

**MINUTES OF A MEETING OF THE  
LEISURE FACILITIES & OPEN SPACES COMMITTEE  
HELD ON MONDAY 8<sup>th</sup> FEBRUARY 2010  
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, B McKay and H Ober.

**IN ATTENDANCE:** A S Pack (Acting Parish Clerk)

**APOLOGIES:** Councillor I Colpitts

**2010/018** **DECLARATION OF INTERESTS.** There were no Declarations of Interest.

**2010/019** **MINUTES OF THE MEETING HELD ON 11<sup>th</sup> JANUARY 2010**

**RESOLVED** "that the Minutes of the Leisure Facilities and Open Spaces Committee meeting held on the 11<sup>TH</sup> January 2010 be approved and signed"

**Unanimously Agreed**

**2010/020** **MATTERS ARISING FROM THE MINUTES OF 11<sup>th</sup> JANUARY 2010**

There were no matters arising.

**2010/021** **CEMETERY**

Weal Architects have been instructed to produce working drawings, a specification and advice on appropriate building design in order to obtain competitive quotations, for a total cost of £ 900 plus VAT. Report of progress to be made in due course.

**2010/022** **SECURITY ISSUES**

1. **Steps on the car park side of the Pavilion.**  
A grant to cover the cost of removing 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 is being sought from the Police Authority.
2. **Signage**  
Two free standing signs have been installed at the entrance to Ottway Walk and on the green area in front of the Whitehill Centre. The signs read as follows

**WELWYN PARISH COUNCIL**

**PRIVATE PROPERTY**

**10 mph**

**PEDESTRIAN PRIORITY**

**Section 59(4) Police Reform Act 2002**

**ANY PERSONS USING A MOTOR VEHICLE, CYCLE OR MOPED IN  
AN ANTI-SOCIAL OR DANGEROUS MANNER IN THIS AREA MAY  
HAVE VEHICLE SEIZED**

2010/023

## CIVIC CENTRE

1. **Meeting.** A meeting has been requested between the five Welwyn Hatfield Borough Councillors (WHBC) who represent the Welwyn Parish and Welwyn Parish Councillors. It is scheduled for Friday 26<sup>th</sup> February commencing at 4pm and a request to respond to this invitation by the 19<sup>th</sup> February 2010 will be sent.
2. **Roof Repairs.** Welwyn Hatfield Borough Council's (WHBC) permission to repair the roof leaks of the Civic using a felt overlay system has been received. Details circulated with the Agenda as Appendix 2.  
A specification for re-roofing and roof repairs was circulated with the Agenda as Appendix 3  
A Quotation to complete all works at a cost of £ 3,600 was circulated with the Agenda as Appendix 4

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

**RESOLVED** " that all repairs to the Civic Centre roof areas, as detailed in Appendix 3 be undertaken by Dual Roofing (London) Ltd at a total cost of £ 3,600. Repairs/re-roofing to be undertaken as soon as possible".

### Unanimously agreed

3. **Boiler Room.** Investigations into the flooding of the boiler room concluded that the pipework was very badly blocked. A tanker had to be brought on site to remove 1 ton of silt from the pipework. The pipe work leads to two soak-a-ways which are also clogged up with silt. Albion Bulding Surveyors recommend that as no further flooding has occurred, the boiler room be monitored and no further work conducted at this time. Following discussion, the advice of Albion Building Surveyors was accepted.

2010/024

## WELWYN ALLOTMENT ASSOCIATION (WAA)

**WAA Annual General Meeting (AGM).** Councillors Blackburn, Butler, McLusky, Benson and Mr Butler to attend the WAA AGM being held on Friday the 26<sup>th</sup> February commencing at 8pm which will be followed by light refreshments. Councillor Blackburn to present prizes and give a short presentation.

2010/025

## NOTICE BOARD AT OAKLANDS

Two quotations to replace the Oaklands Notice board with a larger board to enable use also by the community were circulated with the Agenda as Appendices 5 and 6. A third quotation was tabled and is attached as **APPENDIX 1**

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

**RESOLVED** " that the quotation from Greenbarnes Ltd to provide a two bay noticeboard with colour filled engraved lettering and a self sealing pin board at a total cost of £ 1,674.95 be accepted".

### Unanimously agreed

An application to Hertfordshire County Councillor Richard Smith, for grant aid towards this board to be submitted.

2010/026

## WELWYN AND DISTRICT BOWLING CLUB RENT REVIEW

- 1 **Rent Review.** A review of the Welwyn and District Bowling Club rent has been undertaken in compliance with the lease agreement by Brown and Lee Chartered Surveyors. Their report was tabled and is attached as **APPENDIX 2**

Following discussion, it was agreed to request a copy of the Welwyn and District's Bowls Club's accounts and membership list. On receipt of this information, members of the Bowls Club will be invited to attend a meeting with the Leisure Facilities and Open Spaces Committee at 7pm on the 8<sup>th</sup> March 2010, to discuss the rent for 2010 – 2014 inclusive.

