

**MINUTES OF THE MEETING OF THE COMMUNITY SERVICES COMMITTEE  
HELD ON MONDAY, 28 FEBRUARY 2011 AT 7.30PM IN THE CASTLE,  
HERTFORD**

PRESENT: Councillor Miss K Darby in the Chair.

Councillors Mrs H P Durbin, Mrs A Emsley, Mrs B Haddock, J Hedley, R Radford and N Wilson.

IN ATTENDANCE: Councillor P A Ruffles  
Councillor M McCormick  
Mrs N L Villa, Town Clerk  
Ms T Carpenter Civic Administration Manager  
North Road Plotolders Group  
Mudlarks Community Allotment Group  
1 member of the public

**373. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs D Poole (Unwell) and Mrs S Newton.

**374. DECLARATIONS OF INTEREST**

None

**375. THE MINUTES**

It was **RESOLVED** that:

The minutes of the meeting held on 15 November 2010 were approved as a correct record and the Chairman authorised to sign the same.

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

Cemetery

It was confirmed that consideration would be given to the removal of blue plaque on the pillar at the entrance to the St Andrew's Section of the Cemetery once the sign inside the gate had been refurbished, work which the Church had agreed to carry out.

It was **RESOLVED** that:

The Action Sheet be received and noted

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

There were no members of the public wishing to speak.

**378. ALLOTMENTS – NORTH ROAD ALLOTMENTS SITE**

The Committee received a written report from the Secretary of the North Road Plotolders Group. .

It was **RESOLVED** that:

The report from the North Road Plotolders Group be received and noted.

**379. ALLOTMENT - STATISTICS**

The Committee noted that the report detailing the latest statistics.

It was **RESOLVED** that:

The allotment statistics be received and noted.

**380. ALLOTMENTS - MAINTENANCE**

The Committee received a report which provided details of work completed across the allotments sites since the beginning of November 2010.

It was **RESOLVED** that:

The report on allotments maintenance be received and noted.

**381. ALLOTMENTS - MUDLARKS**

The Committee received a report from Mudlarks regarding the recent activities of the project.

It was **RESOLVED** that:

The report be noted.

**382. ALLOTMENT SATISFACTION SURVEY**

The Committee received a report detailing feedback received from a recent Allotment Service Satisfaction Survey.

The Committee noted the feedback regarding the standard of grass cutting at the allotments, but recognised the large workload of the grounds staff and the requirement to prioritise grass cutting at the cemetery and churchyards.

It was **RESOLVED** that:

The report be noted.

**383. CEMETERY AND CLOSED CHURCHYARDS - STATISTICS FOR BURIALS AND INTERMENT OF ASHES**

It was **RESOLVED** that:

The report on the statistics for burials and interment of ashes be noted.

**384. CEMETERY AND CLOSED CHURCHYARD - MAINTENANCE**

The Committee received a report detailing the maintenance which had taken place in the Cemetery and Closed Churchyards since the beginning of November 2010.

The Committee had also received a copy of proposed interpretation signage for both All Saints and the Cemetery to provide information to the public on the Living Churchyard scheme.

It was **RESOLVED** that:

- (a) The report of the maintenance work programme for the Cemetery and Closed Churchyard be received and noted.
- (b) The Committee approves the proposed interpretation signage for All Saints Church and the Cemetery at a cost of £94.55 each, to be met from the Churchyard/Cemetery maintenance budgets.

**385. GREEN FLAG PROGRESS**

The Committee had received a report detailing the progress the Council had made in working towards Green Flag standards at the Cemetery.

The Committee was pleased at the progress which had been made and wished to commend officers for their work in progressing the objective.

The plan to create a planting scheme on the roundabout at the main entrance was noted and it was requested that low maintenance, drought coping perennials be planted which would be both fragrant and attract the wildlife. It was requested that one or two schemes be designed for referral back to the Committee for consideration.

It was **RESOLVED** that:

- (a) The Committee notes the progress the Council has made in its pursuit of achieving Green Flag status at the Cemetery
- (b) The Committee approves the proposal of a planting scheme on the main roundabout at the entrance to the Cemetery, designs of which to be referred to the Committee for consideration.

### **386. REVIEW OF BURIAL FEES**

The Committee had received a report detailing a proposal to increase the burial fees with effect from 1 April 2011 by the rate of RPI, with an additional £50 increase on interment fees, as previously agreed until the cost of the interment is equal to the costs incurred in digging graves.

It was noted that, despite this increase, the Council would have the lowest burial fees of the towns in the District, however the Council wished to provide a good, value for money service to the residents of Hertford as opposed matching the fees of the surrounding towns.

It was **RESOLVED** that:

- (a) The Committee approves the revised scale of charges to be implemented from 1 April 2011.

### **387. THE QUEEN ELIZABETH II FIELDS CHALLENGE**

The Committee had received correspondence from the Fields Trust regarding a legacy project to mark Her Majesty the Queen's Diamond Jubilee with the aim of protecting outdoor recreational sites. The Committee was asked to consider various sites within the Town to nominate an area to be included in the programme.

It was **RESOLVED** that:

- (a) The Committee notes the correspondence
- (b) The Committee nominates the Woods at Pinehurst as a suitable site to be included in the programme.

### **388. CASTLE GROUNDS**

The Committee received a verbal update from the Clerk concerning the proposal for the Council to assume responsibility for the maintenance of the Castle Grounds from East Herts Council on 1 April 2011. Discussions were ongoing with Officers of East Herts Council and an agreement had been reached whereby the District Council would maintain the responsibility for the infrastructure, walls, fences and trees within the grounds, with the possibility of the Town Council assuming responsibility for the planting and maintenance either through a tender process or in house. It was noted that the Moat Garden was currently under licence from Hertfordshire County Council and consideration was being given to either cancelling the licence agreement or seeking a contribution towards the cost of maintenance of that area.

It was envisaged that the arrangements with the current contractor would continue until at least the Autumn, when it was hoped the Town Council would be in a position, following member input, to assume responsibility for the maintenance of the grounds.

It was **RESOLVED** that:

- (a) The verbal report be noted.

**389. SUB COMMITTEES AND ADVISORY SUB COMMITTEES**

The Committee had received a copy of the minutes of the Youth Town Council held on 9 November 2010 and 20 January 2011. The Committee noted the Youth Town Council's intention to apply for match funding to East Herts Council for support in replanting the Sensory Garden in the Moat Garden. Mudlarks had offered to assist with the planting and scheme design. The Committee was extremely supportive of the initiative and agreed to write a letter of support to East Herts District Council, if required.

It was **RESOLVED** that:

The minutes of the Youth Town Council meeting held on 9 November 2010 and 20 January 2011 be received.

**390. FINANCE - 3<sup>rd</sup> QUARTER INCOME AND EXPENDITURE**

The Committee received a report detailing the third quarter income and expenditure and it was noted that expenditure was broadly on target with an overspend of £5000 which was largely as a result of the need to purchase a new van for the grounds staff. The Committee was pleased with the amount it had achieved during the course of the financial year and expressed its gratitude for the support of the staff.

It was **RESOLVED** that:

- (a) The report be noted.

The meeting closed at 8.05pm.