

## HEREFORD CITY COUNCIL

COMMUNITY DEVELOPMENT COMMITTEE Tuesday 4th February 2020 at 6 pm

### MINUTES OF MEETING

**Present:** The Right Worshipful the Mayor Councillor Cllr Kath Hey and Cllrs Boulter, Foxton, Hornsey, Kenyon, Oliver, Powell, Stevens, Tillett and Wilcox

**In attendance:** Steve Kerry Town Clerk, Tracy Morriss Deputy Town Clerk

#### CD2019/20.55 APOLOGIES FOR ABSENCE

Apologies were noted from Cllr Tyler.

#### CD2019/20.56 SUBSTITUTIONS

None

#### CD2019/20.57 DECLARATIONS OF INTEREST

None were made at the start of the meeting.

#### CD2019/20.58 MINUTES OF PREVIOUS MEETINGS

It was proposed by Councillor Boulter, seconded by Councillor Hornsey and unanimously

**RESOLVED** That the minutes of the meeting of the Community Development Grants Committee held on the 18 November 2019 and the meeting of the Community Development Committee held on the 19 November 2019 be agreed as an accurate record and signed accordingly by the Chair.

#### CD2019/20.59 HEREFORD IN BLOOM

The Chair welcomed Rob Taylor from Hereford in Bloom to the meeting with two of his colleagues. The Deputy Clerk gave an outline of the recent meeting of the Hereford in Bloom Working Group which had looked at the Service Level Agreement (SLA) for the annual activities and the possibility of some additional green projects.

Rob introduced himself and gave a brief overview of his background. He showed a diagramme of his design for the area around Morrisons and explained the plants that would be included in the scheme. He also explained that there is an alternative to the proposed trees, should discussions with HC and BBLP feel the proposed trees would cause issues to sight lines or CCTV.

RT also told members about a couple of other small planting schemes in the same vicinity and explained the benefit to the environment and absorption of pollutants in the air from traffic etc.

Questions from members of the Committee raised the issues of local purchasing in line with the Preston model. HiB always source local plants if they can but also need to obtain a good price for wholesale purchases, which some local suppliers don't offer. It was noted that members would wish to see local suppliers being used. Members also asked about the particular types of plants suggested and what options had been considered and RT explained how these had been designed to fit the site characteristics with slower growth plants that would not obstruct sight lines for traffic or CCTV cameras. The design was bespoke to the site. It was suggested to Mr Taylor that he liaises with Bruce Evans at Herefordshire Council for a site meeting to fine tune the details.

It was proposed by Councillor Foxtan, seconded by the Mayor and unanimously

## **RESOLVED**

**That members note the discussions to date with regards to greening up of the City centre and note further reports will be submitted to the Community Development Committee from the working party for consideration.**

**That members note the discussions to date with regard to the roundabouts, in particular the Pizza Hut roundabout, and note that further reports will be submitted to the Community Development Committee from the working party for consideration as proposals develop.**

**That members approve the Service Level Agreement for the next three years to continue to support Hereford in Bloom with the £10,000 annual award towards supporting watering and the purchase of bedding plants.**

**That members approve the key planting scheme and smaller projects as identified in the presentation and in addition to the annual award, fund up to £5,000 per annum for three years to support identified key and smaller projects to green up the City which will include the planting of trees, shrubs, scented and sensory plants.**

**That members approve, as part of the SLA, that key and smaller projects will be identified by HiB each year in consultation with the Council and submitted to the Community Development Committee for consideration and approval as part of HiB's annual report to the Committee.**

## **CD2019/20.60 CITY EVENTS 2020-21**

The Town Clerk gave an in depth overview of the report written by the Committees, Event and Contracts Officer and then told members about the planning seminar he went to last week where the importance of events and entertainment in maintaining the vibrancy of town centres had been repeatedly emphasised. He concluded by describing the concept of Applefest in some detail as part of two weeks of events. The cost of events would be covered in the events budget agreed by Finance &

Policy Committee and Full Council.

The Clerk added that if this is approved by members it will alter the balance of time planned to be spent by one officer on events and this will be referred to the Governance and Procedures Committee to address the staffing issues. Need to look at balance of time to deliver all these events as there will be a staffing implication if these events are agreed and go forward so the events can be properly staffed and moved forward.

Members raised the following points in discussion. A substantial concern that two thirds of the budget would be spent on one event. Several members indicated they could only support this if the cost was reduced. However, other members asserted that starting an event for the first time required up front spending, if it was successful it would be much easier to get sponsorship in the future but if it was half-baked this would not happen. The big Applefest event is at risk if the weather is bad, true of any outdoor event but more of a risk in Autumn than mid-Summer. It was noted that key elements would be under some cover using marquees. It was suggested that part of the projected £20,000 cost of Applefest could be met from a draw on the reserves, perhaps £10,000, with only one third of the events budget being needed to provide the remainder of the funding. The Clerk confirmed this was entirely possible, and reminded the Committee that £20,000 was the worst case scenario assuming virtually no sponsorship, and some had already been pledged notably from CAMRA.

