

**MINUTES OF THE MEETING OF THE DEVELOPMENT AND LEISURE COMMITTEE
HELD ON MONDAY 20 SEPTEMBER 2010 IN THE ROBING ROOM, THE CASTLE,
HERTFORD AT 7.30PM**

PRESENT: Cllr Miss J Sartin in the Chair

Councillors: Miss K P Darby, Mrs H Durbin and P Ruffles

IN ATTENDANCE: Mrs N L Villa, Town Clerk
Ms T Carpenter, Civic Administration Manager
Mr S Davies, Finance Manager
Ms J Rolph, Town Centre Co-ordinator (for part of the meeting)

166. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Miss C Geall (Work commitment), Mrs D Hone (Previous engagement) M McCormick (Holiday), D Poole (Unwell) and Dr L E Radford (Holiday)

167. DECLARATIONS OF INTEREST

Councillor P A Ruffles	Prejudicial & Personal	Agenda Item 7(b) Events Calendar President of the Horticultural Society
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Cllrs Durbin & Sartin	Personal	Agenda item 7(c) Town Centre Update Member of the Civic Society
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168. THE MINUTES

It was **RESOLVED** that:

The minutes of the meeting held on 7 June 2010 were approved as a correct record and the Chairman authorised to sign the same.

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

It was suggested that the 'Cheerful Trader' competition be set to link with the run-up to the Christmas shopping period.

It was noted that good feedback from the public had been received following the erection of the Fair Trade Signs

It was **RESOLVED** that:

The action sheet be received and noted.

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

There were no members of the public wishing to speak.

171. TOWN DEVELOPMENT

(a) CCTV Statistics

The Committee received the latest CCTV statistics for Hertford and expressed concern regarding the increase in crime figures in 2010 over 2009. It was requested that additional commentary be forwarded alongside the statistics to provide an explanation of the figures. It was noted that Hertford had the highest night time economy crime rate in the District and a group had recently been set up to discuss this.

It was **RESOLVED** that:

- (a) The CCTV statistics report be noted.

172. TOURISM AND PROMOTION – TOWN AND TOURIST INFORMATION CENTRE

The Committee received a report summarising activity at the Town and Tourist Information Centre.

The Committee noted the decrease in income from ticket sales which was largely due to the reduced attendance level at the Westmill Festival.

It was **RESOLVED** that:

- (a) The report summarising activity at the Town and Tourist Information Centre be noted.

173. TOURISM AND PROMOTION – HERTFORD TOWN COUNCIL EVENTS

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

Cllr Ruffles, having previously declared a prejudicial interest addressed the Committee prior to vacating the room for the duration of this item. Cllr Ruffles expressed concern regarding the proposed July date of the Garden Festival. Many members of the Horticultural Society also attend the Bengoe Cottage Gardeners Show in July so it was likely that the July date for the Garden Festival could cause a problem.

Cllr Ruffles also commented that whilst the Teddy Bears' had been successful it was considered that any lessons learnt from the day should be addressed in order to fine tune the event in the future.

The Committee considered that greater emphasis should be placed on the Teddy Bears' picnic in 2011, with more teddy-related activities laid on to make the event more of an occasion.

It was noted that securing sponsorship for Rock at the Castle had been relatively unsuccessful but extremely time consuming and it was agreed that an independent budget should be set up for each event in future to ensure greater transparency of the cost of each event.

Discussion took place regarding the proposed events programme for 2011, particularly in regard to the format and date of the Garden Festival. It was generally considered that September was the wrong time of the year, but that further discussion was necessary prior to setting the date.

It was noted that the Open Air Theatre was particularly successful in 2009 but recognised that future grant funding was unlikely. The possibility of charging for tickets was discussed and should be explored further before a decision is taken on whether to proceed with the event.

Consultation with the Friends of Hertford Castle and the Youth Council should take place prior to the finalisation of the 2011 events programme.

It was **RESOLVED** that:

- a) The Committee note the report.

174. TOWN CENTRE UPDATE

The Town Centre Manager Jennifer Rolph was present to update the Committee on progress of the various projects in the Town Centre. The shop local campaign was progressing as was work to introduce a parking rebate scheme.

Further discussion took place regarding redundant items of street furniture, as well as signage issues and condition of footways in the Town Centre. The Chairman undertook to contact the Civic Society to suggest working in Partnership with the Council to carry out a Town audit.

