Police, Control room staff and members of the Committee.

## **286. TOURISM AND PROMOTION – TOWN AND TOURIST INFORMATION CENTRE**

The Committee received a report summarising activity at the Town and Tourist Information Centre along with a request to consider the replacement of the double doors to the entrance of the Centre to allow easier access to all customers. A quotation had been received in the sum of £2198, with a further quotation awaited. Whilst recognising that the doors were extremely stiff and difficult to open, the Committee did not consider it appropriate to meet the cost of a replacement doors from reserves. The Town Clerk, in consultation with the Chairman was requested to investigate whether the cost could be met from savings achieved elsewhere within the Development and Leisure budget and that the matter be deferred pending further investigations.

The Committee noted the recent training undertaken by staff and recorded its congratulations for the successful completion of the course.

A discussion took place regarding the purchase of a greater variety of stock however the TTIC Manager explained that whilst she too was keen to expand the sales lines at the Centre, minimum order levels were generally too large to warrant purchase, however the Manager would be happy to receive suggestions from members regarding future stock purchases.

It was **RESOLVED** that:

- (a) The report summarising activity at the Town and Tourist Information Centre be noted.
- (b) That item regarding the doors be deferred to the next meeting.
- (c) that further quotations for the replacement doors be obtained.

## **287. TOURISM AND PROMOTION – HERTFORD TOWN COUNCIL EVENTS**

The Committee received a report summarising the Town Council's events since September 2010 along with a proposed calendar of events for 2011.

The Committee passed on its appreciation to all staff and members who had given up their time to make the recent event programme so successful. The Chairman reported that the Christmas Gala held on Friday 26 November had proved extremely successful, with a high turn out of people in attendance and shops reasonably busy.

A discussion took place regarding the events programme for 2011 and it was confirmed that the Garden Festival would again not take place, however it was proposed that the Horticultural Society be offered the opportunity to display at the Castle in September, on the same day as the Scottish dancing exhibition. It was further proposed that a band concert would take place during the open day in August.

An Open Air Theatre production had been booked to take place on 3<sup>rd</sup> July 2010, with a nominal ticket charge set at £3 per person. A discussion ensued regarding the level of the charge, however £3 was considered affordable but also set at a level which would encourage attendance.

The Town Clerk confirmed that all events were currently being investigated to assess costs in terms of staff attendance including loss of business days as a result of time taken off in lieu.

The Hertford in Bloom competition would continue to be run by Hertford Town Council, however it was confirmed that a Committee of volunteers would be set up to take the competition forward and encourage a higher level of local community engagement.

It was **RESOLVED** that:

- a) The Committee approve the request from the Friends of Hertford Castle to stage an additional Open/Tour day in August 2011 and that a band concert be held on the same day.
- b) The Committee approve the replacement of the Garden Festival with an Open Air Theatre production and the proposed charge of £3 per ticket
- c) The Committee approve the proposal to form a Hertford in Bloom Committee and the proposed categories for the 2011 competition

- d) The Committee approve the proposed dates for events in 2011
- e) The Committee notes the remainder of the report.

## **288. TOWN CENTRE UPDATE**

The Committee received a report summarising the various projects designed to assist the economic health and development of the town during the current financial difficulties, along with a report from the Town Centre Co-ordinator.

It was noted that the Fair Trade Group was proposing to visit the various eating establishments in the Town to encourage the use of both fair trade and local produce which it was felt would promote Hertford as a place to eat.

The Committee requested that simple signage be produced as a priority for performers to display when busking as part of the Hertford Live! scheme.

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.

## **289. FRIENDS OF HERTFORD CASTLE**

The Committee received a report regarding the recent activities of the 'Friends of Hertford Castle'. It was noted that the new DVD was now complete and would be shown at the start of all tours.

The need to encourage more buildings to open on Heritage Open Day on 11 September 2010 was recognised and it was felt particularly important to encourage the operators of Shire Hall to open.

It was **RESOLVED** that:

- (a) The Committee notes the report.

## **290. VENUE HIRE REPORT**

The Committee received an update on the hire statistics for the Castle and Mill Bridge rooms.

The Committee noted that enquiries for weddings had increased and that 20 weddings had been booked for 2011 and one for 2013, however it was requested that a comparison be provided with the number of bookings for the same period last year.

The Committee had also received copies of feedback forms and were pleased to note that feedback was consistently good.

It was **RESOLVED** that:

- a) The Committee notes the report on Hertford Town Council Venues.

## **291. CARNIVAL**

The Committee received a report requesting that consideration be given to the reintroduction of Hertford Carnival in 2012 to coincide with the Olympics and HM the Queen's Diamond Jubilee.

The Clerk confirmed that the idea would be thoroughly investigated and that the intention was that whilst the Council would be involved it would not run the event. It was proposed to set up Carnival Committee of willing volunteers who would bring the event to fruition and to this end interest had already been expressed by individual members of the Rotary Club. The Town Council would retain the responsibility for obtaining road closures and ensuring that all health and safety responsibilities were met.

The theme of the Carnival would be kept open at this stage particularly since it may also tie in with the centenary of the Castle becoming 'Municipal', the grounds being opened to the public and the gates in the Wash provided.

It was **RESOLVED** that:

The Committee approve, in principle, the proposal to reintroduce the Hertford Carnival in 2012, subject to available volunteers and funding.

## **292. PLANNING TRANSPORT AND TRAFFIC - PLANNING SUB-COMMITTEE**

It was **RESOLVED** that:

- (a) The minutes of the Planning Sub Committee held on 23 August, 6 September, 20 September, 4 October, 18 October and 1 November 2010 be received.

## **293. FINANCE – FIRST HALF INCOME AND EXPENDITURE**

The Committee received a report on the second quarter income and expenditure for 2010/11. The Finance and Administration Manager confirmed the intention to roll £9000 set aside in the CCTV budget, originally intended for the CCTV earmarked reserve, into the General Reserve as the existing CCTV earmarked reserve is sufficient to cover the cost of replacement cameras. The CCTV reserve would remain at £18,000.

It was **RESOLVED** that:

The Committee notes the report on the first half income and expenditure.

**294. FINANCE – ITEMS FOR BUDGET 2011/12**

The Committee considered items for inclusion in the draft budget 2011/12. The need for a dedicated budget for replacement 'Welcome to Hertford' signs was questioned, however it was noted that the intention was to replace just one or two signs per year, with contingency available in the event of any signs being damaged.

It was **RESOLVED** that:

The Committee notes the report on the draft budget 2011/12 and **RECOMMENDS** the budget to the meeting of the Finance, Policy and Administration Committee on 20th December 2010.

The meeting closed at 8.45pm.