

**MINUTES OF THE MEETING OF THE
LEISURE FACILITIES & OPEN SPACES COMMITTEE
HELD ON MONDAY 10th AUGUST 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, B McKay and Ober

IN ATTENDANCE: A S Pack (Acting Parish Clerk)

APOLOGIES: No apologies were received.

2009/067 DECLARATION OF INTERESTS.

There were no Declarations of Interest.

2009/068 MINUTES OF THE MEETING HELD ON 13th JULY 2009

RESOLVED "that the Minutes of the Leisure Facilities and Open Spaces Committee meeting held on the 13th July 2009 be approved and signed"

Unanimously Agreed

2009/069 MATTERS ARISING FROM THE MINUTES OF 13th JULY 2009

2009/033 Waiting Room at the Cemetery

The Chairman and the Acting Clerk are to meet Francesca Walkington on the 21st August 2009 to discuss this project. The Chairman tabled four drawings detailing suggestions for the building, attached as **APPENDIX 1**
Following discussion it was agreed that option 'D' was the preferred design.

The fence near to the building to be extended to close the gap between the fence and the Waiting Room to prevent further dumping of rubbish behind the building. The rubbish already there to be removed.

2009/059 Cleaner Villages Week

Meetings were held with Welwyn Hatfield Borough Councillor (WHBC) Mandy Perkins who agreed to pursue areas of concern which were the responsibility of WHBC, and with the Assistant Manager of the Mid West Herts Area of Hertfordshire County Council (HCC), who also agreed to pursue areas of concern which were the responsibility of HCC.

Discussions also took place regarding the disruption in the Village following the fire at the Wellington Public House. Councillor McKay suggested that traffic management could be improved by introducing a temporary one-way system going north from the Doctors Surgery to the Wellington Public House then up Church Street to Lockleys Drive. This would enable the removal of the temporary traffic lights and the restoration of parking in the High Street. This was considered a workable solution to the problems traders are experiencing with loss of custom since the fire took place. This proposal, if agreed by HCC could be in place within a week. HCC were also requested to remove the 'No through Road'

sign from the Codicote Road which gave the impression the village was not accessible.

2009/070 FULL CONDITION SURVEY OF THE CIVIC CENTRE

Three quotations from Building Surveyors to conduct a full condition survey of the Civic Centre were circulated with the Agenda for the Leisure Facilities and Open Spaces Committee meeting held on the 13th July 2009.

The survey from Company one to include the following

- a floor plan
- a detailed report on the repair and maintenance works required under the fully repairing provisions of the lease.

Fee Quotation £ 1,925.00

To include a five year planned maintenance schedule highlighting works required each year through to expiry of the current lease would incur an additional cost of £ 350

Total fee quotation **£ 2,275**

The survey from Company three to include the following

- A report on the existing condition of the building
- A five year planned maintenance schedule highlighting works required each year through to expiry of the current lease
- Likely future liabilities looking beyond the expiry of the current lease

Fee quotation: £ 1,950 plus the cost of producing a floor plan £ 450 = **£ 2,400**

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

RESOLVED that the quotation from Company One, Albion Building Consultants to provide a condition survey of the Civic Centre at a cost of £ 2,275 be accepted.

Unanimously agreed

The Acting Clerk advised that following very heavy rain, the Civic Centre main hall had flooded as well as the cellar and the boiler room. The main hall wooden floor had been damaged and so had the floor length curtains. The Insurance Company has been advised. There is a problem with the guttering which is unable to cope in heavy rain. This issue to be part of the condition survey.

2009/071 YOUTH WORKING PARTY

Notes of the Youth Working Party meeting held on the 28th July 2009 were circulated as Appendix 1

It was noted that correspondence has been received from McMullen Brewery advising they are unable to consider the provision of a children's play area on land adjacent to the North Star Public House.

The Chairman advised that Youth Connexions are to use the Pavilion as a winter venue one night a week apart from the second week of each month, which is already booked. Police Constable (PC) Deal however is extremely concerned at the problems being experienced with youths gathering outside the building and requested the Council put barriers up to prevent youths parking in this area. Following discussion it was agreed to improve the lighting around the Pavilion

building and try to manage the problem rather than move the youths to another area. PC Deal to be invited to attend a future meeting to discuss his concerns.

The Acting Clerk advised she had visited the Whitehill Centre and drawn up a list of works required to bring the building to a better standard. Attached as

APPENDIX 2

Some electrical work is to be undertaken immediately, the fire door is to be repaired and the steps to the building are also to be repaired and hand rails installed. Quotations to be obtained for the remainder of the work for discussion at the next meeting.

