

# HEREFORD CITY COUNCIL

## MINUTES OF THE MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE

**TUESDAY 24 SEPTEMBER 2019**

**PRESENT:** Cllrs Andrews, Boulter, Hey, Hornsey, Powell, Stevens, Tillett, Tyler and Wilcox.

**NOT PRESENT:** None

As the Chair of the Committee sent their apologies, the Vice-Chair, chaired the meeting.

**CD2019/20.27      APOLOGIES FOR ABSENCE**  
Members received apologies for absence from Cllrs Foxton, Kenyon and Oliver.

18.04 hrs Cllr Hey entered the room.

**CD2019/20.28      APPOINTMENT OF SUBSTITUTES**  
Members were informed that Cllr Andrews was appointed substitute Member for Cllr Oliver.

Cllr Milln attended the meeting as an observer.

**CD2019/20.29      DECLARATIONS OF INTEREST**  
Members received no declarations of interest under the Herefordshire Code of Conduct pursuant to the Localism Act 2011 in respect of items on the agenda.

**CD2019/20.30      MINUTES OF PREVIOUS MEETINGS**  
Members received and confirmed the minutes of the meeting of the Community Development Committee held on the 04 June 2019 and Community Development Grants Committee held on the 22 July 2019.

It was proposed by Cllr Stevens, seconded by Cllr Tillett and unanimously

**RESOLVED:**  
**That the minutes of the meeting of 04 June 2019 and 22 July 2019 were agreed as an accurate record and be signed accordingly by the Chair.**

**CD2019/20.31      PARKS & OPEN SPACES**  
Members received a presentation from the Spencer Grogan of Herefordshire Council (HC) who gave an overview of the various arrangements regarding parks and open spaces across Herefordshire. He explained that Ross was

the first town to take over the management of some of its open spaces under devolved powers. Leominster have taken over a majority of council owned open spaces and others. In some areas open spaces are also being managed by community groups such as the Belmont and Heywood Country Park. Additionally, all bar three pitches in the City have been taken on by Hereford Football Club. These arrangements have reduced HC's budgets for managing open spaces which it does not have a statutory duty to deliver.

Cllr Andrews asked Spencer the cost of maintaining King George V Playing Fields, but he explained that it isn't possible to give an accurate figure as it is done by area across Herefordshire. (i.e. grass cutting, tree maintenance etc.is all calculated per hectare across the whole county).

Cllr Stevens stated that his main area of concern were the trees, due to their age and condition and Spencer explained that they can offer varying licence and management leases which can exclude certain things like the trees and play park areas within an open space.

18.08 hrs Cllr Milln entered the room as an observer.

Spencer then stated that HC would be willing to continue to manage the play area as well as the trees as they are an area of high risk.

Cllr Wilcox stated; to consider taking the open space HCC would need to know costs.

The Deputy Town Clerk gave a brief example of how Leominster have addressed the delivery and management of their open spaces and reminded Members that this was not an item for discussing the detail as that would be down to the working group to source the information, draft a delivery plan and present the resource implications.

If HCC took over the management of the tennis courts this would generate a small income.

Spencer also informed Members that currently HC charge £750 per day for events being held at the site and this would be another generation of income.

Cllr Tillett informed Members he is aware of complaints with regards to the areas directly around the leisure pool and asked where HALO's and HC's boundaries begin and end. Spencer explained that if it's within HALO's area then it will be their responsibility and that the plans would help define this.

Members' comments and questions continued and covered the following:

- Whose responsibility the damaged disabled ramp is.
- Would the dog walking area be included?
- Two areas link very nicely with Castle Green.
- Cllr Boulter asked for a list of costs but Spencer explained again the difficulty in splitting the overall costs as costs are delivered as a countywide area.
- Cllr Wilcox stated he would also like to see Churchill Gardens improved.

- Cllr Hey stated she believed it would be a good asset to take over as long as it's managed properly and that it could provide a fantastic revenue stream.

There being no further questions or comments, the Chair thanked Spencer for his time and he left the room.

Cllrs Hornsey and Tillett stated they would be happy to sit on the working party.

