

**MINUTES OF A MEETING OF THE  
LEISURE FACILITIES & OPEN SPACES COMMITTEE  
HELD ON MONDAY 9<sup>th</sup> NOVEMBER 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, I Colpitts

**IN ATTENDANCE:** A S Pack (Acting Parish Clerk)  
Francesca Weal of Weal Architects

**APOLOGIES:** Councillors B McKay and H Ober

**2009/099 DECLARATION OF INTERESTS.**

There were no Declarations of Interest.

**2009/100 MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> OCTOBER 2009**

**RESOLVED** "that the Minutes of the Leisure Facilities and Open Spaces Committee meeting held on the 12<sup>TH</sup> OCTOBER 2009 be approved and signed"

**Unanimously Agreed**

**2009/101 MATTERS ARISING FROM THE MINUTES OF 12<sup>TH</sup> OCTOBER 2009**

**2009/092 Pavilion.** Youth Connexions are now using the Pavilion as a winter venue once a week. Police Officer Deal has reported that he is not experiencing as many problems in the area since the improved lighting and the use of the area by Youth Connexions. Councillors to visit the Pavilion during a Youth Connexions session.

**2009/102 CEMETERY**

Francesca Weal, of Weal Architects advised on visiting the site she considered one of the key features of the site was the brickwork on the wall at the entrance to the site, however the walk from the entrance to the waiting room had a funereal feel, with the walkway covered by an arch of trees meeting overhead. The existing waiting room is situated in a dip with some views up the incline to the graves.

Pictures attached as

**APPENDIX 1**

On examining the site a more open area was at the top of the site, which being in an elevated position gave an excellent view of the whole Cemetery with the village as a backdrop. Plants would also grow better in this location as it had a more open aspect. From this point also, visitors enjoying the view could see anyone coming towards them. Francesca tabled drawings of her original ideas for the site of the existing waiting room. This consisted of a wavy wall with seating and planting, which matched the curve of the Mimram as it weaves through the parish.

**APPENDIX 2**

However, it was considered, ideas for the open area at the top of the site which consist of oak framed 'lynch gate' with seating and a curved remembrance wall for plaques suited the topography of the site better Attached as

**APPENDIX 3**

The structure would be of oak with a plain tiled roof. This would be cost effective and hard wearing. The underside of the roof could be treated with heat resistant paint to protect against vandalism. It was considered this design brought some formality to this

part of the site, which could also include a rose garden and an area where ashes could be scattered.

To demolish the existing building would cost £ 3,980 however the Acting Clerk to ascertain whether the building has a concrete base and if so the cost of removing this is included in the quotation.

The ratable value of the Cemetery is £ 1,818, the Acting Clerk to ascertain whether this is for the waiting room structure only or is this for the whole site. Investigations to be undertaken to ascertain whether an archeological survey would be required, prior to any works on the site. For budgeting purposes it was agreed to move to the next stage however future quotations to be broken down to enable the project to be budgeted over the next few years.

It was proposed by Councillor Blackburn, seconded by Councillor Colpitts and

**RESOLVED** “that Weal Architects be employed to produce working drawings, a specification and advice on appropriate building contracts in order to obtain competitive quotations, for a total cost of £ 900 plus VAT”.

**Unanimously agreed.**

**2009/103**

## **SECURITY ISSUES**

### **1. Pavilion.**

#### **Steps on the car park side of the Pavilion.**

A quotation to remove the steps and the low wall, and to install a sloping roof to the electricity box for a total cost of £ 1,200 has been received.

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

**RESOLVED** “that the quotation 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 be accepted”.

**Unanimously agreed.**

#### **Signage**

Two free standing signs are to be erected at the entrance to Council owned land in Ottway Walk and in front of the White Hill Centre.

**2009/104**

## **CIVIC CENTRE**

1. Grant Shapps MP is unavailable to meet the Council until January 2009. Following discussion it was agreed to ask if Grant could be available for a meeting during the Christmas break.

#### ***Post Meeting Note.***

***A meeting has been arranged with Grant Shapps MP on Friday 8<sup>th</sup> January 2010 commencing at 4.30pm in the Parish Centre. The Council has asked for Grant's support obtaining ownership of the Welwyn Civic Centre.***

2. Welwyn Hatfield Borough Council's (WHBC) permission to repair the roof leaks of the Civic Centre using a felt overlay system has been sought. The category 'A' asbestos is being removed from the boiler room on Friday 13<sup>th</sup> November and a quotation to remove category 'B' asbestos is being sought. Investigations are

being undertaken to ascertain whether ceiling tiles in the Civic Centre contain asbestos.

3. Welwyn Wailers Dramatic Society's request for a concession on fees to hire the Civic Centre was discussed. The Welwyn Wailers were granted a concession in 2007 and 2008 but not in 2009. Information on fee charges was circulated with the Agenda as **Appendix 2**.

As the Council is funding high lease charges along with the escalating cost of repair and maintenance to the Civic Centre, they are unable to offer concessionary rates. Following discussion however, as the Welwyn Wailers are a local group who provide a community activity and all of their proceeds are donated to charity, it was proposed by Councillor Colpitts, seconded by Councillor Blackburn and

**RESOLVED** "that a donation of £ 368 be given to the Welwyn Wailers".

**Unanimously agreed.**

**2009/105 WELWYN ALLOTMENT ASSOCIATION (WAA)**

1. Invoices for the year 2010 are being sent out to all plot holders. The cost of plots is as follows:-

Small Plots	£14	Medium Plots	£19
Large Plots	£22	Extra Large	£ 27

Following discussion it was agreed not to increase charges for Allotment Plots in the 2010 year.
2. Following discussion it was agreed not to allow bonfires on the Allotment site.
3. The next Allotment Inspection is to take place Sunday 15<sup>th</sup> November 2009 commencing at 11am. Notes of the Inspection which took place on the 6<sup>th</sup> September 2009 were circulated with the Agenda as Appendix 3

**2009/106 NOTICE BOARD AT OAKLANDS**

Quotations are being sought to replace the Oaklands Notice board with a larger board to enable use by the Council and the Community.

