

**MINUTES OF A MEETING OF THE
LEISURE FACILITIES & OPEN SPACES COMMITTEE
HELD ON MONDAY 14th September 2009
IN THE PARISH CENTRE, LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30 PM**

PRESENT: Chairman, Cllr. L. McLusky and Councillors M Benson, J Blackburn, S Butler and I Colpitts

IN ATTENDANCE: A S Pack (Acting Parish Clerk)

APOLOGIES: Councillor B McKay and H Ober

2009/076 DECLARATION OF INTERESTS.

There were no Declarations of Interest.

2009/077 MINUTES OF THE MEETING HELD ON 10th AUGUST 2009

RESOLVED "that the Minutes of the Leisure Facilities and Open Spaces Committee meeting held on the 10th August 2009 be approved and signed"

Unanimously Agreed

2009/078 MATTERS ARISING FROM THE MINUTES OF 10th August 2009

There were no matters arising.

2009/079 SECURITY ISSUES

- 1. Pavilion Security Briefing by Police Constable (PC) Deal**
Police Constable (PC) S Deal advised Councillors that there are several security issues around the Pavilion with youths congregating in the evening, parking vehicles and riding mopeds on the playing field. There is no external lighting on the Pavilion building which encourages its use as a gathering point for youths in the evening. It would help the situation if the building could have external lighting from dusk to dawn. PC Deal had cautioned several youths for riding on the playing field and if the same youths are caught repeating this behaviour, their vehicles would be confiscated. PC Deal advised he had visited the Youth shelter on many occasions. however this was not well used by youths as they considered it to be in the wrong location.

The Chairman thanked P C Deal for attending the meeting.

Pavilion External Lighting and Signage

Following discussion it was agreed that the lighting would be improved as a matter of urgency and signage would be erected to advise that the car park is private property and for the use of patrons of the Pavilion only. PC Deal to supply the wording of the Police Reform Act signs which would also be erected to alert youths to the consequences of unacceptable behaviour. The Acting Clerk was requested to accept the most suitable

quotation for replacing the solar switching head on the roof of the Pavilion and providing lighting on all sides of the building.

2. Whitehill Centre

Following discussion it was proposed by Councillor Blackburn, seconded by Councillor Benson and

RESOLVED "that the hedge adjacent to the Whitehill Centre and car park be reduced in height and bollards be erected to prevent vehicles accessing the playing fields over the hedge".

Unanimously agreed.

2009/080 FIX MY STREET

The OWL Neighborhood Web site provides a facility to report problems in the area, i.e. lighting, pot holes overgrown trees etc and these problems are then directed to the relevant authority for remedial works. Two weeks after reporting the problem, the person initiating the report would be contacted to check the problem had been resolved to their satisfaction.

Councillor Colpitts gave a demonstration of the web site on line. Anyone can join the OWL Neighborhood Watch web site and would be given a password to allow them to access this facility. After logging onto the site, entering their password and going to the 'local' section they can then use 'Fix My Street'. Councillor Colpitts was requested to consider giving a presentation at the Annual Parish Assembly to help publicise this facility.

Councillor Colpitts left the meeting at 8.05pm.

2009/081 CIVIC CENTRE

1. Full Condition Survey of the Civic Centre

A Full Condition, Repair and Maintenance Survey of the Civic Centre was circulated with the Agenda as Appendix 1

Before an estimated cost figure for the overall repair can be provided, the Council need to consider whether they are to enter into a further lease agreement with Welwyn Hatfield Borough Council (WHBC), negotiate ownership of the building or hand back the building when the present lease terminates in 2014.

The Acting Clerk has requested a copy of the Condition Survey undertaken by WHBC in 1994 prior to commencement of the existing lease arrangement.

Welwyn Parish Council had held a Public Meeting and parishioners had voted overwhelmingly to keep the Civic Centre as a community hall. Following discussion it was proposed by Councillor Benson, seconded by Councillor Butler and

RESOLVED "that the Welwyn Hatfield Member of Parliament (MP) Grant Shapps be approached to support the Parish Council's campaign to obtain ownership of the Civic Centre".

Unanimously agreed

Welwyn Hatfield Borough Councillors for the Welwyn area to be approached to support this campaign following discussions with Grant Shapps MP.

The Acting Clerk advised that the Asbestos Survey was to be conducted in the next few days and a report would be included with the next Agenda. WHBC to be asked if they have conducted an Asbestos Survey of the Civic Centre.

