

**MINUTES OF THE MEETING OF THE
LEISURE FACILITIES & OPEN SPACES COMMITTEE
HELD ON TUESDAY 19TH FEBRUARY 2008 AT
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30PM**

PRESENT: Councillor J Blackburn (Chairman) and Cllrs M Benson, S Butler,
L McLusky and J Roper

IN ATTENDANCE: R Findlay (Clerk to the Council) and J Lewis (Office Administrator)

APOLOGIES: Cllrs I Colpitts (Other commitments) and H Hughes (Other commitments)

2008/15 OPENING OF THE MEETING.

The Chairman welcomed all present and opened the meeting

2008/16 DECLARATIONS OF INTEREST. None

2008/17 MINUTES OF THE COMMITTEE MEETING HELD ON 29TH JANUARY 2008.

It was **RESOLVED** that these were a true and accurate record and then duly signed by the Chairman.

2008/18 MATTERS ARISING FROM THE MINUTES OF THE COMMITTEE MEETING HELD ON 29TH JANUARY 2008.

- **24 Mill Lane.** The Clerk reported that no reply had been received to her letter sent to the Occupiers. The Clerk was asked to visit the address in due course.
- **Anti-vandal grills.** The Clerk reported that no notification of this work had been received from Thames Water. The Clerk was asked to contact Thames Water as a matter of urgency due to the Health and Safety aspect.
- **Pavilion Steps, Pavilion Disabled ramp and Lighting.** The Clerk reported that the repair work to the steps had now been completed and that the Disabled Access was via the car park and signage showing this should be purchased.
- **Letter from Mrs Wonacott/meeting with Police representatives.** The Clerk reported she had been unable to arrange a meeting date as the local PSCO was away on holiday until March. It was agreed to wait until his return and then arrange a meeting.
- **Registering of Parish Council land.** The Clerk reported that the Council's solicitor required approximate valuations of the various pieces of land and that she had liaised with Cllr P Neville.
- **Kickwall.** The Clerk reported that the contractor is due to install the Kick Wall on 17th March 2008. It was agreed that the Clerk contact the Welwyn Film Society and later arrange an opening event.

2008/19 ALLOTMENT ITEMS

Items raised by the Allotment Association. None had been received.

Items raised by the Parish Council. The Clerk reported that there were 8 people on the Waiting List for an allotment plot.

2008/20

CEMETERY ITEMS

- **Clearance.** The Clerk reported that the contractor was due to have started work on clearing the shrubbery, saplings and ivy. She also reported that she had written to John Swift, St Mary's Churchwarden, reminding him that any work undertaken by the Church volunteers should be notified beforehand to the Clerk to ensure that Health and Safety measures are taken as the Council is responsible for the Closed Churchyard.
- **Tree Survey.** The Clerk had previously circulated the recent tree survey carried out by S.A.Grove.

It was **RESOLVED** that the Clerk be asked to obtain a quotation for the schedule of work contained in the survey.

- **Wall.** The Clerk was asked to obtain advice and a quotation for repairs to the wall once the clearance work had been completed.
- **Yew Hedge.** The Clerk reported that John Swift had emailed her regarding the cutting back of the yew hedge. She responded that this work would be carried out by the Head Groundsman later on in the year when the weather was more clement.

2008/21

CEMETERY ITEMS

Small Grave Tending. The Clerk reported she had received an email someone who wanted to start a small grave tending business. The Clerk had replied advising that she would need further details as it is the Councils property and there were Health and Safety measure to be adhered to.

Update on Cemetery Inspection.

1. The Clerk reported that the Handyman had renovated the notice board and re-located outside the Cemetery gates.
2. The benches had been inspected and advised that they were beyond repair. Benches have been budgeted for in the 2008/09 budget.
3. The Head Groundsman has advised that the large beech tree damaged by storms needs removal on safety grounds. The Clerk was asked to obtain a report and quotation for this work.
4. The broken branches from the Cherry Tree are due to be removed.
5. The yew hedge on Codicote Road is to be cut back once the frost has cleared.
6. Notices were being posted on graves of damaged head stones and overgrown shrubbery advising next of kin that work would be carried out by the Council within the next few months.

It was **RESOLVED** that the Committee undertake another inspection before the May meeting, on 20th May 2008 meeting at the Cemetery gates at 6.30pm.

The Clerk reported that the fencing had been installed on the boundary between the Cemetery wooded copse and a house in Ellesfield. The owner of the property contacted the Clerk to say they were happy with the work done.

2008/22 PLAYING FIELD NOTICE BOARD. The Clerk reported that Welwyn Bowls Club had again enquired whether an information board was to be installed and that they had indicated that they would be willing to contribute to the cost.

It was **Resolved** that the Council would purchase the information board. The Clerk was asked to obtain quote for the next meeting.

2008/23 CAR PARK RESURFACING & BAY LINING. The Clerk reported that she had received a letter from the Sports & Social Club regarding potholes in the car park. She had obtained a quote of over £1,000.00 for this repair work but was currently seeking a revised quotation. A quotation for the complete resurfacing of the car park and bay lining for vehicles, disabled parking spaces and emergency vehicle access areas.

2008/24 GRASS CUTTING TENDERS.

Under section 100A (4) of the Local Government Act 1972 the Chairman excluded the public and accredited representatives of newspapers from the meeting at this point on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

The Clerk presented the tenders received by the agreed deadline:

- 1. Gearing Landscapes Services Ltd.**
- 2. John O'Connor Ground (Maintenance) Ltd**
And
- 3. Harte Landscapes & Garden Maintenance**

The Clerk reported to the Committee. After discussion it was **Resolved** the contract for 2008/2009 go to Gearing Landscape Services Ltd.

2008/25 CLOSE OF MEETING. The Chairman thanked all present and closed the meeting at 8.52pm.

Signed:.....Chairman, Leisure Facilities & Open Spaces Committee

Dated: 18th March 2008