

**MINUTES OF THE MEETING OF
THE LEISURE FACILITIES & OPEN SPACES COMMITTEE
HELD ON MONDAY 11TH OCTOBER 2010 AT
IN THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30PM.**

PRESENT: Councillor L McLusky (Chair) and Cllrs. M Benson,
J Blackburn and I Colpitts

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

APOLOGIES: Councillors S Butler and B McKay

2010/096 DECLARATION OF INTEREST.
There were no Declarations of Interest.

2010/097 MINUTES OF THE MEETING HELD ON 9TH AUGUST 2010.

RESOLVED “that the Minutes of the Leisure Facilities & Open Spaces Committee meeting held on 9th August 2010 be approved and signed”

Unanimously agreed.

2010/098 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 9TH AUGUST 2010.

There were no matters arising.

2010/099 CIVIC CENTRE

1. Refurbishment programme

The Civic Centre re-opened to the public Wednesday 1st September 2010. All public areas of the Civic Centre were completed however some additional work is being undertaken in the non public areas. The Cost Report Number 5 was circulated with the Agenda as Appendix 1.

Minutes of the contract meeting held on the 11th August were circulated with the Agenda as Appendix 2

An official opening ceremony of the newly refurbished Civic Centre is to be held on Saturday 11th December 2010 10am – 2pm.

Following discussion it was agreed to advertise the event in the Welwyn and Hatfield Times, on the Web site, in the Parish Newsletter and Digswell Newsletter. Welwyn Hatfield Borough Councillors who represent the parish of Welwyn to be invited to the event, as well as Herts County Councillor, R. Smith, and Grant Shapps MP. A meeting of the Working Party will agree a programme of events.

2. Tree Work The Council have been advised, following inspection by a tree surgeon, that the large conifer tree on land adjacent to the Civic

Centre building needs to be removed at a cost of £ 1,040 plus VAT. Quotation was circulated with the Agenda as Appendix 2. WHBC has advised planning permission to remove the tree is not required. WHBC advised a broadleaf native tree would be a suitable replacement and suggested a Hornbeam. Following discussion it was proposed by Councillor McLusky, seconded by Councillor Colpitts and

RESOLVED "that the conifer tree be removed at a cost of £ 1040 and a mature Mountain Ash tree be planted as a replacement ".

Unanimously agreed.

An article giving prior warning of the removal of the large conifer to be included on the web site

2010/100

NOTICE BOARD AT OAKLANDS

The notice board has been erected and an official opening photo shoot is being arranged.

2010/101

ST MARY'S CHURCH WALL

A meeting was held on the 19TH July 2010, with St. Mary's church representatives, Councillor McLusky, Councillor Blackburn, the Clerk and representatives from the Diocese, to agree the scope of the proposed works. The meeting took place in Church house, to enable site inspections if required. Minutes of a meeting held on the 19th July 2010 were circulated with the Agenda of the meeting held on the 9th August 2010.

St Mary's Parochial Church Council's Architect, following a visual inspection on the day of the meeting, did not agree with the report from the Parish Council's structural engineer, that sections of the wall require rebuilding. The Parochial Church Council also advised that Listed Building consent from Welwyn Hatfield Borough Council (WHBC) is also not required. Following discussion, St Mary's Parochial Church Council agreed to fund investigation and report work by their own Architect to establish what work is required to the church walls. The Parochial Church Council also agreed to fund the submission to the Diocese of an application for permission to conduct the necessary work. The church's Architect has been given copies of all professional reports received to date by the Council. No further correspondence has been received. The Clerk agreed to contact Parochial Church Council to establish why WPOC have heard nothing since the meeting.

2010/102

ST MARY'S CLOSED CHURCH YARD

A tree survey was undertaken of trees in the closed churchyard, to update the original survey which was undertaken in 1998. A quotation to complete the required tree work was circulated with the Agenda as Appendix 4. The trees are in a conservation area and require planning permission prior to the commencement of any work. A planning application has been forwarded to WHBC and a copy has been sent to St. Mary's Church Warden.

Once permission to complete the work is received a further quotation for the work will be sought

2010/103

WELWYN CEMETERY

Mrs C M Haylon had submitted a request for permission to include a flower container on a Garden of Remembrance memorial. Her request, plus the Council's letter advising the rules and regulations had changed, were circulated with the Agenda as Appendix 5.

The Cemetery Rules and Regulations were circulated with the Agenda as Appendix 6.

