

**MINUTES OF A MEETING OF THE
LEISURE FACILITIES & OPEN SPACES COMMITTEE
HELD ON MONDAY 8th MARCH 2010
IN THE PARISH CENTRE, LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30 PM**

PRESENT: Cllr L McLusky, Chairman 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

2010/034 **DECLARATION OF INTERESTS.** There were no Declarations of Interest.

2010/035 **MINUTES OF THE MEETING HELD ON 8TH FEBRUARY 2010**

RESOLVED "that the Minutes of the Leisure Facilities and Open Spaces Committee meeting held on the 8 February 2010 be approved and signed"

Unanimously Agreed

2010/036 **MATTERS ARISING FROM THE MINUTES OF 11th FEBRUARY 2010**

2010/030 Digswell Playing Field. Concern was expressed that a poster advertising a Digswell Residents Association Public Meeting was headed Welwyn Parish Council. This gave the impression that the Public Meeting had been arranged and was being run by the Parish Council. Following discussion it was agreed to remove the words 'Welwyn Parish Council' from the six posters the following day.

2010/037 **CEMETERY**

Replacement Waiting Room Project. 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.

Notice Board. Investigation to take place into repairing the notice board at the Cemetery

2010/038 **SECURITY ISSUES**

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.

2010/039 **CIVIC CENTRE**

1. **Meeting.** A meeting took place on Friday 26th February with Welwyn Hatfield Borough Councillors (WHBC) and Welwyn Parish Councillors (WPC). The attendance list was circulated with the Agenda as Appendix B. The WHB Councillors present were supportive in principle to ownership of the Civic Centre being passed to WPC. Minutes of the meeting are attached as **APPENDIX 1** It was agreed a meeting with WHBC Officers, WHBC Mandy Perkins, WPC John Blackburn and the Acting Clerk would be arranged.
2. **Roof Repairs.** The roofing contractors have completed repairs to the flat roofs and to leaks uncovered to the copper roof where it flattens out to the guttering. The concealed pipe work and guttering were in good condition and did not require any

work. Repairs to the flat roofs are temporary and a full repair is to be undertaken during the renovation programme in the summer. The copper roof repairs should resolve the problems being experienced.

3. **Use of the small committee room twice a week by the Community Police Constable (PC) B Satchfield.** PC Satchfield requests permission to use the small committee room in the Civic Centre one afternoon a week for two hours and one evening a week for two hours. Also permission to install a desk, chairs, a pin board and store a stack for leaflets. There is availability to accommodate this request. Written request from PC Satchfield was tabled and is attached as **APPENDIX 2**

Following discussion it was agreed that as long as use of the committee room does not involve the Caretaker in additional work this request would be granted, free of charge, for a twelve month trial period. A review would be undertaken in March 2011.

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

RESOLVED “that the Welwyn Community Police Constable be granted use of the Committee Room in the Civic Centre, free of charge for a twelve month trial period”.

Unanimously agreed

The Community Police Constable would be asked to consider holding similar sessions in the Digswell and Oaklands areas.

2010/040 NOTICE BOARD AT OAKLANDS

Greenbarnes Ltd are 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

An application has been made for 50% grant aid towards this project from the Locality Budget of Hertfordshire County Councillor Richard Smith who advised this project would be considered. However, the Locality Budget will be operated in a different way in the 2010/2011 year. All applications will be considered together in the summer rather than on an ad hoc basis as current procedure.

2010/041 WELWYN AND DISTRICT BOWLING CLUB RENT REVIEW

The Bowls Club have advised they consider the valuation has not made allowances for the fact the existing club house has been enlarged and improved by the Bowls Club since the lease was granted. This could reduce the rental charge of the lease. Following discussion with Brown and Lee Chartered Surveyors, a meeting was held between Brown and Lee Chartered Surveyors and the Bowls Club on site to resolve this issue. The Parish Council awarded a grant of £ 10,000 to the Bowls Club in 1989 towards renovation of the Club House which will also affect the valuation. Brown and Lee Chartered Surveyors are to forward a report and revised valuation during the following week.

2010/042 ST MARY'S CHURCH WALL

A progress report on the St Mary's Church Wall project was circulated with the Agenda as Appendix C.

The Acting Clerk tabled a quotation from the Archaeological Consultant who has assisted the church authorities in the past. Attached as **APPENDIX 3**

Following discussion it was agreed that as Archaeological Services and Consultancy Ltd had experience of St. Mary's Churchyard, to accept this quotation.

2010/043 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)

National Association of Local Council's Level of Burial Fees (England) was circulated with the Agenda as Appendix D

A copy of the fees charged by Ashwell Parish Council were circulated with the Agenda as Appendix E

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

RESOLVED “ that Cemetery charges remain unchanged for the 2010.2011 year”.

Unanimously agreed

A further review to be undertaken in 2011

2010/044 REVIEW OF TENNIS CLUB AGREEMENT.

The Tennis Club have been requested to provide details, including financial information, re the letting of Parish Council owned tennis courts to the general public, as specified in their agreement with the Parish Council.

