

**YOU ARE HEREBY SUMMONED TO ATTEND  
A MEETING OF THE  
LEISURE FACILITIES AND OPEN SPACES COMMITTEE  
TO BE HELD ON  
MONDAY 11<sup>th</sup> OCTOBER 2010  
IN THE PARISH CENTRE LOCKLEYS DRIVE WELWYN.  
COMMENCING AT 7.30PM**

Any member of the electorate is welcome to attend the meeting.

**AGENDA**

**1. APOLOGIES**

**2. DECLARATION OF INTERESTS**

**3. MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> AUGUST 2010.**

**4. MATTERS ARISING FROM THE MINUTES OF 9<sup>TH</sup> AUGUST 2010.**

**5. CIVIC CENTRE**

**5.1 Refurbishment programme**

- . The Civic Centre re-opened to the public Wednesday 1<sup>st</sup> September 2010. All public areas of the Civic Centre were completed however some additional work is being completed in the non public areas.

The Cost Report Number 5 is attached as

**APPENDIX 1**

Minutes of the contract meeting held on the 11<sup>th</sup> August are attached as **APPENDIX 2**

An official opening ceremony of the newly refurbished Civic Centre is to be held on Saturday 11<sup>th</sup> December 2010 10am – 2pm.

**5.2 Tree Work** The Council have been advised, following inspection by a tree surgeon, that the large conifer tree on land adjacent to the Civic Centre building needs to be removed at a cost of £ 1,040 plus VAT. Quotation attached as

**APPENDIX 3**

WHBC have advised planning permission to remove the tree is not required. WHBC advised a broadleaf native tree would be a suitable replacement and suggested a Hornbeam.

**6. NOTICE BOARD AT OAKLANDS**

The notice board has been erected and an official opening photo shoot is being arranged.

**7. ST MARY'S CHURCH WALL**

A meeting was held on the 19<sup>th</sup> July 2010, with St. Mary's church representatives, Councillor McLusky, Councillor Blackburn, the Clerk and representatives from the Diocese, to agree the scope of the proposed works. The meeting took place in Church house, to enable site inspections if required. Minutes of a meeting held on the 19<sup>th</sup> July 2010 were circulated with the Agenda of the meeting held on the 9<sup>th</sup> August 2010.

St Mary's Parochial Church Council's Architect, following a visual inspection on the day of the meeting, did not agree with the report from the Parish Council's structural engineer, that sections of the wall require rebuilding. The Parochial Church Council also advised that Listed Building consent from Welwyn Hatfield Borough Council (WHBC) is also not required. Following discussion, St Mary's Parochial Church Council agreed to fund investigation and report work by their own Architect to establish what work is required to the church walls. The Parochial Church Council also agreed to fund the submission to the Diocese of an application for permission to conduct the necessary work. The church's Architect has been given copies of all professional reports received to date by the Council. No further correspondence has been received.

**8. ST MARY'S CLOSED CHURCH YARD**

A tree survey was undertaken of trees in the closed churchyard, to update the original survey which was undertaken in 1998. A quotation to complete the required tree work is attached as

**APPENDIX 4**

The trees are in a conservation area and require planning permission prior to the commencement of any work. A planning application has been forwarded to WHBC and a copy has been sent to St. Mary's Church Warden.

**9 WELWYN CEMETERY**

9.1 Mrs C M Haylon requesting permission to include a flower container on a Garden of Remembrance memorial. Request plus the Council's letter advising the rules and regulations and changed attached as

**APPENDIX 5**

9.2 Cemetery Rules and Regulations attached as

**APPENDIX 6**

**10 PARISH PLANTERS**

Welwyn Hatfield Borough Council (WHBC) are currently looking into the possibility of installing 3 planters in agreed locations within the parish of Welwyn. The Parish Council would then be responsible for filling with soil and planting them each year. Correspondence attached as

**APPENDIX 7**

**11 WELWYN & DISTRICT BOWLS CLUB RENT REVIEW**

At the Leisure Facilities and Open Spaces Committee meeting held on the 9<sup>th</sup> August 2010 the following resolution was agreed

"that

1. an annual rental of £ 3,200 for the years 2010 – 2014, with a review every five years as stated in the lease agreement.
2. the Welwyn and District Bowls Club be invited to apply for a grant towards the annual rent".