The Acting Clerk was requested to action or obtains quotation for all items marked as follows:-

Category 'A' - Urgent and should be carried out without delay. This includes health and safety matters.

2. Welwyn Mystery Plays

Welwyn Mystery Plays are to perform in the Civic Centre during the Welwyn Festival in 2010 and have requested a concession on fees to hold rehearsals in the Civic Centre main hall, three times a week in June 2010. The rate per hour for hiring the hall is £ 14.50, thus the 53 hours requested would amount to £ 768.50.

The Acting Clerk to request further information about what concession the group is requesting and details of which charities they will be supporting with any profit made.

2009/082 YOUTH WORKING PARTY

1. Youth Working Party Meeting

Notes of the Youth Working Party meeting held on the 8th September 2009 were circulated prior to the meeting and are attached as

APPENDIX 1

2. Change of Name

Following discussion of legal advice from National Association of Local Council's (NALC) circulated with the Agenda as Appendix 3, it was proposed by Councillor Blackburn, seconded by Councillor Benson and

RESOLVED" that the name of the Youth Working Party be changed to the Youth Sub-Committee and that a budget of £ 1,000 be allocated to the Sub-Committee".

Unanimously agreed

3. Play Area

The Chairman advised that the Scout Group who have a very long lease on the Elizabeth of Glamis Hall, Canonsfield Road and approximately one acre of land around the hall, would be willing to allow part of the land to be used for a children's play area with a possible adventure trail for older children. The Acting Clerk advised that there are grants available to community groups to fund such a venture.

The Chairman to request an architect to draw rough plans for the area for a small consideration.

2009/083 CHRISTMANS LIGHTING

1. Using the WHBC tendering process, their successful contractor was requested to quote to supply, erect and dismantle lighting in Church Street and High Street plus to decorate the Christmas tree in the Church grounds. Details circulated with the Agenda as Appendices 4 and 5
2. A request from a resident to consider installing Christmas trees above shop premises along the High Street was circulated with the Agenda as Appendix 6.

Following discussion it was agreed that for health and safety reasons and previous problems when such a scheme had been considered, the Council would not pursue this suggestion.

It was proposed by Councillor Benson, seconded by Councillor Butler and

RESOLVED "that the quotation from Peckfords Electrical Contractors Ltd to supply and erect Christmas lighting in Welwyn Village and to dress the Christmas tree within the grounds of the church, for a total year one cost of £ 6,102.77 and an annual cost for future years to erect and dismantle the above lighting of £ 3,155 be accepted".

Unanimously agreed.

2009/084 WELWYN VILLAGE CLEAN UP GROUP

Councillor Blackburn advised that the organiser of the Village Clean Up Group is leaving the area and to date no one has volunteered to continue to undertake this role. Following discussion the Chairman, Councillor Blackburn agreed to include an article in his monthly column in the Parish Magazine. An article would also be placed on the Council's web site. Councillor Blackburn would obtain the names and contact details of volunteers who have helped in the past with the Welwyn Village Clean Up Group.

2009/085 CEMETERY

1. **Waiting Room Area**
A quotation to conduct a feasibility study to explore options for the site of the Waiting Room area and to present these to the Council was circulated with the Agenda as Appendix 7.

It was proposed by Councillor Benson, seconded by Councillor Butler and

RESOLVED "that Weal Architects conduct a feasibility study of the Waiting Room area and present their options to the Council for a total cost of £ 475.00

Unanimously agreed

2. **Remembrance Garden**
Following discussion it was agreed that rule number 24 which reads as follows be more rigorously enforced:-

“No flat stones laid horizontally, nor memorials, metal vases, railings, fencing, kerbs or other structures enclosing graves, other than headstones are permitted in lawn sections of the cemetery

Those who have not complied with this rule are to be given six months to remove items which are not allowed. After which time the Council will remove all items which do not comply with this rule.

Memorials on Cremated Remains Plots reads as follows:-

“Memorials shall be in the form of a single flat tablet, or open book the overall dimensions shall not exceed 1 foot 3 inches (0.38metre) by 1foot 3 inches (0.38 metre) by 2 inches (0.05 metre) and must be placed centrally on the plot”.

