

**MINUTES OF THE MEETING OF
THE LEISURE FACILITIES & OPEN SPACES COMMITTEE
HELD ON MONDAY 10th OCTOBER 2011
IN THE CIVIC CENTRE WELWYN
COMMENCING AT 7.30PM.**

PRESENT: Councillor L McLusky (Chair) and Councillors J Blackburn and B Morris.

IN ATTENDANCE: A. Pack (Clerk to the Council)

APOLOGIES: Councillors M Benson, J Khan, B McKay and A Woolgar.

PUBLIC PARTICIPATION One member of the Welwyn Allotment Association was present

2011/057 DECLARATIONS OF INTEREST.
There were no Declarations of Interest.

2011/058 MINUTES OF THE MEETING HELD ON 8th AUGUST 2011

RESOLVED "that the Minutes of the Leisure Facilities & Open Spaces Committee meeting held on 8th August 2011 be approved and signed"

Unanimously agreed.

2011/059 MATTERS OF REPORT FROM THE MINUTES OF THE MEETING HELD ON 8th AUGUST 2011

WAR MEMORIALS

Refurbishment of the Church Street War Memorial and the Digswell War Memorial commenced this week and is due to be completed by the end of October 2011. The specification for this work was agreed by the Leisure Facilities and Open Spaces Committee in June 2010 and funded by the Council in the 2011/2012 Budget.

ST MARY'S CHURCH WALL

Freeland Rees Roberts Architect have requested permission from the Diocese of St Albans to conduct the ground anchor test to the church wall adjacent to No 8 Church Close, copy was circulated with the Agenda as Appendix 2
The Diocese has given permission and the test work is to be carried out on the 4th November 2011.

HARMER GREEN BUS SHELTER

The official opening of the shelter was held on Friday 30th September 2011. The Chairman, Councillor Neville, officially opened the Shelter in the presence of HCC, Richard Smith, Borough Councillor, Julie Cragg, several members of the Digswell Residents Association and the Clerk. A Reception was held after the Ceremony in the Cowper Arms where afternoon tea was served. A photographic display of the event was on display in the Council Chamber.

SINGLERS MARSH LOCAL NATURE RESERVE

Notes of the Quinquennial Management Review Meeting for Singlers Marsh Local Nature Reserve held on the 8th September 2011 were tabled and are attached as

APPENDIX 1

2011/060

PARISH PLANTERS

Welwyn Hatfield Borough Council (WHBC) had been advised the Council would like to site the planters as follows:

- Two at the top of the entrance steps to the Civic Centre:
- The third in Lockleys Drive, near the bungalows:

The Committee then requested permission to site the planters at the Cemetery on the newly paved base of the demolished waiting area.

WHBC advised the original intention behind the planters was for them to be placed on the entrances to an area. Unfortunately by placing them in the cemetery this would go completely away from the original premise. However WHBC does have additional stock of the planters and would be happy to provide an additional 2 for a nominal cost to cover admin and delivery etc. for erecting in the cemetery. WHBC would like the Parish Council to consider placing at least one of the planters at the top of London Road with the Junction of Welwyn Bypass which was one of the locations suggested at the outset. WHBC is requesting the planters are situated at gateways to the village.

Following discussion it was agreed to request that two of the planters be located at the top of London Road with the junction of Welwyn Bypass and the third be located at the top of Church Street just beyond the Bus Stop.

2011/061

WELWYN & DISTRICT BOWLS CLUB (WDBC) RENT REVIEW

WDBC has appointed a surveyor, David Bass of FBP Ltd based in Croxley Green, to negotiate with Brown and Lee Chartered Surveyors to establish whether a settlement in this matter could be reached. A representative from Brown and Lee Chartered Surveyors appointed by the Parish Council held a meeting with David Bass of FBP Ltd and is researching new information provided. A report to be made at the next meeting.

2011/062

WELWYN ALLOTMENTS

ANNUAL ALLOTMENT PRIZE JUDGING

The Annual Allotment Prize Judging took place on Wednesday 10th August commencing at 7pm. Notes were circulated with the Agenda as Appendix 2.

COMMUNAL COMPOSTING SITE

A request for information on communal composting sites in other Parishes providing allotment facilities was posted on the HAPTC weekly newsletter requesting information about provision of this facility but no responses were received. However, some time ago Councillor Benson had visited St Stevens Parish who had undertaken such a scheme and although Councillor Benson was unable to attend this evening had submitted a report that this scheme had not been successful. It was therefore decided not to pursue this matter any further.

REVIEW OF ALLOTMENT RENTS FOR THE PERIOD 1ST JANUARY – 31ST DECEMBER 2012

The fees for 2011 are as follows:

81 Small to medium plots	£ 20 per annum
7 Medium Plots	£ 23 per annum
4 Large Plots	£ 28 per annum

To consider charging an additional fee for plot holders who do not reside in Welwyn Parish (currently 11 plot holders in this category)

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

RESOLVED “that the rent for allotment plots for the 2012 year be as follows:

- a) Small to medium plots be increased to £ 22 per plot
- b) Medium Plots be increased to £ 25 per plot
- c) Large plots be increased to £ 32 per plot
- d) An additional charge of 5% be added to the above fees for plot holders who reside outside the parish”.

Unanimously agreed

2011/063 TO CONSIDER HIRE CHARGES FOR COUNCIL OWNED FACILITIES, PLAYING FIELDS AND CHARGES FOR THE CEMETERY FOR THE YEAR 2012-2013

Details of existing charges for Council owned facilities were circulated with the Agenda as Appendix 3.