It was proposed by Cllr Stevens, seconded by Cllr Tillett and unanimously

**RESOLVED:**

**That Members wish to progress the aspirations as laid out in priority 5.**

**That Members wish to progress a licence for the open spaces on King George V Playing Field and Bishop's Meadows, which does not include responsibility for the trees in the park and the play park and equipment.**

**That two Members of Council, Cllr Hornsey and Tillett, be appointed to work with the Clerk and Deputy Clerk in consultation with the relevant bodies to bring a fully costed and developed proposal forward as soon as practicable.**

**CD2019/20.32**

**BUSINESS PLAN**

The Town Clerk gave a brief overview of his report and went through the objectives for the business plan as below:

**Allotments**

The Town Clerk gave an overview of his recommendations. Members comments and questions covered the following:

- Whether HALGS still want a long lease – yes they do.
- The condition of the boundary wall along Holmer Road and problems that arise from this in relation to hedge cutting at Holmer Allotment. It has been proposed to Highways England that they take the wall down and HCC will replace with a fence but no response yet.
- The issue of removing the hedge was raised as this would mean a loss of wildlife habitat.
- Any replacement material must be sympathetic to the area, although not a wood fencing, which was echoed around the table.
- The Westfaling Street Park would like to have a water supply to support events on the park and would like to use the allotment's water infrastructure to enable the park to have a tap.

It was proposed by Cllr Stevens, seconded by Cllr Tyler and unanimously

**RESOLVED:**

**That the Committee confirms the desirability of resolving the issues of title to the allotments, whether the lease proceeds or not.**

**That the Committee confirms agreement to boundary fence improvements at Eign Road, together with replacement of the current gate at an estimated cost of £900-00.**

**That both these items proceed as current priorities.**

**That the Clerk brings a further report regarding the Holmer boundary wall and hedge when Highways England respond.**

**That the Committee agrees that the lease negotiations should include a solution for water supply to Westfaling Street Park.**

### **Street Scene**

This item will be discussed later on the agenda by a report from the Deputy Town Clerk.

### **Off Street Parking**

The Town Clerk gave an overview of this section of the report and each recommendation.

Comments, questions and discussions covered:

- Could be a lucrative income generator.
- Rumours of Gaol Street car park being turned into student accommodation.
- That as well as a pay on exit system, HCC should also provide a pay on the phone system.
- Reservations as there is concern it's too large a project for HCC to take on and would require too many resources.
- Cllr Wilcox mentioned his previous experience as a cabinet member for Highways for HC, that he felt that the pay on exit barriers would cost in excess of £40,000 per year but that the car parks could still provide valuable income.
- HCC should seek a breakdown on each machine from the Parking team at HC.
- Need to understand whether the transfer would include the current machines.
- Cllrs Andrews and Wilcox stated they were happy to sit on the working party.

The Deputy Clerk suggested to Members that the same principal with regards to the car parks could be considered as for the parks with one or two car parks being identified and the service delivered and then this template could be rolled out across other car parks in the City over a period of time.

It was proposed by Cllr Hornsey, seconded by Cllr Tillett and unanimously

### **RESOLVED:**

**That the Committee appoints two members of council, Cllrs Boulter and Wilcox, to work with the Clerk and Deputy to negotiate a suitable**

**protocol for the transfer of ownership and operation of off street car parks within the City to the City Council and to establish the details of operations, management and funding identified in the business plan report.**

### **Markets**

The Town Clerk gave an overview of this section of the report and each recommendation.

Comments, questions and discussions covered:

- Limitations on the Town Clerk and Deputy's time due to the amount of other projects being taken forward, therefore only asking for Members to indicate their interest at this stage and to leave the Town Clerk and Deputy to investigate the possible options to take forward at a later stage.
- Cllr Tyler informed Members that as a HC cabinet member, HC are currently in talks with Hereford BID and other organisations as it is felt the markets are underutilised.
- Cllrs Tyler and Stevens expressed an interest in being nominated as the members of the working party when a working party is set up at a later stage.