The Acting Clerk advised that Welwyn Tennis Club had forwarded a copy of an Annexation Lease of additional Tennis Courts situated at Welwyn Playing Fields, which passed full responsibility to Welwyn Tennis Club of the Council owned tennis courts.

Attached as **APPENDIX 4**

In future, the whole area would be included in rent reviews.

This supplements the lease dated 4th September 1991 previously circulated.

A further lease was entered into in June 2003 with Hertfordshire County Council (HCC) Attached as **APPENDIX 5**

A rent review of areas leased by Welwyn Parish Council to Welwyn Tennis Club is due to be undertaken 1st April 2012.

2010/045 PROPOSED YOUTH CLUB

A Youth Sub-Committee meeting was held on Thursday March 4th 2010. Minutes were tabled and are attached as **APPENDIX 6**

Councillor McLusky advised that Youth Connexions would not be using the Pavilion as a winter venue in future as this had proved unsuccessful. Youth Connexions are looking into parking the Connexions Bus in Woolmer Green on a Monday evening and if permission can be obtained, to park the bus in Oaklands Primary School grounds also. Councillor McLusky advised that the school governors had concerns about youths using this area as after school clubs are held and the two events would overlap. Councillor McLusky to talk to the Head Mistress about the bus being parked on the school playground for a trial session. Youth Connexions are keen to give a presentation to the School, along with sub-Committee members, about this initiative.

Girls from Bishops Hatfield Secondary School, who are interested in the provision of youth facilities in the Welwyn Parish, have been invited to attend the next Youth Sub-Committee meeting.

2010/046 WELWYN FESTIVAL WEEK 18TH – 27TH JUNE 2010

Provision of Bunting in the village centre during Festival Week. Approximately 720 metres of bunting would be required to decorate the High Street, Codicote Road and Church Street. Detailed measurements were tabled and are attached as **APPENDIX 7**

To purchase red, white and blue plastic bunting, suitable for outdoor use would cost £ 112.50. To erect and dismantle the bunting would cost approximately £ 350. There could be an extra small charge if fixings have to be provided.

Total provisional cost £ 462.50. It was noted that the Welwyn Festival Group may have supplies of bunting thus reducing the provisional cost.

Post meeting note: The Welwyn Festival Group do not have bunting in a suitable condition to erect for the 2010 Festival.

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

RESOLVED “that Welwyn Parish Council supply and erect bunting in the Village centre during Festival Week 2010 “.

Unanimously agreed

2010/047 WELWYN PLAYGROUD SUPPORT GROUP (WPSG)

A group of residents have formed the WPSG and are actively fund raising to replace the play equipment at the Whitehill Centre and equipment on the Ottway Walk playing fields. Their aim is to raise £ 100,000. A report from WPSG was circulated with the Agenda as Appendix F

The WPSG had requested a grant of £ 150 to enable them to open a bank account and to pay pitch fees for a stall at the Welwyn Festival.

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

RESOLVED “that the Welwyn Playground Support Group be awarded a grant of £150.”

Unanimously agreed

Councillor McKay agreed to draft a Welwyn Parish Council advertisement to place in the Welwyn Festival Programme to be forwarded to Councillor Blackburn and the Acting Clerk.

2010/048 DIGSWELL OPEN SPACE

A piece of land in Digswell, which is a popular local open space with paths leading to Welwyn and Oaklands, has come up for sale. There is no planning permission, and building would be unlikely as the land is closely adjacent to the railway line north from Welwyn North Station. It is being offered to residents with properties backing on to the area - but appears to be separated from them by a footpath and the land above the tunnel. Paperwork was circulated with the Agenda as Appendix G.

Councillor Butler advised that the land had been designated a Wild Life Site by WHBC and is widely used by dog walkers. Following discussion it was agreed to investigate the possible purchase of this land by Welwyn Parish Council by

- Holding a site meeting
- Investigating whether there are rights of way over the land
- Investigating who owns the adjacent Lockleys wood who may wish to purchase this area
- Requesting information from WHBC re the status of this land

This item to be placed on the Agenda for the meeting being held on the 12th April 2010.

2010/049 WELWYN ALLOTMENTS ASSOCIATION (WAA) ANNUAL GENERAL MEETING.

A report by Councillor McLusky was circulated with the Agenda as Appendix H.

Following discussion it was agreed that representatives from the WAA be invited to attend the next meeting of the Leisure Facilities and Open Spaces Committee to discuss matters raised as the AGM. This item would be discussed for 15 minutes at the start of the meeting 7.30 – 7.45pm.

The following points will be investigated for discussion at the next meeting.

- Provision of a raised bed allotment for disabled allotment holders
- Quotation for a new map of the allotment site to be sought
- Markers for all plots to be revised to note changes in the site over the past few years.

An inspection of the allotment site is to take place on the 9th May 2010 commencing at 11.30am. The WAA to be advised of this inspection.

2010/050 CLOSE OF MEETING.

The Chairman thanked everyone for attending and closed the meeting at 9.25pm

Signed:.....

Chairman of the Leisure Facilities and Open Spaces Committee.

Date: 12th April 2010