**2009/107 WELWYN BOWLING CLUB RENT REVIEW**

A review of the Welwyn Bowling Club rent is being undertaken and will be reported at the next meeting.

**2009/108 COUNTRYSIDE MANAGEMENT SERVICES (CMS) – MARDLEY HEATH**

Councillor McLusky reported that thirty two people had taken part in a CMS guided tour of Mardley Heath. CMS are to provide new signage for footpaths and bridleways and are to provide interpretation boards also. However, they are still seeking funding to be able to provide disabled access to the area.

**2009/109 BUDGET**

To consider items for inclusion in the 2010 – 2011 Budget

### **Replacement Equipment at the Digswell site**

The Acting Clerk advised a meeting is taking place with WHBC and their contractor Finesse, Friday November 27<sup>th</sup> at 11am at Campus West, to discuss the future management of the Digswell site, this item to be discussed following this meeting.

### **Civic Centre**

Quotations to complete all works identified as in category 'B' in the Condition Survey, are being sought to include minimal repairs to the roofs as agreed by Full Council. Consideration is being given to funding further renovation work to the Civic Centre, the Whitehill Centre and the Pavilion via a Public Works Loan Board (PWLB) application.

### **Allotments**

It was agreed to include in the budget, the provision of an additional water butt at the location required by the WAA at a cost of £ 847

### **Waiting room at the Cemetery**

To demolish the building including removal from site of the asbestos in the roof will cost £ 3,980. Following discussion with Weal Architects it was proposed by Councillor Blackburn, seconded by Councillor Colpitts and

**RESOLVED TO RECOMMEND** "that the building in the Cemetery known as the Waiting room be demolished at a cost of £ 3,980".

### **Unanimously agreed.**

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

### **St Mary's Church Wall**

Costs incurred to date are £ 2,172.40 for the Survey and an additional £1,850 to prepare a foundations report. The Acting Clerk advised grants are available and an application to the appropriate bodies will be made once the full cost of restoration, and where necessary, re-build of the wall is known.

### **Christmas lighting**

Erect and dismantle Christmas lighting = £ 3,155

An application to be made to the Community Chest for funding for the provision of new Christmas lighting in 2009/10

### **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 consider erecting a plaque at the base of the churchyard tree, to advise "Supplied by the Parish Council".

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

### **Police Community Support Officer (PCSO)**

At the Full Council meeting held on the 26<sup>th</sup> October 2009 it was agreed by a majority vote to part fund a PCSO for the 2010-2011 and 2011-2012 years at a cost of £ 14,250 per annum.

### **Youth Sub-Committee**

An area of land near the Scout Hut in Oaklands and Mardley Heath could be developed as a children's play area with permission from the Scout Group who have a 99 year lease and if some trees were removed and lighting installed. A plan of the area has been drawn up by an architect see **APPENDIX 4**

If the Scout Committee agree to a play area on land near the Elizabeth Glamis Hall which they lease, WHBC's permission would be required to clear the land of shrubs and self set trees.

A member of the community suggested a better site for a play area, more in the centre of Oaklands and Mardley Heath would be on land owned by Lockleys Farm. Following discussion it was agreed that the owner of Lockleys Farm be approached to ascertain whether he would consider selling or leasing part of his land.

### **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

The Acting Clerk advised that a local Community Group is interested in fund raising to replace the Whitehill Play equipment and have had a meeting with the equipment provider and the Acting Clerk to design a suitable play area for under 8 year olds. The new plan for the area would cost £ 53,296. Councillor Colpitts advised that the Police have a grant aid body that could help with this initiative. Councillor Benson reminded Councillors of a Community Chest budget administered by WHBC which could help fund this project.

### **Playing Fields Play Area**

The company who supplied the wooden equipment has advised the play equipment can be repaired at a cost of **£ 4,959.09**.

The above Community Group are also interested in helping to raise funds for this area and propose to work with the School to design the area taking on board that there should be some provision for the disabled.

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

### **Whitehill Centre Refurbishment**

To complete all works identified

Company A **£ 26,551**

Company B **£ 17,212**

Company C To be advised.

To relay the paving around the building

Company A To be advised

Company B **£ 3.115**

Company C **£ 9,250**

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

**RESOLVED TO RECOMMEND** "that Company 'B' be employed to conduct the renovations of the Whitehill Centre at a total cost of £ 20,327".

**Unanimously agreed.**

### **Pavilion**

To renovate the toilet area **£ 3,220**

To renovate kitchen access area **£ 1,266**

Following investigation, the carpet tile flooring in the Pavilion is suitable for use by Cricket and football teams. Other surfaces would be damaged by spikes on cricket and football boots.

Councillor McLusky advised that the Chairman of Welwyn Hatfield Sports and Physical Activity Alliance would like to meet the Council to discuss a sports audit being undertaken in the District to identify the provision of new facilities and upgrading existing ones. A meeting has been arranged on Tuesday 17<sup>th</sup> November commencing at 11am in the Parish Centre. Councillor Benson requested the provision of community swimming at Monks Walk Secondary School be mentioned at this meeting.

**2009/110 CLOSE OF MEETING.**

The Chairman thanked everyone for attending and closed the meeting at 9.20pm.

Signed:.....

Chairman of the Leisure Facilities and Open Spaces Committee.

Date: 11<sup>th</sup> January 2010