

MINUTES OF THE MEETING OF THE DEVELOPMENT AND LEISURE COMMITTEE HELD ON MONDAY, 28 SEPTEMBER AT 7.30PM IN THE ROBIN ROOM, THE CASTLE, HERTFORD

PRESENT: Councillor Miss J C S Sartin

Councillors: Dr L E Radford, P A Ruffles and Miss C J Geall, Miss K P Darby.

IN ATTENDANCE: Mrs N L Villa, Town Clerk
Mrs S Cousins, Town and Tourist Information Centre Manager

129. APOLOGIES FOR ABSENCE were received from Councillors Mrs D M Hone, D R Poole and M McCormick

130. DECLARATIONS OF INTEREST

Councillor P A Ruffles declared personal and prejudicial interests in any matter relating to signage in relation to the Museum as he is a Museum Trustee

Councillor Miss J Sartin declared a personal interest in any matter relating to signage in relation to the Museum as she is a Museum Trustee.

131. THE MINUTES

It was **RESOLVED** that:

The minutes of the meeting held on 22 June 2009 were approved as a correct record and the Chairman authorised to sign the same.

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

It was **RESOLVED** that:

The action sheet be received and noted.

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

There were no members of the public wishing to speak.

134. COMMITTEE MEMBERSHIP

It was **RESOLVED** that:

Cllrs M McCormick be appointed as a member of the Development and Leisure Committee

135. TOWN DEVELOPMENT – CCTV STATISTICS

The Committee received the latest CCTV statistics for Hertford.

The Town Clerk was requested to query whether there was any reason for the increase in arrests in Parliament Sq over the past 12 months and for clarification on what constitutes a 'drug related' offence.

It was **RESOLVED** that:

The CCTV statistics report be noted.

136. RE-SITING OF CCTV CAMERA

The Committee received a report informing them of the loss of one camera (906) during a phase of building works and the proposal to re-site another camera (902) in order to improve the visibility available to the control centre.

It was **RESOLVED** that:

- a) The Committee noted the temporary loss of camera 906 from the network and the delay excepted for its reinstatement while building works are undertaken.
- b) The Committee authorised the Finance and Administration Manager, in consultation with the Chairman of the Committee, to approve an acceptable wayleave settlement and expenditure for the permanent relocation of camera 902.

137. TOWN DEVELOPMENT – HERTFORD TOWN CENTRE

The Committee received a report which gave update on the progress of the various council projects designed to assist the economic health and development of the town during the current financial difficulties.

The busking pitches are receiving a number of bookings in the weeks approaching Christmas. The Committee discussed potential ways to increasing awareness of the scheme.

Hertford Art Society are close to completing the artwork on the former Waters site, which is looking exceptionally good. Courtyard Arts are about to start work on the former McDonalds building and other displays are planned for the former Woolwich and other empty windows in town.

The Committee thanked Cllr Sartin for the work she had undertaken to produce the comprehensive statistics on occupation rates for retail space in Hertford and noted that Hertford actually had a much lower void rate and much broader retail offer than is generally perceived.

It was **RESOLVED** that:

The report on progress made on the Town council's projects to support the economic development of the town centre be noted.

138. TOURISM AND PROMOTION – TOWN AND TOURIST INFORMATION CENTRE

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

The overall report was very positive with increases in the number of visitors and sales of event tickets.

The Town Council are currently actively pursuing the landlords managing agent to ensure that all Health and Safety issues identified in the recent Fire Risk Assessment are addressed.

It was **RESOLVED** that:

The report summarising activity at the Town and Tourist Information Centre be noted.

139. TOURISM AND PROMOTION – TOWN AND TOURIST INFORMATION CENTRE PARKING SMARTCARDS

The Committee received a report on the proposal to sell Parking Smartcards from the Town and Tourist Information Centre on behalf of East Herts Council. The Committee were supportive but would like to include a break clause in the agreement and requested clarification on the arrangements for refunding any charges incurred by the Town Council. The Committee were also keen that it must be clear that all queries, complaints etc should be dealt with by East Herts Council and not the Town Council.