It was proposed by Cllr Andrews, seconded by Cllr Hey and unanimously

### **RESOLVED:**

**That the Committee approves in principle the idea of the City Council taking over responsibility for the street markets in Hereford and mandates the Clerk and Deputy to open preliminary discussions to see how this might be progressed, including an exploration of issues arising from the May Fair.**

**That when more details of a possible timescale for a decision and transfer are known that Cllrs Tyler and Stevens join the Clerk and Deputy to form a formal working party to generate a detailed report, including proposals for revitalising Hereford's markets.**

### **Parks**

The Town clerk explained that this section had been covered in Item 5 on the agenda with the outcome explained in Minute 31 above. However in addition, roll out to further parks, such as Churchill Gardens, will be addressed after the template set on King George V Playing Fields.

### **Cemetery and Crematorium**

The Town Clerk gave an overview of this section of the report and each recommendation.

Comments, questions and discussions covered:

- Cllr Tyler explained that she had been involved in discussions with the manager of this service at HC and that there is the possibility of a large revenue stream.
- There is 25 years' space left in the cemetery, however, there is a requirement for more quiet space for visiting families.
- Cllr Andrews asked if there are any plans to extend the chapel, to which Cllr Tyler replied that HC are looking at options.
- Cllr Stevens commented that the book of remembrance is too small.

It was proposed by Cllr Tyler, seconded by Cllr Hey and unanimously

**RESOLVED:**

**That the Council has no interest in taking over responsibility of the Westfaling cemetery or any other cemetery in the city as a free standing service.**

**Enforcement**

The Town Clerk gave an overview of this section of the report and each recommendation.

Comments, questions and discussions covered:

- The idea of a joined up enforcement team that covers all area of enforcement was an excellent idea and would benefit not just High Town but the wider area.
- Concern was expressed regarding enforcement on privately owned land.
- Cllr Tillett has had conversations with Civil Enforcement Officers who have been told not to enforce in other areas such as litter and dog fouling.
- Members were informed by the Deputy that Monmouth delivers multi-faceted civil enforcement and could be used as a model to roll out in the City.

It was proposed by Cllr Tyler, seconded by Cllr Hornsey and unanimously

**RESOLVED:**

**That the group looking at street scene issues includes pressing for a joined up enforcement service as part of their remit and that the City Council officers bring forward a costed proposal for a contribution to that service to buy additional enforcement time to be deployed within the city area on priorities determined by the City Council.**

**Marketing & Information**

The Town Clerk gave an overview of this section of the report and each recommendation.

Comments, questions and discussions covered:

- How the Roadshow used to work when at its best, when community

engagement was high and benefited the City, including thanking the Deputy Town Clerk for this, but that it's a shame recent opportunities have been lost.

- Requirement for planned delivery of roadshows and events through the marketing plan to allow the roadshow vehicle to work for HCC.

It was proposed by Cllr Stevens, seconded by Cllr Hornsey and unanimously

**RESOLVED:**

**That the Committee agrees that a more focussed, coherently planned and better resourced publicity and information effort around both the Council's work and destination management information is required.**

**That the Committee supports the Clerk putting forward a proposal for Governance and Procedures Committee to show how such a function could be delivered and the staffing implications of this, and that the conclusion of that debate be included in the business plan that is presented to Council in October.**

**That an annual programme of events for the roadshow to attend with a promotional theme for each event be presented to the Committee for agreement.**

**Grants**

The Town Clerk gave an overview of this section of the report and each recommendation.

Comments, questions and discussions covered:

- Cllr Tyler spoke about her experience having completed grant applications and spoke against the issue of paying individuals as it could open the flood gates.
- Cllr Hey informed member that if they are to consider paying salaries a clear criteria should be put in place.
- The Deputy Town Clerk gave an overview of the past projects where an individual was paid to deliver a service to enable a project benefitting the City and its residents to proceed and advised members that should they change the current HCC policy with regards to payments for individuals that strict guidelines should be put in place.
- Cllr Boulter stated that Cllr Milln had expressed an interest in sitting on the working party and that she suggests Cllr Kenyon is the other member, but if he is not happy to, she will herself.