Following discussion it was agreed that the Cemetery Rules and Regulations should be adhered to.

2010/104

PARISH PLANTERS

Welwyn Hatfield Borough Council (WHBC) advised they are currently looking into the possibility of installing 3 planters in agreed locations within the parish of Welwyn. The Parish Council would then be responsible for filling with soil and planting them each year. Correspondence was circulated as Appendix 7.

Following discussion it was agreed to request further information regarding size of the proposed planter, construction material, colour and proposed location for discussion at the next meeting.

2010/105

WELWYN & DISTRICT BOWLS CLUB RENT REVIEW

At the Leisure Facilities and Open Spaces Committee meeting held on the 9th August 2010 the following resolution was agreed

“that

1. an annual rental of £ 3,200 for the years 2010 – 2014, with a review every five years as stated in the lease agreement.
2. the Welwyn and District Bowls Club be invited to apply for a grant towards the annual rent”.

A letter was received from Welwyn and District Bowls Club dated 1st September 2010 and a copy was delivered to all Councillors . This was included on the Agenda as Appendix 8.

A response was sent to Welwyn and District Bowls Club, following consultation with the Chairman, copy was circulated with the Agenda as Appendix 9.

A further letter was received from Welwyn and District Bowls Club, a copy of which was delivered to all Councillors and was attached to the Agenda as Appendix 10. In accordance with the lease agreement the Council sought independent advice on the level of rent to be charged. The Council agreed to consider offering the Bowls Club grant aid towards this sum. The Bowls Club however do not accept this valuation as detailed above.

As a mutually acceptable agreement of the rent to be charged cannot be agreed, then in compliance with the lease, the Committee agreed a further independent valuation be sought.

The Royal Institute of Chartered Surveyors (RICS) were contacted and two local companies identified who could perform this task. The Welwyn and District Bowls Club

2010/106 WELWYN ALLOTMENTS ASSOCIATION (WAA)

1. To agree the level of charges for rental of allotment plots for the 2011 year.

Current charges for allotment plots are as follows

81 Small to medium plots	£ 19 per annum
7 Medium plots	£ 22 per annum
4 Large plots	£ 27 per annum

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

RESOLVED “that a £1 annual rent increase in each category of allotment plot be imposed for the 2011 year”.

Unanimously agreed.

2. Welwyn Allotment Association request a sign be erected at the entrance to the allotment site from half way down Lockleys Drive to read ‘**Allotment Plot Holders Only**’. A sign 450 x 600mm would cost £ 100.30.
Councillor Colpitts agreed to investigate the purchase of a suitable sign.

2010/107 PROPOSED RE-SURFACING OF THE OTTWAY WALK CAR PARK

A detailed specification of remedial works to the car park is being sought to ensure comparison of quotations can be undertaken. Following discussion , although funding is in place to complete this project, it was agreed, due to the onset of winter, this project be delayed until Spring 2011.

2010/108 REQUEST FOR GRANT AID

- 1 The Welwyn Advent Windows project. Had requested grant aid. Details were tabled and are attached as **APPENDIX 1**
Following discussion it was proposed by Councillor Benson, seconded by Councillor Blackburn and

RESOLVED “that a donation of £ 250 be agreed”.

Unanimously agreed.

2. Welwyn Wailers had requesting grant aid for their booking fee at the Civic Centre for their Annual Music Hall shows for 2011. Details were circulated with the Agenda as Appendix 12.
Following discussion it was proposed by Councillor Blackburn, seconded by Councillor Colpitts and

RESOLVED “that grant aid of 50% of the fees for use of the Civic Centre be agreed”.

Unanimously agreed.

BUDGET 2011/2012

To consider items for inclusion in the 2010 – 2011 Budget

1. WHITEHILL CHILDRENS PLAY AREA

The Whitehill Children's play area has been closed following a report from the Royal Society for the Prevention of Accidents which advised the equipment was past its useful life.

The Welwyn Playground Support Group (WPSG) has raised £6,989 to date and have been awarded a further £ 7,917 from the WHBC Community Chest, subject to this being authorised by the Cabinet. A further grant application is being considered by Lafarge.

The Council has applied for £ 10,000 from the 'Awards for All' Lottery budget and will be advised if this has been successful within 30 days.

Three quotations to replace play equipment were obtained and ,following public Consultation, the WPSG selected the quotation from Park Leisure at a total cost of £ 51,689

Quotation circulated with the Agenda as Appendix 13

Funding raised to date	WPSG	£ 14,906
	Welwyn Parish Council	£ 12,905
	Total	£ 27,811

The Council to consider funding a further **£ 23,878** should no further grants be received.