It was **RESOLVED** that:

The Committee note the proposal to sell Parking Smartcards from the Tourist Information Centre in partnership with East Herts Council.

The Committee delegate authority to the Town Clerk, in consultation with the Chairman of the Committee to approve a Service Level Agreement for the above arrangement.

140. TOURISM AND PROMOTION – HERTFORD TOWN COUNCIL EVENTS

The Committee received a report summarising the Town Council's events to date and the draft proposals for 2010. It was proposed to rest the residential categories of Hertford in Bloom and the Garden festival next year as take up this year had been lower than expected. It was felt a year off would allow time to reinvigorate these events.

The Christmas Gala was not scheduled to run in Hertford again this year and it was therefore felt inappropriate to run the Christmas Craft Fair in the Castle, instead focusing the Town Council's efforts on the Christmas Lights switch on event.

The Committee were keen to consult with the Friends of Hertford Castle before the final programme is agreed and if possible, would like to see another production from an Open Air Theatre in the grounds. The Committee would also like to see the return of the 'Jolly Shop Keeper' competition.

It was **RESOLVED** that:

The Committee approve the cancellation of the craft fair as the Christmas Gala is not taking place in Hertford this year

The Committee approved 'in principle' the proposed events programme for 2010, subject to consultation with The Friends of Hertford Castle.

141. STAFFING COSTS RELATING TO EVENTS

The Committee received a report outlining, as far as possible, the cost implications of the Town Council's annual events programme.

It was **RESOLVED** that:

The Committee note the report

142. TOURISM AND PROMOTION – FRIENDS OF HERTFORD CASTLE

The Committee received a report on the activities of Friends of Hertford Castle and minutes of their recent meeting.

It was **RESOLVED** that:

The Friends of Hertford Castle report and minutes be noted.

143. VENUES

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

It was **RESOLVED** that:

The Committee note the report on Hertford Town Council Venues.

144. STANSTED AIRPORT NOISE ACTION PLAN CONSULTATION

The Committee received a report on the current BAA Noise Action Plan consultation.

It was **RESOLVED** that:

The Committee delegates authority to the Town Clerk, in consultation with the Chairman, to respond to the BAA Noise Action Plan consultation.

145. TOWN COUNCIL LOGOS AND SOUVENIR IMAGES

The Committee received a report on the current logos in use by the Town Council and discuss which were the most appropriate for use on future publications and souvenirs. It was felt that in order to present a more corporate and consistent appearance, the number of logos in used should be reduced and more definitely defined.

It was **RESOLVED** that:

The Committee agree to the use of the Town Crest as the main image for all Town Council correspondence, with the addition of 'Hertford Town Council' in an appropriate font below.

The Committee agreed to the deletion of all other logos, with exception of the 'Hertford, Your County Town' image of the Castle, Tree and Hart which is to be used for promoting the county town.

The Committee agreed that the souvenir drawings of the castle can continue to be used appropriately.

146. PROPOSED AMENDMENT TO THE CURRENT PUBLIC ENTERTAINMENT LICENSING HELD FOR HERTFORD CASTLE

The Committee received a report proposing licensing the Castle as a venue to sell alcohol in order to improve its attractiveness as a venue for hire.

It was **RESOLVED** that:

The Committee approve the proposed amendment to the Public Entertainment Licence.

147. PLANNING TRANSPORT AND TRAFFIC - PLANNING SUB-COMMITTEE

It was **RESOLVED** that:

The Minutes of the Planning Sub-Committee meetings of 22 June, 29 June, 13 July, 27 July 27 July (reconvened 3 August), 10 August and 24 August be noted.

148. FINANCE – YEAR END ACCOUNTS FOR 2008/09

The Committee received a report on the first quarter accounts for 2009/10.

It was **RESOLVED** that:

The report on the first quarter accounts for 2009/10 be noted.