

**MINUTES OF THE MEETING OF THE DEVELOPMENT AND LEISURE  
COMMITTEE HELD ON MONDAY 26 FEBRUARY IN THE ROBING ROOM, THE  
CASTLE, HERTFORD AT 7.30PM**

PRESENT: Councillor Miss J Sartin in the Chair

Councillors: P Boyle, Mrs S Dunkley, Mrs J Goodeve, Mrs S Newton and  
A Stevenson

IN ATTENDANCE: Cllr P Ruffles  
Mr J Whelan – Town Clerk  
Ms P Carpenter – Civic Admin Manager  
Mrs M Reynolds – Marketing and Events Manager

**577. RECORDING OF MEETING**

It was confirmed that no person present wished to record the meeting.

**578. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S Cousins, (unwell),  
Cllr Mrs Haddock, Cllr Deering, Cllr Mrs Stevens and Dr J Downs (Personal  
commitment)

**579. DECLARATIONS OF INTEREST**

Cllr A Stevenson Personal	Agenda item 16 Cole Green Way	Portfolio holder at HCC where matter will be discussed.
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**580. THE MINUTES**

It was **RESOLVED** that:

The minutes of the meeting held on 11 December 2017 were approved as a  
correct record and the Chairman authorised to sign the same.

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

It was **RESOLVED** that:

The action sheet be received and noted.

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

There were no members of the public wishing to speak.

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

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

The significant improvement in the range of items for sale at the TTIC was noted and the Committee was pleased to note that visitor numbers had increased. Cards for Good Causes had proved to be a successful initiative which would be repeated in 2018. The window display was also currently very impressive. Officers were thanked for their efforts.

The Committee noted the likely profit margins involved in selling locally produced alcoholic products and therefore decided to press ahead with an application for the appropriate license. Staff training and secure storage would be important matters to consider when holding an alcohol license.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **approves** that officers proceed with the application for an alcohol license.

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

It was confirmed that Chloe Lampard had recently joined the Council as Events Assistant who will be working on the full range of events for the next 8 months. The first event is the Arts Festival launch on 6 April 2018.

It was **RESOLVED** that:

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

### **585. ROCK AT THE CASTLE CHARITY APPLICATION PROCESS**

The Committee received a report which requested a decision on the process for selecting the charity for Rock at the Castle 2018. Whilst the Council chose the Richard Hale School anniversary appeal last year as a one off, it was considered appropriate to return to the previous method of selection via the application process.

It was **RESOLVED** that:

- a) The Committee **approves** the application process for the selection of the Rock at the Castle Charity.

### **586. TOWN CENTRE UPDATE**

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

noted the proposals for the Love Hertford Awards which would enable every business in the town to take part.

The shop vacancy rate in the Town Centre had increased, which was largely due to the closure of the businesses in Bircherley Green.

A discussion regarding the advertisement of the free Town Wifi and the suggestion that the Council use wash away stencils, it was decided it must be for a couple of days only.

It was **RESOLVED** that:

- (a) The Committee **notes** the progress made on delivering the Council's Town Centre Priorities.

#### **587. CHRISTMAS LIGHTS TENDERING PROCESS**

The Committee noted that the current three year Christmas lights contract had come to an end and the tendering process must begin for a new contractor. The Council was keen to keep the current light display, but required a contractor for storage, servicing and the erection and taking down of the display. In addition, an extension to the current display was preferred for both St Andrew Street and the top end of the Fore Street.

The Committee approved the setting up of a Working Party to choose the Christmas lights contractor for the next three year contract.

The Committee was advised of future restrictions and requirements by Hertfordshire Highways which will impact in 2020 and will include new underground cabling for the tree light decorations and new fencing arrangements around the Christmas tree in Salisbury Square. Cllr Stevenson would contact officers at Hertfordshire Highways to understand the reasons for the new requirements.

It was **RESOLVED** that:

- a) The Committee **approves** the retention of the current Christmas lighting scheme with potential enhancements.
- b) The Committee **approves** the commencement of the tender process and appoints a Working Party, comprising Cllrs Miss Sartin, Boyle and Mrs Newton.

#### **588. HERTFORD ENTREPRENEURS**

The Committee received a report which provided an update of the activities of the Hertford Entrepreneurs.

The Committee requested that the criteria for Committee members of the Entrepreneurs' network be amended from 'residing 10 miles of Hertford' to 'residing 5 miles of Hertford'.