It was proposed by Cllr Stevens, seconded by Cllr Tillett and unanimously

**RESOLVED:**

**That two members of the Committee, Cllrs Milln and Kenyon (Cllr Boulter in reserve) be appointed to work with the Clerk and Deputy Clerk to address the questions regarding the Grants policy with regards to including environmental impact of a project, payment of salaries and**

**professional fees and simplification of the application form, and following this process the working group bring their recommendations to the Committee for consideration.**

#### **Alive After Five**

The Town Clerk explained that the details of this section depend on the outcome of the ballot for a second term of the BID – the result of this will be available by October Council.

Cllr Stevens did however comment that he had met with Dan Gurche of Play nightclub who advised that the night-time economy is at an all time low. Dan has heard of another city who designate an area of the city as a party zone and he suggested an annual festival which he would be happy to help with.

It was proposed by Cllr Stevens, seconded by Cllr Tillett and unanimously

#### **RESOLVED:**

**That the Committee notes that this element of the plan will be reassessed when the outcome of the BID ballot is known.**

#### **Other Community Led Plan Topics**

The Town Clerk gave an overview of this section of the report and each recommendation.

The resolutions for this topic were taken with the Concluding Recommendations below.

#### **Concluding Recommendation**

This resolution was taken with the resolutions regarding Other Community Led Plan Topics above.

It was proposed by Cllr Tillett, seconded by Cllr Powell and unanimously

#### **RESOLVED:**

**That the Committee notes that community led plan priorities one (traffic calming) and four (cycle routes) are more appropriately dealt with by Planning Committee.**

**That the Committee recognises that community led plan priority three (youth facilities) is within its remit and invites the contribution of the Youth Council supported by members and officers as necessary to contribute to the discussion.**

**That the Committee recognises that community led plan priorities two (look and feel of city) and five (parks) are within the Community Development remit.**

**That the proposals listed above, and those elsewhere on the agenda on relevant topics, as supported or amended by the Committee, are written into the draft business plan and submitted to Council, with such further information as may have become available, for decision.**

**CD2019/20.33**

**STREET SCENE, CLEANING & MAINTENANCE**

The Deputy Town Clerk gave Members an overview of her report including the current arrangements and how other market towns have taken over the delivery in various degrees of services identified within the report.

Comments, questions and discussions covered:

- Surprise at the state of the city – taking it on would be a good idea.
- Lengthsman schemes makes a huge difference.
- Weeds around the city – no funding in BBLP’s budget to deal with weeds.
- At a recent meeting with Hereford in Bloom the weed issue had been highlighted and was the reason behind losing the gold award.
- There are volunteers who diligently weed, litter pick etc to improve the look and feel of the city but it shouldn’t be expected.
- It was proposed that the same Committee members are chosen from the Enforcement recommendation above.

It was proposed by Cllr Andrews, seconded by Cllr Tillett and unanimously

**RESOLVED:**

**That the Council take on the devolution of service delivery and develop a model, similar to that currently being delivered in Leominster, for Hereford ensuring the look and feel of the City is delivered to a gold quality standard.**

**That members having decided to progress the above option appoint two members of council to work with the Clerk and Deputy Clerk in consultation with the relevant bodies to bring a fully costed and developed proposal forward as soon as a practicable.**

**CD2019/20.34**

**TOURIST INFORMATION CENTRE**

The Deputy Town Clerk gave an overview of her report regarding the current arrangements for tourism provision in the city and potential options going forward.

Comments, questions and discussions covered:

- Location within the Town Hall – Foyer and Exhibition Room on ground floor by Reception.
- Opening on weekends – not an issue as there is already an agreement in place with regards to opening the exhibition room on a Saturday and

HCC will be able to develop the offering when the Town Hall is asset transferred to HCC.

- Discussions around whether reasons existing provider is stopping as a result of the grants committee in July – no, they simply wish to concentrate on expanding their own business.

