

MINUTES OF THE DEVELOPMENT AND LEISURE COMMITTEE MEETING HELD ON MONDAY, 17 MARCH 2008 AT 7.30PM IN THE ROBIN ROOM, THE CASTLE, HERTFORD

PRESENT: Councillor Miss J C S Sartin, in the Chair

Councillors Mrs H P Durbin, Miss C J Geall, D R Poole,
Mrs L E Radford and P A Ruffles

IN ATTENDANCE: Ms N L Villa, Town Clerk
Ms S A Mead, Marketing and Promotions Manager
Mrs M E Aldrich, Administrative Secretary

272. APOLOGIES FOR ABSENCE were received from Councillors Miss K P Darby and Mrs D M Hone.

273. DECLARATIONS OF INTEREST

Councillor Mrs H P Durbin declared a prejudicial interest in minute 290(b) relating to the Community grant application by the Hertford Fairtrade Town Steering Group, as she chairs the Steering Group. She left the meeting whilst this matter was discussed.

Councillor D R Poole declared a personal interest in minute 285 relating to the temporary relocation of Hertford Museum to the Mill Bridge Rooms, as he was Chairman of Hertford Branch of the Royal British Legion who regularly hired the these rooms.

Councillor Miss J C S Sartin declared a prejudicial interest in minute 282 relating to Rock at the Castle, and a prejudicial interest in minute 285 relating to the temporary relocation of Hertford Museum to the Mill Bridge Rooms, in both instances as she was a Trustee of Hertford Museum. She left the room whilst these two matters were discussed and the Vice-Chairman, Councillor Mrs L E Radford took the Chair. A personal interest in minute 290(b) – Hertford Fairtrade Town Steering Group, as she had been involved with the Steering Group.

Councillor Mrs L E Radford declared a personal interest in minute 285 relating to the temporary relocation of Hertford Museum to the Mill Bridge Rooms, as she was a member of the Hertford Art Society and the Hertford Branch of the Royal British Legion who regularly hired the Mill Bridge Rooms.

Councillor P A Ruffles declared a prejudicial interest in minute 282 relating to Rock at the Castle, and a prejudicial interest in minute 285 relating to the temporary relocation of Hertford Museum to the Mill Bridge Rooms, in both instances as he was a trustee of Hertford Museum. He left the meeting whilst this item was discussed. A personal interest in minute 290(b) – Hertford Fairtrade Town Steering Group, as he had been involved with the Steering Group.

274. THE MINUTES of the meeting held on 3 December 2007 were approved as a correct record and the Chairman authorised to sign the same.

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

The Committee received and noted the Action Sheet.

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

There were no members of the public wishing to speak.

277. TOWN DEVELOPMENT - CCTV

The Committee received and noted a report on the CCTV statistics.

Members requested background information concerning the increase in incidents that were recorded on the Parliament Square camera (no 902), clarification of the arrest and incident figures (whether arrests were also counted as incidents) and what constituted an offensive weapon. The Town Clerk agreed to write to the CCTV Manager at the Stevenage Control Room for this information.

278. HERTFORD TOWN PARTNERSHIP

The Committee noted that no further meetings of the Hertford Town Partnership had taken place since the 23 October 2007.

279. TOURISM AND PROMOTION - REPORT ON TOWN & TOURIST INFORMATION CENTRE

The Committee received and noted a report which provided a narrative summary of the activity at the Town and Tourist Information Centre in the year to date.

The Chairman, Councillor Miss J C S Sartin thanked staff for their assistance in helping at the Town and Tourist Information Centre due to staff shortages.

A new Town and Tourist Information Centre Manager had been appointed and it was hoped that she would be in attendance at the next meeting. It was also noted that the new Town and Tourist Information Centre Manager would be involved in the Hidden Hertford project, as her predecessor had been.

280. HERTFORD IN BLOOM 2008

The Committee received a detailed report on the preparations for Hertford in Bloom 2008 together with some financial implications which had been identified.