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

RESOLVED TO RECOMMEND "that the Council fund the shortfall of £ 23,878 should no further grants be received".

Unanimously agreed.

2. NOTICE BOARDS

To consider replacing the Council notice boards at the following locations

Civic Centre: A two bay notice board approximate cost	£ 1,700
Parish Centre: A two bay notice board approximate cost	£ 1,700
Digswell A two bay notice board approximate cost	£ 1,700
High Street: A three bay notice board approximate cost	£ 2,500
Approximate total cost	£ 7,600

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

RESOLVED TO RECOMMEND "that the following notice board be replaced:

Civic Centre: A two bay notice board approximate cost	£ 1,700
Digswell: A two bay notice board approximate cost	£ 1,700
High Street: A three bay notice board approximate cost	£ 2,500
Approximate total cost	£ 5,900

Unanimously agreed

3. SECURITY ISSUES

To remove 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 This area to be monitored over the next few months and the work completed as part of the refurbishment of the Pavilion in the 2011/2012 financial year.

4. CHURCH STREET AND DIGSWELL WAR MEMORIALS

Following concerns expressed by Councillors about the need for remedial works to the Church Street and the Digswell War Memorials, an inspection was undertaken by MJS Conservation Ltd and their report was circulated with the Agenda of the meeting held on the 7th June 2010. Priority to be given to undertaking remedial work to the Digswell War Memorial.

Renovation work to the Church Street War Memorial £ 3,130 plus VAT

Renovation to the Digswell War Memorial £ 1,760 plus VAT

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

RESOLVED TO RECOMMEND “that subject to clarification of the work to be undertaken, this item to be included in the budget for the 2011/2012 financial year”.

Unanimously agreed.

5. CEMETERY WAITING AREA.

To demolish the existing building including removal of the asbestos in the roof will cost approximately £ 4,000, leaving the base in situ as a seating area.

To build a memorial wall and covered seating area at the top of the Cemetery approximate cost prior to obtaining quotation £ 10,000.

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

RESOLVED TO RECOMMEND “

a) that the existing building including the removal of asbestos in the roof be demolished leaving in situ the concrete base as a seating area.

b) consideration be given to included the building of a memorial wall and a covered seating area at the top of the Cemetery”.

Unanimously agreed

2010/110

TO CONSIDER HIRE CHARGES FOR COUNCIL FACILITIES, PLAYING FIELDS AND CHARGES FOR THE CEMETERY FOR YEAR 2011-2012 FINANCIAL YEAR

Details of existing charges for Council facilities were circulated with the Agenda as Appendix 14.

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

RESOLVED "that the following charges for Council facilities be agreed

- a) Hire of the Civic Centre Main Hall and the Small Hall be increased by 50pence per hour
- b) Hire of the Committee Room to remain unchanged
- c) Hire of the Kitchen to be increased by 50pence per hour and the daily hire charge to be increased from £ 20 to £ 25
- d) Full Day commercial rate to be increased to £ 685
- e) Half day commercial rate to be increased to £ 490
- f) Evening Commercial rate to be increased to £ 400
- g) Hire of the Parish Room, the Whitehill Centre(Large Hall and Small Hall) and hire of the Pavilion to be increased by 50pence per hour.
- h) Hire of sports pitches to remain unchanged for the 2011/2012 year
- i) **Cemetery Charges**
Investigations to be undertaken into Cemetery charges made by other Councils. Unless the Council is charging substantially more than other Councils, charges to be increased by 5%.

Unanimously agreed

Details of revised charges attached as

APPENDIX 2

EXEMPT BUSINESS

Under Section 100A(4) of the Local Government Act 1972 for the following item on the Agenda, the Chairman at this point excluded the public and accredited representatives of newspapers on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of the Act by virtue of the paragraph specified against the items.

2010/111 MINUTES OF THE MEETING (EXEMPT BUSINESS) HELD ON 9th AUGUST 2010.

RESOLVED "that the Minutes of the Leisure Facilities & Open Spaces Committee meeting (Exempt Business) held on 9th August 2010 be approved and signed"

2010/112 CLOSE OF MEETING.
The meeting closed at 9pm

Signed:.....

Chair, Leisure Facilities & Open Spaces Committee.

Dated: 6th December 2010.