This rule is to be enforced also however the following words to be added to reinforce the rule:-

“No memorials, metal vases, railings, fencing, kerbs or other structures enclosing graves, other than a single flat tablet or open book are permitted in lawn sections of the cemetery”.

All Funeral Directors to be sent a further copy of the Rules with a reminder to ensure these are adhered to. In future all requests for grants of right of burial to be given a set of the rules also.

Weal Architects to be requested to also design a Garden of Remembrance to include a Memorial wall on which plaques can be erected, with one area only for flowers.

2009/086 WELWYN ALLOTMENT ASSOCIATION (WAA)

1. Notes of the Allotment Inspection held on the 6th September 2009 were circulated with the Agenda as Appendix 9
2. Following alterations to letter No 2, it was agreed that letter one, a gentle reminder to work the allotment plot be sent out in the first instance of concern, this to be followed eight weeks latter with a more severe letter if there has been no improvement to the plot. If after two letters there is still cause for concern then four weeks after letter number 2 a third letter would be sent advising the tenant that their tenancy agreement would be terminated in 30 days if no improvement has been made.

2009/087 BUDGET

To consider items for inclusion in the 2010 – 2011 Budget

Mini Bus

Following discussion it was agreed that once an activity has been identified then a Mini Bus be hired for a specific occasion rather than buy or lease a vehicle at this point in time.

Replacement Equipment at the Digswell site

The Acting Clerk advised a meeting is being arranged with WHBC to discuss the future management of the Digswell site, this item to be discussed following this meeting.

Civic Centre

It was agreed that the cost of remedial work to the Civic Centre for both the short and longer term would not be sought until decisions had been made regarding renewal of the lease or obtaining ownership of the Civic Centre.

Allotments

It was agreed to provide an additional water butt at the location required by the Welwyn Allotment Association at a cost of **£ 847**

Councillor Butler advised that the new allotment site owned by WHBC had used the guttering of a nearby house to gather water. It was suggested that the Allotment hut could be used in the same way. This suggestion to be passed to the WAA

Waiting room at the Cemetery

To demolish the building including removal from site of the asbestos in the roof will cost **£ 3,980**

To design, conduct a tender process and supervise all works for the building of a new structure approximately **£ 2,500**

Cost of a new building as yet unknown

Christmas lighting

Erect and dismantle Christmas lighting = **£ 3,155**

Christmas tree

To supply and deliver one 20 foot Christmas tree for St. Mary's churchyard would cost approximately £ 250.00, plus a delivery charge of £ 35. To supply two 6 foot and one 8 foot Norway Spruce trees, one for the Parish Council Chamber and 2 for the Civic Centre would be approximately £ 90. Total approximate cost of Christmas trees for the 2009 year = **£ 375.00**

To remove the tree in the churchyard after the Christmas and New Year period would cost **£ 100**

Police Community Support Officer (PCSO)

A Public meeting is to be held in September to ascertain whether the community would support funding an additional PCSO by Welwyn Parish Council. To fund a PCSO for one year costs £ 28,000 however 50% of this would be funded by the Police Authority. Inspector Grout and PC Deal are to present the case for a PCSO at the public meeting. Codicote Parish Council have been requested to attend the meeting to discuss their experience of funding a PCSO

Part funding of a PCSO would cost **£ 14,000** which would cost a "D" band property £ 3.23 per annum, or 6p per week.

Youth Working Party Projects

An area of land near the Scout Hut in Oaklands and Mardley Heath could be developed as a children's play area if some trees were removed and lighting installed. This is under investigation as detailed above.

Whitehill Play area

Following a site visit with the company who provided the original equipment, replacement of the equipment is recommended at a cost of **£ 12,905.00** . Following discussion, this was agreed

Playing Fields Play Area

The company who supplied the wooden equipment is to conduct an inspection to ascertain whether the equipment can re repaired or requires replacement.

To repair and replace equipment supplied by SMP Playgrounds = **£ 7,548.35**

Whitehill Centre Refurbishment

To complete all works indentified **£ 26,551**
Further comparative quotations are awaited.

Pavilion

To refurbish the toilet area **£ 3,220**
To renovate kitchen access area **£ 1,266**
Flooring quotations awaited.

2009/088 CLOSE OF MEETING.

The Chairman thanked everyone for attending and closed the meeting at 10.01pm.

Signed:.....

Chairman of the Leisure Facilities and Open Spaces Committee.

Date: 12th October 2009