The Committee approved the inclusion of two new categories if support could be secured. These were photographic and artist categories.

281. CASTLE EVENTS 2008

The Committee received a report on the Castle Events for 2008.

The Committee agreed that:

- It acknowledged and approved the general preparation for the events for 2008 and the changes proposed.
- The stall charges be approved, but allowed the Marketing and Promotions Manager to use discretion and offer special rates to avoid loss of revenue or detriment to the event, in consultation with the Town Clerk.
- The audit requirements were recognised and approved the changes to have all monies received from events paid to the Town Council and then 15% paid to Mayor of Hertford's Appeal Fund.
- The concerns relating to staffing of the events by volunteers or paid casual staff were recognised and the Marketing and Promotions Manager was to identify any financial implications and consult with the Town Clerk and Chairman of this Committee on this matter.
- The sponsorship requirements to enable each event to run smoothly were recognised and the Marketing and Promotions Manager was to identify any financial implications and consult with the Town Clerk and Chairman of this Committee on this matter.

282. ROCK AT THE CASTLE

The Vice-Chairman, Councillor Mrs L E Radford took the Chair for this item.

The Committee considered the report which provided a summary of the preparation for Rock at the Castle 2008, together with some of the financial implications identified.

The Committee agreed that:

- The difficulties surrounding the financing of this event be noted and to underwrite the additional cost of approximately £1800 as a last resort to prevent cancellation for this year only.
- All income generated from the charity donations to go to the approved charity.
- The beneficiary of the 2008 event be Hertford Museum with the condition that they were able to provide sufficient volunteers to assist on the day and that the money was used specifically for the development plan.

283. THE CASTLE - CHRISTMAS EVENTS 2008

The Committee considered the report which provided a narrative summary of the recent meeting to gauge the interest of town businesses in supporting a Christmas event in the town and the suggestions around the proposed Castle events and identified cost implications.

The Committee agreed that:

- The date of 30th November for the Christmas town event and for the art & craft fair held at Hertford Castle to be held on the same date.

- The suggestions for the town be approved and the Town Council provide the initial support to get the event off the ground on the understanding this would then become a self organised and funded event led by town centre businesses.
- The Town Council provide, free of charge, the Mill Bridge Rooms for further opportunities for the Town businesses to meet and discuss Christmas in Hertford.
- The Town Council provide some funding for this event, this being the initial advertising costs of £50 to secure the poster design and draft copies for circulation and £250 to provide some entertainment.
- Information be forwarded to Community Services so that Committee could include the Christmas event in their plans for setting up the Christmas Lights.

Members commented about the signage at the Bircherley Green Car Park and it was agreed that a letter should be sent to East Herts Council regarding the general improvement of signage and opening times.

284. VENUES - HIRE OF VENUES

The Committee received and noted a report which provided a narrative summary about venue hire so far this year and the performance against the budget.

The Marketing and Promotions Manager advised that there had been a slight problem with water leakage from the conservatory roof. It appeared to be only in one place and the contractor who had undertaken the remedial works to the Castle had been asked to investigate this matter. The blinds for the conservatory were in the process of being made and the new carpet was due to be installed shortly. The design for the new logo was being investigated and Councillor Wilson was now looking at the Gatehouse in the design rather than the stag. This was noted by the Committee.

285. TEMPORARY RELOCATION OF HERTFORD MUSEUM TO THE MILL BRIDGE ROOMS

The Vice-Chairman, Councillor Mrs L E Radford took the Chair for this item.

The Committee considered a report which set out the possibility of Hertford Museum re-locating to the Mill Bridge Rooms whilst the renovation project was carried out at the Museum. The report identified financial implications and the possible effect the Museum use would have on current hire.

It was agreed that:

- The Town Council offer the Mill Bridge Rooms under licence as a temporary base for Hertford Museum on a six month agreement with the option to extend only after having investigated the legal aspect of selling gifts/souvenirs from the premises and subject to current hire having preference.
- The required conditions be approved subject to all parties' agreement.
- The rental would be £100 a week.

