

**A MEETING OF THE  
LEISURE FACILITIES AND OPEN SPACES COMMITTEE  
TO BE HELD ON  
MONDAY 14<sup>th</sup> FEBRUARY 2011  
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 6<sup>TH</sup> DECEMBER 2010.**

**4. MATTERS ARISING FROM THE MINUTES OF 6<sup>TH</sup> DECEMBER 2010.**

**5. CIVIC CENTRE**

**5.1 Tree Work** It is recommended a Cherry Tree causing problems with pavings and its proximity to the building. be removed at a cost of £ 345.

**5.2 Mature Mountain Ash Tree.** To supply and plant a mature Mountain Ash tree as a replacement for the felled conifer tree will cost £ 180. Quotation attached as **APPENDIX 1**  
There is another healthy tree nearby therefore a replacement tree would not be required.

**5.3 Sound System.** The sound system at the Civic Centre broke down on Monday 22<sup>nd</sup> November 2010 during a Zumba Fitness session. Following investigations it was possible to repair the existing system. The replacement of the system can now be budgeted for in a future year.

**5.4 Request for a concession.** Ms Schindler is hiring the Civic Centre to hold an Antique Valuation event in aid of Save the Children and requests consideration be given to a concession or part concession on the fees. The fee for the hire of the hall for the event is £ 108.00 **APPENDIX 2**

**5.5 Front Entrance Steps.** The front entrance steps have become unsafe due to frost damage and age and the area leading to the Civic Centre has become uneven with some loose slabs, creating a trip hazard... In the process of obtaining quotations to repair these areas, the steps no longer conform to building regulations and will require complete re-building. Specification attached as **APPENDIX 3**

Quotations attached as **APPENDIX 4**

**5.6 Heating Units under the stage.** The heating system under the stage, which consists of two heater units with two fans per heater, kept tripping the electrical system. Upon inspection by the electrical engineer who completed the electrical refurbishment work to the Civic Centre, it transpired that three of the fan units had seized and the other one was very tight. The four fan units need to be replaced to enable the heater to be put back into service. The cost of the work is £ 1,048.

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

Progress Report attached as

**APPENDIX 5**

To be proposed by the Chairman Councillor L McLusky  
"that

Freeland Rees Roberts Architect be appointed to manage the St Mary's Church Wall project at a cost of 12.5% of the total cost of the project

Andrew Firebrace Partnership, Structural Engineers be appointed and that a provisional budget of £ 2,000 - £ 2,250 be agreed”

## **7 PARISH PLANTERS**

Welwyn Hatfield Borough Council (WHBC) is 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 was circulated with the Agenda of the meeting held on the 11<sup>th</sup> October 2010.

WHBC advised the planters would be approximately 1500mm (width) x 550mm (height) in size and would be made of the same composite material and be the same colour as the litter bins located around the district. At the Leisure Facilities and Open Spaces Meeting held on the 6<sup>th</sup> December 2010 it was agreed that the Parish Council accept the planters, location of each planter to be decided between the Parish and the District to be agreed by HCC regarding any highway issues.

Suggested location

- Two at the top of the steps in front of the Civic Centre
- The third the Council is having difficulty locating because of the narrowness of pavements throughout the village.
- Councillors are requested to research this issue for discussion at the meeting.

## **8 WELWYN & DISTRICT BOWLS CLUB RENT REVIEW**

Progress Report attached as

**APPENDIX 6**

Report by the Chairman Councillor L McLusky

## **9 WELWYN ALLOTMENTS ASSOCIATION (WAA)**

**9.1** Welwyn Allotments 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 300mm x 200mm would cost £ 80.95 from Seton Signs. A similar size sign from Devonshire crafts would cost £ 85.50.

**9.2** WAA Annual General Meeting is to be held on Friday 25<sup>th</sup> February 2011. The Council is invited to attend. Councillor Blackburn will present Certificates to the Best Allotment Plot winners.

## **10 PROPOSED RE-SURFACING OF THE OTTWAY WALK CAR PARK**

St Mary's School Governing Body has requested the Council consider resurfacing the overflow car park in Ottway Walk to the same width as the existing car park and also to consider surfacing the basket ball area for use during school drop off and pick up times.

The School is undertaking remedial works within the school site to provide further parking for staff and for parents to drop children off in the morning. However this will not solve the problems being experienced at each end of the school day.

A specification to resurface the car park is being drawn up and quotations sought for the three areas detailed above. Report at the next meeting.

Parents are also parking vehicles adjacent to the school in Ottway Walk from opposite the Sports and Social Club to the emergency entrance of the school. The Council to investigate the installation of double yellow lines in this area, which is on Council owned land. Report to be made at the next meeting.

## **11. DONATION**

A former Councillor, Dr H Ober has donated £ 2,500 to the Leisure Facilities and Open Spaces Committee with a request that the donation be put towards the Ottway Walk Children's Play Area Fundraising Appeal. A letter of thanks has been sent to Dr Ober, copy attached as **APPENDIX 7**

## **12 HARMER GREEN BUS SHELTER**

- 12.1 A bus shelter erected on land owned by the Parish Council is now in need of refurbishment.
- 12.2 Digswell Residents Association would like to refurbish the bus shelter which was erected in memory of Frederick Armitage who died in 1939 and request
- a) grant aid with this project. Details attached as **APPENDIX 8**
  - b) that the Parish Council maintains the shelter following the refurbishment programme into the future

Report by Councillor S Butler.

**13 SPECIAL EXPENDITURE ON LOCAL NATURE RESERVES IN THE WELWYN PARISH**

WHBC advised special expenditure on Local Nature Reserves in Danesbury, Singlers Marsh and Mardley Heath for the 2011.2012 year is £ 15,930. WHBC has been requested to provide details of the costs of maintaining the Local Nature Reserves and the long term management plans for these areas. As there has been no management of trees in Mardley Heath South for at least eight years. WHBC's future management plans for this area have been requested. **APPENDIX 9**

**14 WHITEHILL CENTRE**

**14.1 Folding tables.** To purchase 13 folding self assembly tables for the Whitehill Centre. These tables can easily be erected by hirers of the hall. Unit price for each table has been reduced from £ 423.30 to £ 398.40. Estimate for purchase of the tables attached as **APPENDIX 10**

**14.2 Tree and Shrub maintenance.** Quotations for reducing trees and shrubs bordering the Whitehill Play area, to a height of 8 – 10 feet, to be sought. A quotation to plant a row of Laurel hedging inside the fence to be sought also.

**15 WHITEHILL PLAY AREA**

As the swing frames on the Whitehill Play area were in a good enough condition to retain, a quotation was sought to replace swing seats and chains, to re-paint frames and repair safety surfacing. Quotation attached as **APPENDIX 11**

**16 CLOSE OF MEETING.**

Anita S Pack  
Clerk to the Council

Posted 9<sup>th</sup> February 2011.