Following discussion it was suggested that a budget of £ 1,000 be ring fenced for Youth projects and that the Youth Working Party be given the authority to use this sum for youth activities. The Acting Clerk advised a Working Party, as a rule reports to the Committee, who then make the final decision regarding the funding of projects. The Acting Clerk to check the legality of the Youth Working Party being given the authority to spend this sum and to identify a budget.

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

RESOLVED "that a budget of £ 1,000 be ring fenced for activities identified by the Youth Working Party".

Unanimously agreed

2009/072 FIX MY STREET

Due to problems with IT equipment, this item was deferred to the next meeting

2009/073 BUDGET

To consider items for inclusion in the 2010 – 2011 Budget

Mini Bus

Councillor Colpitts advised that to lease a Mini Bus for eight months would cost approximately £ 14,960 which includes insurance. To purchase a second hand Mini Bus would cost between £ 4,500 - £ 17,000

Councillor Benson's colleague, had experience in this field and advised that it would cost approximately £ 1,000 per year to run a Mini Bus. It was noted that if the Council owned or leased a Mini Bus the drivers would need specific qualifications and would also need to be CRB checked. 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

To cost the works required both in the short and longer term for remedial works to the Civic Centre once the Condition Survey has been completed.

Allotments

To provide an additional water butt at the location required by the Welwyn Allotment Association would cost **£ 940.00**

The Acting Clerk to obtain a second quotation

Waiting room at the Cemetery

A meeting has been arranged between the Chairman, the Acting Clerk and Francesca Walkington to discuss this project on the 21st August 2009

Two quotations were sought

a) To demolish the building to include the removal from site of the asbestos in the roof.

To supply all labour and materials to demolish and clear away waiting room and base, all rubble to be removed by dumper truck to skip outside cemetery gate, to include an Asbestos Specialist to remove contaminated material.

Company One **£ 3,980.00**

Company Two **£ 4,700.00**

b) to seal the asbestos in the roof

To clean off roof slopes of waiting room treat with watco compound and give 2 coat of watco roof sealing compound

Company One **£ 856.00**

Company Two – Unable to quote as the roof would require cleaning and this process could disturb the asbestos. The companies who produce the sealing compound would not guarantee their products in this situation, without first completing a survey of the roof.

Options for the Waiting Room to be discussed following the meeting with Francesca Walkington

Christmas lighting

The Acting Clerk advised she is meeting a contractor on Monday 17th August 2009 to discuss replacement Christmas lighting. D. Smith Builders (Welwyn) Ltd are to provide a map detailing where the electrical supply is taken from along the High Street.

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 after the Christmas and New Year period would cost xxxxx

Police Community Support Officer (PCSO)

A Public meeting is to be held in September to ascertain whether the community would support the funding of an additional PCSO by Welwyn Parish Council. Woolmer Green PC had expressed an interest in contributing to the cost. 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. Councillor Colpitts agreed to identify a Council who had

undertaken to fund a PCSO and request a representative attends the meeting to give details of their experiences of this initiative.

The Acting Clerk to ascertain how much per 'D' Band property it would be to fund a PCSO. This item to be placed on the Welwyn and Hatfield Association of Local Councils meeting being hosted by Welwyn Parish Council at the Civic Centre on the 15th September commencing at 8pm.

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 the area well lit. This area however is owned by North Herts District Council (NHDC). The Acting Clerk to discuss this with NHDC.

The Youth Working Party to investigate other possible areas for a Children's Play area.

2009/074 WELWYN ALLOTMENT ASSOCIATION (WAA)

Notes of the Allotment Judging Competition which took place on Tuesday 21st July 2009 were circulated with the Agenda as Appendix 2

Notes of the meeting with the WAA held on the 29th July 2009 were circulated with the Agenda as Appendix 3

Samples of a Stage one termination letter, a Stage two termination letter and a Final letter of termination which are sent out to Allotment plot holders were circulated with the Agenda as Appendix 4. The corrected letters are attached as **APPENDIX 3**

The first approach to a plot holder whose plot requires work should be a gentle reminder by telephone, followed after one month by a stage 1 letter. It was agreed that the Stage One letter should be acknowledged within two weeks and that a reply paid envelope be included with the letter.

A newsletter to be sent to all plot holders advising that a percentage of plot holders have been sent a reminder to work on their plot

2009/075 CLOSE OF MEETING.

The Chairman thanked everyone for attending and closed the meeting at 9.22pm.

Signed:.....

Chairman of the Leisure Facilities and Open Spaces Committee.

Date: 14th September 2009