286. THE CASTLE – REDECORATION PROGRAMME

The Committee received the report on the redecoration programme at the Castle.

The following was agreed:

- The Committee acknowledged the financial implications to complete Phase One.
- Phase Two works to carry out painting the staircase and Robing Room.
- Investigate the financial implications for the improvements to the Castle toilets and kitchen.

287. USE OF THE CASTLE CAR PARK BY THE TERRITORIAL ARMY ON 27 JULY 2008

The Committee considered a request by the Territorial Army for use of the Castle Car Park during the celebration of their centenary on 27 July 2008.

The Committee agreed that:

The Territorial Army be given free use of the Castle Car Park for their centenary celebration on the 27 July 2008.

The Town Clerk to write to the Territorial Army to confirm this decision and to request confirmation that stewards would be available to supervise the car parking arrangements.

288. PLANNING, TRANSPORT AND TRAFFIC - PLANNING SUB-COMMITTEE

The Committee received and noted the Minutes of the Planning Sub-Committee meetings of 19 November, 3 and 17 December 2007 and 7 and 21 January, 4 and 18 February (reconvened on 25 February) 2008.

There were no matters arising.

289. AIRSPACE CHANGE CONSULTATION

The Committee noted that the National Air Traffic Services (NATS) were proposing changes to the airspace use over the south-east, the "Terminal Control North" airspace region, to address the following:

- Improving Safety and Reducing Delays
- Improving Aircraft Navigation
- Improving Environmental Performance
- Improving Airspace Efficiency of all Users

The Terminal Control North region includes routes in and out of major airports, including Heathrow, Stansted, Luton and London City, as well as small airports such as Southend and RAF Northolt.

As part of the consultation process comments on the proposals were

requested by the 22 May 2008.

The maps showing the changes indicated that one flight path had been moved slightly over Hertford. Members were concerned regarding the implications to Hertford in the proposals and in particular any consequential increase in vehicular traffic.

It was agreed that, in consultation with the Chairman and Vice-Chairman, the Town Clerk respond to the proposals.

290. FINANCE - GRANT APPLICATIONS

The Committee noted that there was £3,000 left in the Grant Budget for 2007/08.

The Committee considered the following applications:

- (a) The Capricorn Majorettes A grant of £300 was awarded towards new leotards for the Group.

As the troupe had members from the surrounding towns (there were only three from Hertford) it was suggested that they be advised to apply to other local authorities for grant aid towards the purchase of replacement costumes.

- (b) Hertford Fairtrade Town Steering Group £200 was agreed towards printing of a Hertford Town Fairtrade Directory and for promotional events.

- (c) Child UK Community Interest Company It was noted that this application for grant aid had been withdrawn as the Sele Youth and Community Forum had already been awarded a grant within the current financial year.

The Child UK Community Interest Company would be entitled to apply for a further grant aid for the Sele Youth Forum Project in the next financial year 2008/09.

- (d) St John Ambulance Hertford Division £1,000 was agreed towards disabled access provision at their Hertford Headquarters.

- (e) County Bus Rallies A grant of £650 was awarded towards the classic bus day event.

- (f) The Castle Street Party A grant of £200 was agreed towards the public liability insurance for the street party which raised much needed funds for the National Deaf Children's Society.

There was still £650 left in the Community Grant budget and it was agreed that it should be carried forward to the next financial year.

Members also recommended that the sums proposed in the grant categories should be reviewed as these had been in place for a number of years and that the Community Grant application form be revised to include the following question:

“Have you applied for/been awarded grants from any other grant awarding body”.

291. BUDGET SUMMARY OF SERVICES MANAGED BY THE DEVELOPMENT AND LEISURE COMMITTEE

The Committee noted a budget summary of services managed by the Development and Leisure Committee.