A letter was received from Welwyn and District Bowls Club dated 1<sup>st</sup> September 2010 a copy was delivered to all Councillors Copy attached as

**APPENDIX 8**

A response was sent to Welwyn and District Bowls Club, following consultation with the Chairman, copy attached as

**APPENDIX 9**

A further letter has been received from Welwyn and District Bowls Club, a copy of which has been delivered to all Councillors. Copy attached as

**APPENDIX 10**

Report by the Chairman

**12 WELWYN ALLOTMENTS ASSOCIATION (WAA)**

12.1 To agree the level of charges for rental of allotment plots for the 2011 year.

Current charges for allotment plots are as follows

81 Small to medium plots £ 19 per annum

7 Medium plots £ 22 per annum

4 Large plots £ 27 per annum

12.2 Welwyn Allotment Association request a sign be erected at the entrance to the allotment site from half way down Lockleys Drive to read '**Allotment Plot Holders Only**'. A sign 450 x 600mm would cost £ 100.30

**13 PROPOSED RE-SURFACING OF THE OTTWAY WALK CAR PARK**

A detailed specification of remedial works to the car park is being sought to ensure comparison of quotations can be undertaken. Report to be made at the next meeting.

**14 REQUEST FOR GRANT AID**

14.1 Grant aid is requested with the Welwyn Advent Windows project

**APPENDIX 11**

**To follow**

14.2 Welwyn Wailers requesting grant aid with their booking at the Civic Centre for their Annual Music Hall shows for 2011.

**APPENDIX 12**

**15 BUDGET 2011/2012**

To consider items for inclusion in the 2010 – 2011 Budget

**15.1 WHITEHILL CHILDRENS PLAY AREA**

The Whitehill Children’s play area has been closed following a report from the Royal Society for the Prevention of Accidents which advised the equipment was past its useful life.

The Welwyn Playground Support Group (WPSG) have raised £6,989 to date and have been awarded a further £ 7,917 from the WHBC Community Chest, subject to this being authorised by the Cabinet. A further grant application is being considered by Lafarge.

The Council have applied for £ 10,000 from the Awards for All Lottery budget and will be advised if this has been successful within 30 days.

Three quotations to replace play equipment were obtained and following public Consultation the WPSG selected the quotation from Park Leisure at a total cost of £ 51,689 Quotation attached as **APPENDIX 13**

Funding raised to date	WPSG	£ 14,906
	Welwyn Parish Council	£ 12,905
	Total	£ 27,811

The Council to fund a further **£ 23,878** should no further grants be received.

**15.2 REPLACEMENT NOTICE BOARDS**

To consider replacing the Council notice boards at the following locations

Civic Centre A two bay notice board approximate cost	£ 1,700
Parish Centre A two bay notice board approximate cost	£ 1,700
Digswell A two bay notice board approximate cost	£ 1,700
High Street A three bay notice board approximate cost	£ 2,500
<b>Approximate total cost</b>	<b>£ 7,600</b>

**15.3 SECURITY ISSUES**

To remove the steps and the low wall at the side of the Pavilion and to install a sloping roof to the electricity box for a total cost of £ 1,200 A revised quotation will be sought.

**15.4 CHURCH STREET AND DIGSWELL WAR MEMORIALS**

Following concerns expressed by Councillors about the need for remedial works to the Church Street and the Digswell War Memorials, an inspection was undertaken by MJS Conservation Ltd and their report was circulated with the Agenda of the meeting held on the 7<sup>th</sup> June 2010. Priority to be given to undertaking remedial work to the Digswell War Memorial.

Renovation work to the Church Street War Memorial	£ 3,130 plus VAT
Renovation to the Digswell War Memorial	£ 1,760 plus VAT

**15.5 CEMETERY WAITING AREA.**

To demolish the existing building including removal of the asbestos in the roof will cost approximately £ 4,000, leaving the base in situ as a seating area.

To build a memorial wall and covered seating area at the top of the Cemetery approximate cost prior to obtaining quotation £ 10,000.

Report by the Chairman, Councillor McLusky

**16. TO CONSIDER HIRE CHARGES FOR COUNCIL FACILITIES, PLAYING FIELDS AND CHARGES FOR THE CEMETERY FOR YEAR 2011-2012** **APPENDIX 14**

**17. CLOSE OF MEETING.**

Anita S Pack **Clerk to the Council**

**Posted 6<sup>th</sup> October 2010**