A copy of the increase in charges agreed for the 2011/2012 year were circulated with the Agenda as Appendix 4.

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

RESOLVED “that

CIVIC CENTRE

- a) Hire of the Civic Centre Main Hall and Small Hall independently be increased by 50p per hour
- b) Hire of the whole centre be increased by £ 1.00 per hour
- c) Hire of the Main Hall the small hall including the whole centre be increased by £ 1
- d) Hire of the Committee room be increased by 50p per hour
- e) Use of the kitchen remains unchanged
- f) Commercial rates remain unchanged

PAVILION

- a) Hall with use of kitchen increase by 50p per hour

WHITEHILL CENTRE

- a) All non-commercial use increased by 50p per hour.
- b) Commercial use to remain unchanged.

PITCH HIRE FEES

Football

Adults	£ 48 per match pitch fees
Juniors/Youths	£ 20 per match pitch fees.
Cricket	
Adults	£ 48 per match pitch fees
Juniors/Youths/Mini	£ 20 per match pitch fees

CEMETERY FEES

Burial Grant of Right	£ 250
Garden of Remembrance Grant of Right	£ 185
Headstone and /or inscription Fee	£ 75
Burial of Ashes In existing grave	£ 95
Burial of Ashes in garden of Remembrance	£ 95
Preparation or opening of grave (standard coffins only)	£ 280
Preparation or opening of Grave (caskets or non-Standard coffins) Price on application to the Clerk".	

Unanimously agreed

Schedule for 2012/2013 attached as

APPENDIX 2

2011/064

WELWYN CEMETERY

The waiting room has been demolished and the base retained as requested. The concrete base is to be covered in paving slabs as agreed at the Leisure Facilities and Open Spaces Committee meeting held on the 8th August 2011. This work is to be completed towards the end of October 2011. WHBC has been requested to supply four planters which has been agreed at a nominal cost to be advised. The two refurbished wrought iron seats are to be located in this area also.

An inspection of the Cemetery to be undertaken on the 31st October 2011 commencing at 10.30am or the 2nd November 2011 at the same time depending on weather conditions.

2011/065

PARISH PATHS PARTNERSHIP

Groundwork Hertfordshire forwarded information regarding the Parish Paths Partnership scheme. Paperwork was circulated with the Agenda as Appendix 5 Following discussion it was proposed by Councillor McLusky, seconded by Councillor Morris and

RESOLVED "that an application for funding from the Parish Paths Partnership scheme be made to fund work to pathways in Mardley Wood".

Unanimously agreed

2011/066

PROPOSED ITEMS FOR INCLUSION IN THE BUDGET FOR THE 2012/2013 FINANCIAL YEAR

1. Provision of a memorial wall and garden at the cemetery. Councillor McLusky advised ex Councillor John Roper had provided drawings for a memorial wall which the Council could use to obtain quotation. Councillor Morris advised St

Mary's School had recently installed an outdoor classroom made out of recycled material which would be suitable for a gazebo style building in the Cemetery. Provisional costs to be obtained for discussion at Full Council
It was proposed by Councillor McLusky, seconded by Councillor Morris and

RESOLVED TO RECOMMEND "that the cost of building a memorial wall and purchasing and installing a gazebo be included in the budget".

Unanimously agreed.

2. Provision of Dog Bins. Following discussion it was proposed by Councillor Morris, seconded by Councillor Blackburn and

RESOLVED TO RECOMMEND "that the cost of the supply, installation and collection of waste for four Dog Bins be included in the Budget".

Unanimously agreed

3. To consider entering Welwyn and Digswell into the Best Kept Village competition. Following discussion it was agreed Welwyn Village should be considered for entry into the 'In Bloom' competition and the Digswell Residents Association to be requested to consider entering Digswell in Bloom into this competition also.

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

RESOLVED TO RECOMMEND "that a budget of £ 5,000 be included in the budget for entering Welwyn in the 'In Bloom' competition".

Unanimously agreed.

4. Provision of CCTV at the Whitehill Centre. The provision of four cameras as detailed on the map circulated with the Agenda as Appendix 6 would be £ 5,250, with a one year warranty, subsequent year's maintenance would be 10% of the original cost. To lease the equipment would be £ 1,560 per annum for a six year period; total lease cost for six years is £ 9,360. Paperwork was circulated with the Agenda as Appendix 6. The Clerk to obtain further quotations for this project.

It was proposed by Councillor McLusky, seconded by Councillor Morris and

RESOLVED TO RECOMMEND "that the sum of £ 5,250 be included in the budget for the provision of CCTV at the Whitehill Centre".

Unanimously agreed.

5. Whitehill Car Park. To refurbish the Whitehill car park to include white lining will cost £ 20,000 however this site would also require a lighting scheme and possibly CCTV. Following discussion it was proposed by Councillor Morris, seconded by Councillor Blackburn and

RESOLVED TO RECOMMEND “that a budget of £ 30,000 be included in the budget for the refurbishment of the Whitehill Car Park to include a lighting scheme and possibly CCTV”.

Unanimously agreed

6. Police Community Support Officer (PCSO). As the two year agreement to part fund a PCSO for the parish terminates in 2012, it was agreed a meeting be arranged with Police Constable Satchfield and Andrea Dutson, the PCSO to review this arrangement.

2011/067

CLOSE OF MEETING.

Councillor McLusky thanked all present and declared the meeting closed at 9.05pm

Signed:.....

Chair, Leisure Facilities & Open Spaces Committee.

Dated: December 5th 2011