It was proposed by Cllr Stevens, seconded by Cllr Tillett and unanimously

**RESOLVED:**

**That members wish to bring the management of the TIC in-house and relocate the TIC to the Town Hall.**

**That members recommend a report is presented to the Governance and Procedures Committee with regards to the employment of a TIC manager, the drafting and evaluation of a JD and person specification, advertising for the post and interviews, plus role description and person specification and contract for the volunteers to support the service.**

**That Members resolve the Town Clerk and Deputy Town Clerk draft a long-term delivery plan including resource implications and savings and ensure a smooth handover to the new manager and that all changes required are implemented to ensure the new venue for the TIC is clearly identified.**

**That members resolve that the delivery of the TIC be built into the City Council's business plan.**

**That the road show vehicle is utilised to promote Hereford outside of the County.**

**CD2019/20.35**

**HEREFORD IN BLOOM**

The DTC gave a brief overview of her report regarding current arrangements with HIB, their objectives and five-year plan, improving the look and feel of the city, the city's roundabouts and the current funding arrangement and the drafting and approval of Service Level Agreement going forward.

Comments, questions and discussions covered:

- The issues affecting planting on busy roundabouts, including communications with Highways England, and the potential of using sculptures instead.
- European cities are proud of their roundabouts and they are always immaculately presented.
- Installing the sculptures from the Art College plinth once they have finished their term on the roundabouts.
- HIB are creating a business/delivery plan for the roundabouts in the city.
- Strong support from around the table for more winter and perennial planting and planting of trees and scented/sensory shrubs in mobile planters in the City centre.

- Cllr Boulter expressed an interest in being on the working party and Cllr Stevens proposed Cllr Toynbee if she is interested.

It was proposed by Cllr Stevens, seconded by Cllr Andrews and unanimously

**RESOLVED:**

**That members wish to progress the above projects with Hereford in Bloom and various partners as identified below:**

HCC work with HIB and the various partners to address the issues with regards to the roundabouts in the City and the implementation of sculptures on roundabouts with specific access issues.

HCC work with the various identified partners to green up the City and progress the suggestions as laid out in priority 2 for greening up the City.

To draft a delivery plan, including resource implications for both the above projects.

To support HIB with an increase in funding support to enable an increased rate of planting of trees, shrubs and sensory plants for areas to be identified in the City up to a period of three years.

To draft a service level agreement with HIB including an identified annual budget to support HIB in the delivery of floral projects to be approved by committee.

**That members decided to progress the above options therefore two members of Council, Cllrs Boulter and Toynbee, were appointed to work with the Deputy Clerk in consultation with the relevant bodies to bring a fully costed and developed proposal forward as soon as practicable.**

**That Members approve to increase the current level of funding awarded to HIB to support an increased level of planting of trees, shrubs, scented and sensory plants over a three year period of which this level of increase in funding is to be identified and approved by the committee.**

**That the Deputy Town Clerk drafts a service level agreement between HCC and HIB including an identified annual budget as soon as practicable for approval by committee.**

**CD2019/20.36**

**CITY COUNCIL WEBSITE**

The Deputy Town Clerk gave Members an overview of her report regarding the current website provider, the reason for the current review and the options available.

Comments, questions and discussions covered:

- Cllrs welcome this review.
- Recommend a completely new website.
- How the potential new providers were found (referred locally) and their experience.

- The procurement process – blind selection.
- Improved social media links.
- Cllr Boulter recommended Cllrs Powell and Williams to be made members of the working party due to their knowledge on the subject.

It was proposed by Cllr Tyler, seconded by Cllr Hey and unanimously

**RESOLVED:**

**That Members agree to the creation of a new website delivered by a new service provider.**

**That Members agree to two members of the committee, Cllrs Powell and Williams (Cllr Hey to replace Williams if he does not want to sit on the working party) be appointed to work with the Clerk and Deputy Clerk to invite the shortlisted providers in to present to the working group their proposals.**

**That the working group reports its recommendations to this committee in November.**

**CD2019/20.37**

**CHRISTMAS LIGHTS**

The Town Clerk gave an overview of his report regarding the end of the current Christmas lights contract, options for renewal and budget allocations.