The Chairman noted that the latest 6-monthly review of the Town Centre shop survey was included with the meeting papers, and confirmed that two new shops were due to open. The Committee recorded their thanks to the Chairman for the work involved in compiling the Town Centre Survey.

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.

175. CHRISTMAS LIGHTS TENDER

The Town Clerk confirmed that following the tender process, 3 shortlisted companies made a presentation to the Working Group and an appointment had been made. The contracts had been signed and the scheme finalised. Initial survey work had taken place and the new display was on target for Christmas lights switch on for 26th November 2010.

It was **RESOLVED** that:

- (a) The Committee notes the progress of the Christmas lights tender.

176. FRIENDS OF HERTFORD CASTLE

The Committee received a report regarding the recent activities of the 'Friends of Hertford Castle'.

It was **RESOLVED** that:

- (a) The Committee notes the report.

177. WEBSITE STATISTICS

The Committee received a report of the website usage.

It was **RESOLVED** that:

- (a) The Committee notes the report.

178. VENUE HIRE REPORT

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

The Committee noted that the grounds staff would shortly re-paint the interior of the Mill Bridge Rooms and the Town Clerk advised that the exterior of the building was in urgent need of redecoration.

The Committee noted the proposed simplified pricing structure for hire of the Castle. The proposed pricing structure for the Mill Bridge Rooms would be considered at the next meeting.

It was **RESOLVED** that:

- a) The Committee notes the report on Hertford Town Council Venues.
- b) The Committee approves the proposed tariff for hire of the Castle.

179. VENUE BOOKING SOFTWARE

The Committee received a report requesting the Committee to consider the purchase of venue booking software to manage the hire of the rooms at the Castle and Mill Bridge Rooms.

It was **RESOLVED** that:

- (a) Subject to a successful trial period the Committee gave delegated authority to the Finance and Administration Manager to approve, in consultation with the Chairman, the quotation for the Avalon Booking Manager software.

180. TRANSPORT AND PARKING CONSULTATION BY EAST HERTS COUNCIL

It was noted that Cllr Mike Carver would be in attendance on 11 October 2010 to speak to members regarding the above Consultation. The Committee had been requested to appoint a Working Group to respond to the Consultation, however it was requested that a note be included in the weekly bulletin to seek volunteers to join the meeting.

181. PLANNING TRANSPORT AND TRAFFIC - PLANNING SUB-COMMITTEE

It was **RESOLVED** that:

- (a) The minutes of the Planning Sub Committee held on 17 May, 1 June, 14 June, 28 June, 12 July, 19 July and 9 August 2010 be received.
- (b) The following guidelines to inform the public of the broad attitudes of the Council to some local planning aspects be **RECOMMENDED** to full Council for adoption.
 1. In road traffic hierarchy, pedestrian safety issues are paramount. Cyclist safety is next.
 2. Internally illuminated signage is not approved of.
 3. Loss of on-site parking and garage conversion is resisted.
 4. The retention of indicators of a previous use of a building is welcome.
 5. Preservation, whatever their modern use, of outbuildings, yard lavatories, stables and barns, etc, is valued both within and without the conservation area.
 6. To maintain the appropriate character of a property and of the street scene the removal of chimney stacks is resisted.
 7. Until much improved road traffic access is arranged for the Mill Road/Mead Lane area further development of any kind will not be supported.
 8. The Council recognises the need for professional scholarship when considering treatment of, particularly the interior, of a listed building. It does not normally make specific comment on such applications but keenly seeks to retain the integrity of all important and less important buildings in the town. This keenness extends to interior as well as exterior features and characteristics.

9. A1 retail use is welcomed wherever an application is made and loss of A1 use is resisted especially in prime shopping areas.
10. Green Fingers' (river valleys) importance to the character of Hertford is always recognised.
11. Trees in both land and streetscape are valued.

181. FINANCE – FIRST QUARTER INCOME AND EXPENDITURE

The Committee received a report on the end of year income and expenditure for 2009/10.

It was **RESOLVED** that:

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

182. FINANCE – ITEMS FOR BUDGET 2011/12

The Committee considered items for inclusion in the draft budget 2011/12

It was **RESOLVED** that:

The Committee notes the report on the draft budget 2011/12.

The meeting closed at 8.48pm.