It was **RESOLVED** that:

**589. VENUE HIRE REPORT**

The Committee received an update on the hire statistics for the Castle and Mill Bridge rooms. The increase in private hire at the Castle was noted and Officers were thanked for their work in this area.

It was **RESOLVED** that:

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

**590. CCTV STATISTICS AND TAXI MARSHAL UPDATE**

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

A discussion regarding the necessity to update the cameras to newer technology took place, although the Town Clerk advised that this would not need to be considered until 2019.

It was **RESOLVED** that:

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

**591. BENGEO NEIGHBOURHOOD AREA PLAN WORKING PARTY MINUTES**

The Committee received the minutes of Bengo Neighbourhood Area Plan Working Party meeting held on 30 November 2017 and 1 February 2018

It was **RESOLVED** that:

The Committee receives the Bengo Neighbourhood Area Plan Working Party minutes held on 30 November 2017 and 1 February 2018.

**592. MARKET WORKING PARTY MINUTES**

The Committee received the minutes of Hertford Market Working Party meeting held on 21 December 2017.

It was **RESOLVED** that:

The Committee receives the minutes of the Hertford Market Working Party minutes held on 21 December 2017.

**593. SELE WARD NEIGHBOURHOOD PLAN WORKING PARTY**

The Committee received the minutes of the Working Party held on 17 January 2018.

It was **RESOLVED** that:

The minutes of the Sele Ward Neighbourhood Plan Working Party held on 17 January 2018 be received.

**594. PLANNING TRANSPORT AND TRAFFIC - PLANNING SUB-COMMITTEE**

The Committee had received copies of the minutes of the Planning Sub Committee meetings held on 27 November, 11 December 2017, 2 January 29 January and 12 February 2018.

It was **RESOLVED** that:

The minutes of the Planning Sub Committee held on 27 November, 11 December 2017, 2 January, 15 January 29 January and 12 February 2018 be received.

**595. PROGRESS ON OBJECTIVES**

The Committee received an update on the progress made on the Objectives for 2016-19.

It was **RESOLVED** that:

The Committee **notes** the progress on the Objectives for 2016-19.

It was **RESOLVED** that:

The Committee **notes** the report.

**596. HANGING BASKET CONTRACT**

The Committee received a report outlining a suggestion to cancel the winter hanging basket scheme for the forthcoming year.

The Committee noted the various restrictions placed on the Council by Hertfordshire Highways and the increased costs involved. Given that the winter display makes less of an impact than the summer scheme and there is an eight week clash with the Christmas light display, the Council made the decision not to have winter hanging baskets in 2018-19. The large planters would continue to be planted with both summer and winter plants.

It was **RESOLVED** that:

The Committee **approves** the discontinuation of the winter basket scheme.

**597. COLE GREEN WAY GREEN SPACE ACTION PLAN 2018-2023**

The Committee received a further draft of the Cole Green Way Greenspace Action Plan for 2018-2022. The Committee was very supportive of the Action Plan and the improvements detailed.

It was **RESOLVED** that:

The Committee **approves** that the above comments be forwarded to Hertfordshire County Council.

**598. DISTRICT PLAN MAIN MODIFICATIONS CONSULTATION**

The Committee noted the modifications made following the Inspector's examination and commented as follows:

The idea of Masterplans was seen as a positive addition and something to be welcomed, although it was noted that the Town Council had not yet been invited to take part in the process.

Concern was expressed regarding the addition of the words 'at least' to the numbers of houses within each development area. The infrastructure in Hertford is already at capacity and the housing additions likely to come from this wording makes guidance meaningless. It was considered that a plus or minus of say 5% would be more appropriate.

The addition of employment land at Mead Lane was welcomed.

The inclusion of the plan for a bypass for Hertford was of concern given the lack of information on the route the bypass would take, and the likelihood that this could lead to further development of the town as the Local Transport Plan has stated it would enable further development in Hertford.

It was **RESOLVED** that:

The Committee **approves** that the comments above be forwarded to East Herts Council.

**599. FINANCE – THIRD QUARTER INCOME AND EXPENDITURE 2017/18**

The Committee received a report on the third quarter income and expenditure for 2017/18.

It was **RESOLVED** that:

(a) The Committee **notes** the third quarter income and expenditure for 2017/18.

The meeting closed at 8.45pm.