Comments, questions and discussions covered:

- What the current arrangement includes.
- Discussions around increasing the annual budget.
- Changing the tree lights to white and gold to bring the tree in with the rest of the Christmas light theme. (TC to action)

It was proposed by Cllr Stevens, seconded by Cllr Tyler and unanimously

**RESOLVED:**

**That the Council continues to fund Christmas lights beyond 2019.**

**That the Council seeks to extend the Festive Lighting contract, take advantage of the discount offered and seek to procure a new contract jointly with the Old Market with effect from Christmas 2020.**

**That the Committee agree to use a benchmark figure for the tendering process up to a maximum of £38,000 per annum.**

**CD2019/20.38**

**CHRISTMAS PROJECTORS**

The Town Clerk gave an overview of the Finance Officer's report regarding the offer of one free of hire charges projector for the Christmas lights period in High Town (installation fee applicable) and the options of up to a further two projectors at full cost.

It was proposed by Cllr Wilcox, seconded by Cllr Stevens and unanimously

**RESOLVED:**

**To accept the free of charge projector and incur the £275.00 installation fees.**

**CD2019/20.39**

**LOVE EXPLORING**

The Deputy Town Clerk gave Members an overview of her report regarding the launch, positive feedback and options for expansion around the city in line with the approved delivery plan.

Comments, questions and discussions covered:

- Cllr Hey has had very positive feedback on the app, especially in relation to the link to healthy living, diet and exercise - Slimming World have even been promoting the app to their members.
- Other Parish Councils have enquired as they would like to do something similar.
- Cllr Hornsey raised the issue of people with limited mobility using the app, and it was explained that they developers are currently working on a fix so that the 'games' that use augmented reality (treasure hunt and dinosaur safari) can be started at any point on the trail – so users don't have to get to the start and then follow it in order or can start and stop as they wish.
- Quote from supplier for licenses for a further two parks within the city boundary – Belmont and Heywood Country Park and Aylestone Park.
- Cllr Powell questioned whether it is too early to be spending extra money as it was only launched two months ago and it's always possible for an app to fail early on – do we need more info about ongoing use?
- Great marketing opportunity on offer for half term.
- Good time to make use of 'free' marketing for new areas as we are already marketing original areas covered.
- Good opportunity to encourage activities within the City's parks.
- Only yesterday the committee was criticising CPS for not doing more in the park now HCC have an ideal opportunity to support what HCC have asked CPS to do.

It was proposed by Cllr Stevens, seconded by Cllr Hornsey and unanimously

**RESOLVED:**

**Members note the launch of Love Exploring in the City and the positive feedback it has received.**

**That Members approve the £2,000 to further expand the areas available in the City and develop the trails as identified in the Love Exploring delivery plan approved previously by this committee.**

**That members note the promotional event to be delivered in High Town by Love Exploring and HCC on the 30 October 2019.**

**CD2019/20.40**

**TRAINING & NETWORKING FOR VOLUNTARY ORGANISATIONS**

The Deputy Town Clerk gave Members an overview of her report regarding the continuation of provision of training and networking events for the City's volunteers.

Comments, questions and discussions covered:

- Requirement to keep the costs as low as possible.

It was proposed by Cllr Hey, seconded by Cllr Powell and voted on, with one abstention and 8 in favour and was

**RESOLVED:**

**That the Committee re-approves the format and delivery for the presented training and networking events.**

**That the committee recognises that the cost of the delivery of these seminars will vary from year to year dependant on the length of the seminar, the number of attendees and whether a trainer with specialist knowledge is required and that any budget set will be a maximum and officers will ensure that costs are kept as low as is possible but without compromising the training delivered.**

**That the committee agrees to a budget of £3,000 to be incorporated into the budget placed under a set budget line for the delivery of the four training and networking events.**

**CD2019/20.41**

**ITEMS FOR FUTURE MEETINGS**

Members noted the items for future meetings.

**Any other items for future meetings:**

- **Cycle Track** – Update required at next meeting
- **Service Level Agreements** – Report on existing, new and transfers onto SLAs.

**CD2019/20.42**

**DATE OF NEXT MEETINGS:**

Members noted that the next meetings were:

MONDAY 18 NOVEMBER 2019 – Grants Meeting – 10 am

TUESDAY 19 NOVEMBER 2019 – Routine Meeting – 6 pm

There being no further business the Chair closed the meeting at 20.40 hrs.

Signed.....

Dated.....