3. The Bowls Club have requested approval under the terms of the Club's lease with WPC dated 8<sup>th</sup> January 1990, for the Club to replace the Green Keepers Shed with a slightly larger building to accommodate all of the Club's green keeping machinery; drainage work was also required to eradicate ingress of ground and surface water. The Planning and Licencing Committee discussed this application at their meeting held on the 2<sup>nd</sup> February 2010 and agreed the following ... ***"the Committee can see no reason why Full council should object to Welwyn and District's Bowls Club's proposed development"***.

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

**RESOLVED** " that the Leisure Facilities and Open Spaces Committee approve plans for the Welwyn and District's Bowls Club proposed development as detailed in Appendix 8 of the Agenda".

**Unanimously agreed.**

2010/027

## ST MARY'S CHURCH WALL

St. Mary's Church Wall Refurbishment/rebuild Interim Report was circulated with Agenda as Appendix 9

Following discussion it was proposed by the Chairman, Councillor McLusky, seconded by Councillor McKay and

**RESOLVED** " that John Evans be employed as the Construction Design and Management (CDM) Co-ordinator to oversee the rebuild/refurbishment programme of St. Mary's church walls at a cost of £ 500".

**Unanimously agreed.**

2010/028

## REVIEW OF CEMETERY CHARGES

Existing charges detailed below:-

Burial	Grant of Right	£ 225
Garden of Remembrance	Grant of Right	£ 165
Headstone and /or Inscription fee		£ 65
Burial of Ashes	Existing Grave	£ 85
Burial of Ashes	Garden of Remembrance	£ 55
Preparation of Opening of Grave		£ 240 (standard coffins only)

The Acting Clerk to ascertain charges made by other Councils providing the same service; for discussion at the next meeting.

2010/029

## REVIEW OF TENNIS CLUB AGREEMENT.

The Tennis Club have been requested to provide details to include financial information re the letting of Parish Council owned tennis courts to the general public as specified in

the agreement with the Parish Council. Response awaited. The Acting Clerk to arrange a meeting with the Tennis Club.

**2010/030 DIGSWELL PLAYING FIELDS**

- 1. Proposed Re-furbishment of Digswell Football Pitch.** Finesse Leisure Partnership (FLP) had been requested to provide a schedule of work and the estimated cost of what is required to bring the football pitch back to playing standard.

**Post meeting note:** A quotation to renovate the football pitch has been received and is attached as **APPENDIX 3**

This quotation will be forwarded to the Village Hall and Digswell Green Trust who are to consider applying for grants to undertake this work.

- 2. Public Meeting.** A meeting was held with the Contract Manager of FLP to discuss the provision of a team leader to head up a group of 'friends' to clear shrubbery along and around the river bank. Councillor Butler and Neville have organised a Public Meeting when residents, Parish Council members, Digswell Residents Association co-ordinators, Village Hall and Tennis Club representatives and parents of youngsters with an interest in the Playing Fields can discuss these plans. Details were circulated with the Agenda as Appendix 10. The Public Meeting is to take place on Friday 12<sup>th</sup> March 2010 in Digswell Village Hall. The Contracts Manager of FLP will give a presentation at the meeting.

**2010/031 PROPOSED YOUTH CLUB**

A Youth Sub-Committee meeting was held on Thursday February 4<sup>th</sup> 2010. Notes attached as **APPENDIX 4**

Councillor McLusky advised that the meeting had been most productive with agreement that rather than establishing one venue for a Youth Club, the Youth Connexions Bus would travel to different locations, to provide a youth facility throughout the Parish. Councillor McLusky to discuss the possibility of parking the Youth Connexions bus in Oaklands School grounds with representatives from the school.

**2010/032 WELWYN FESTIVAL WEEK 18<sup>TH</sup> – 27<sup>TH</sup> JUNE 2010**

A quotation to erect festive lighting during the Welwyn Festival was tabled and is attached as **APPENDIX 5**

Councillor McKay advised he has joined the Welwyn Festival Committee and, as a representative requested that the Council consider both lighting and bunting in the village centre during the Welwyn Festival. Following discussion it was agreed that the Council would not support lighting but agreed, in principle, to supply and erect bunting for this year's event. The Acting Clerk to obtain costs- for discussion at the next meeting. The Acting Clerk also to investigate a method of displaying the large Welwyn Parish Council banner on their stall at the Welwyn Festival Fun Day.

**2010/033 CLOSE OF MEETING.**

The Chairman thanked everyone for attending and closed the meeting at 8.45pm.

Signed:.....

Chairman of the Leisure Facilities and Open Spaces Committee.

Date: 8<sup>th</sup> March 2010