It was proposed by Councillor Wilcox and seconded by Elizabeth Foxton that the City Council commit £10,000 to Applefest and seek the remainder through sponsorship. On being put to the vote this proposal was lost with four in favour and six against.

It was proposed by Councillor Kenyon, seconded by the Mayor and by six votes to one with three abstentions

## **RESOLVED**

**That members agree that raising the profile of the City and the Council, making High Town more vibrant and increasing spend through a programme of free of charge events is important to residents and visitors.**

**That members agree to the proposed programme and possible activities, therefore allowing the Officer to investigate options and costs, discuss ideas with partners and plan events for the first six months of the 2020-21 financial year.**

**That members approve one large event in High Town “Applefest”, which will use two thirds of the annual events budget unless costs are substantially reduced through sponsorship.**

**That members agree that up to £10,000 of the cost of Applefest be drawn from reserves, noting that the unspent funds from the 2019-20 financial year will be added to the reserves when the accounts are closed, and that all other costs for this programme be met from the events budget.**

**That members agree to forward this report to the Governance and Procedures Committee to enable them to address the staffing implications of the events programme once it is defined and how best to resource this function and the other work presently assigned to the Committees Events and Contracts Officer.**

It was noted after the resolution that the Committee would expect detailed reporting on the events programme and had every confidence in the capacity of the Officer to deliver the programme and provide good quality reporting of outcomes.

## **CD2019/20.61 DESTINATION BID & TOWNS BOARD UPDATE**

The Deputy Town Clerk reported on the progress of the Destination BID and gave an update on the Towns Board, circulating notes which had been prepared after the deadline for agenda despatch due to the timing of the meeting.

The Mayor informed members she is attending the Town Board meeting as the Chair of the Council.

## **CD2019/20.62 WEBSITE TENDER EVALUATIONS**

The Deputy Town Clerk presented the revised report on behalf of the working party to show consideration of a fourth tender. For completeness, the original report assessing three tenders was also re-presented. The same scoring matrix had been used to compare all four tenders. A decision on this matter had been deferred from the November meeting.

Members noted that the reports were very clear and set out a sound basis for consideration. The relative merits of Bids One and Four were extremely close, neither Bid Two nor Bid Three were worthy of further consideration. The key was to balance the cost advantage of number One, and their established position as a supplier of good product to local authorities with the higher cost of number Four set against their local presence and proven record as supplier of good quality product to the private sector. Both Bids One and Four offered persuasive evidence of a commitment to customer service, although in most cases Bid One would provide it online whereas the close location of Bid Four made a more personal service including site visits to trouble shoot if necessary or address any skills gaps more readily available.

Councillor Powell, a member of the Working Party suggested that Bid Four could have been scored slightly more highly which would have made the balance even closer and tilted it more in favour of the local supplier. It was also noted that the assessment of costs for Bid Four is based on some assumptions and once the approved supplier is selected there may be options to reduce these in some areas, notably by hosting on our own server and using our existing cloud backup. It was noted that the Council had signed up to the Preston model and ought to use it when possible.

It was proposed by Councillor Wilcox and seconded by Council Oliver that Bid One be accepted. On being put to the vote this was lost with two for, three against and five abstentions.

It was then proposed by Councillor Hornsey, seconded by Councillor Powell and with six votes in favour, two against and two abstentions

**RESOLVED That Bid Four be accepted and the providers be invited to present their offer to full Council at the March meeting. Officers are authorised to conduct negotiations with the provider with a view to reducing costs where possible.**

### **CD2019/20.63 OPEN DAY**

The Clerk presented the report from the Mayor's Officer regarding holding an open day in 2020 to celebrate the 830<sup>th</sup> anniversary of the City of Hereford.

It was proposed by Councillor Kenyon, seconded by the Mayor and with no opposing vote

**RESOLVED That the Committee supports an Open Day to be held coinciding with the national Heritage Open Days in September.**

### **CD2019/20.64 INFORMATION ITEMS**

The Deputy Clerk presented the notes of the working parties on partnership working with Herefordshire Council, including Parks and Open Spaces. It was noted that this had been a particularly, indeed remarkably, positive meeting, but the main risks of tree liabilities and footpaths were being retained by Herefordshire Council.

Councillor Stevens added that in future he sees Applefest will move on to the fields and Castle Green as it gets bigger.

### **CD2019/20.65 ITEMS FOR FUTURE MEETINGS**

#### **31st March Meeting**

- King George's Playing Fields – To report on options identified by the Parks and Open Spaces Working Party in line with priority five from the Business Plan
- A timetable for retendering the allotments grounds maintenance contract
- Grants working party final report
- Roadshow programme of events for 2020

#### **22nd September meeting**

Review of Snap Survey

**CD2019/20.66 DATE OF NEXT MEETINGS:**

Monday 10th FEBRUARY 2020 – Grants Meeting – 10 am  
Tuesday 31st MARCH 2020 – Routine Meeting – 6 pm

There being no further business the Chair declared the meeting closed at 7:10 pm

Signed .....

Date .....