

**MINUTES OF THE MEETING OF
THE LEISURE FACILITIES & OPEN SPACES COMMITTEE
HELD ON MONDAY 14th FEBRUARY 2011 AT
IN THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
COMMENCING AT 7.30PM.**

PRESENT: Councillor L McLusky (Chair) and Cllrs. M Benson,
J Blackburn, S Butler, and B McKay.

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

APOLOGIES: Councillor I Colpitts

2011/001 DECLARATIONS OF INTEREST.
There were no Declarations of Interest.

2011/002 MINUTES OF THE MEETING HELD ON 6th DECEMBER 2011

RESOLVED “that the Minutes of the Leisure Facilities & Open Spaces Committee meeting held on 6TH December 2010 be approved and signed”

Unanimously agreed.

2011/003 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 6th DECEMBER 2010.
There were no matters arising.

2011/004 CIVIC CENTRE
Tree Work It is recommended a Cherry Tree causing problems with pavings and its proximity to the building be removed at a cost of £ 345. There is another healthy tree nearby therefore a replacement tree would not be required.

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

RESOLVED “that the Cherry tree be removed at a cost of £ 345”.

Unanimously agreed.

Mature Mountain Ash Tree. To supply and plant a mature Mountain Ash tree as a replacement for the felled conifer tree will cost £ 180. Quotation was circulated with the Agenda as Appendix 1.

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

RESOLVED “that a mature Mountain Ash tree be planted to replace the felled conifer tree at a cost of £ 180”.

Unanimously agreed.

Sound System. The sound system at the Civic Centre broke down on Monday 22nd November 2010 during a Zumba Fitness session. Following investigations it was possible to repair the existing system. The replacement of the system can now be budgeted for in a future year.

The Zumba Booking had been offered a temporary concessionary rate to help the establishment of this booking. As this booking is now proving very successful the full commercial rate to be charged.

It was agreed that the Hall Manager would monitor the noise from the smaller room as complaints had been received.

Request for a concession. Ms Schindler is hiring the Civic Centre to hold an Antique Valuation event in aid of Save the Children and requests consideration be given to a concession or part concession on the fees. The fee for the hire of the hall for the event is £ 108.00,k the community rate. Details were circulated with the Agenda as Appendix 2. Following discussion it was agreed that this booking should be charged the community rate.

Front Entrance Steps. The front entrance steps have become unsafe owing to frost damage and age and the area leading to the Civic Centre has become uneven with some loose slabs, creating a trip hazard... In the process of obtaining quotations to repair these areas, the steps no longer conform to building regulations and will require total reconstruction. Specification was circulated with the Agenda as Appendix 3

As only one quotation had been received to date, this item to be placed on the Full Council Agenda for discussion.

Heating Units under the stage. The heating system under the stage, which consists of two heater units with two fans per heater, kept tripping the electrical system. Upon inspection by the electrical engineer who completed the electrical refurbishment work to the Civic Centre, it transpired that three of the fan units had seized and the other one was very tight. The four fan units need to be replaced to enable the heater to be put back into service. The cost of the work is £ 1,048.

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

RESOLVED "that the heating system under the stage be repaired at a cost of £ 1,048".

Unanimously agreed.

2011/005

ST MARY'S CHURCH WALL

Progress Report was circulated with the Agenda as Appendix 5.

Following discussion the Council's Solicitors be requested to seek clarification that Freeland Rees Roberts Architect accept full responsibility for any problems which might occur in the future with the church walls.

It was proposed by the Chairman Councillor L McLusky, seconded by Councillor Blackburn and

RESOLVED "that

- a) Freeland Rees Roberts Architect be appointed to manage the St Mary's Church Wall project for 12.5% of the total cost of the project;
- b) Andrew Firebrace Partnership, Structural Engineers be appointed and that a provisional budget of £ 2,000 - £ 2,250 be agreed;
- c) the Council's Solicitors be requested to seek clarification that Freeland Rees Roberts Architect accepts full responsibility for any problems which might occur in the future with the church walls".

Unanimously agreed

2011/006

PARISH PLANTERS

Welwyn Hatfield Borough Council (WHBC) is 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 with the Agenda of the meeting held on the 11th October 2010. WHBC advised the planters would be approximately 1500mm (width) x 550mm (height) in size and would be made of the same composite material and be the same colour as the litter bins located around the district. At the Leisure Facilities and Open Spaces Meeting held on the 6th December 2010 it was agreed that the Parish Council accept the planters, location of each planter to be decided between the Parish and the District to be agreed by HCC regarding any highway issues.

Suggested locations:-

Two at the top of the entrance steps to the Civic Centre:

The third in Lockleys Drive, near the bungalows:

WHBC to be advised of these suggested locations.

2011/007

WELWYN & DISTRICT BOWLS CLUB RENT REVIEW

Progress Report was circulated with the Agenda as Appendix 6. Councillor L McLusky advised a meeting had been held with the Council's Solicitor and a way forward is being investigated.

2011/008

WELWYN ALLOTMENTS ASSOCIATION (WAA)

1. Welwyn Allotments 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 300mm x 200mm would

cost £ 80.95 from Seton Signs. A similar size sign from Devonshire crafts would cost £ 85.50. The Clerk to progress this matter.

2. WAA Annual General Meeting is to be held on Friday 25th February 2011. The Council is invited to attend. Councillor Blackburn will present Certificates to the Best Allotment Plot winners.

2011/009 PROPOSED RE-SURFACING OF THE OTTWAY WALK CAR PARK

St Mary's School Governing Body has requested the Council consider resurfacing the overflow car park in Ottway Walk to the same width as the existing car park and also to consider surfacing the basket ball area for use during school drop off and pick up times.

The School is undertaking remedial works within the school site to provide further parking for staff and for parents to drop off children in the morning. However this will not solve the problems being experienced at each end of the school day.

A specification to resurface the car park is being drawn up and quotations sought for the three areas detailed above. Report at the next meeting.

Parents are also parking vehicles adjacent to the school in Ottway Walk from opposite the Sports and Social Club to the emergency entrance of the school. The Council to investigate the installation of double yellow lines in this area, which is on Council owned land. Report to be made at the next meeting.

2011/010 DONATION

A former Councillor, Dr H Ober has donated £ 2,500 to the Leisure Facilities and Open Spaces Committee with a request that the donation be put towards the Ottway Walk Children's Play Area Fundraising Appeal. A letter of thanks has been sent to Dr Ober, copy circulated with the Agenda as Appendix 7. It was agreed that this donation would be put towards the refurbishment of the Ottway Walk Play area as requested by Dr Ober.

2011/011 HARMER GREEN BUS SHELTER

A bus shelter erected on land in Harmer Green is now in need of refurbishment. Digswell Residents Association would like to refurbish the bus shelter which was erected in memory of Frederick Armitage who died in 1939 and request:-

- a) grant aid for this project. Details were circulated with the Agenda as Appendix 8:
- b) that the Parish Council maintains the shelter following the refurbishment programme into the future.

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

RESOLVED "that Digswell Residents Association be awarded a grant of £ 750 to renovate the Harmer Green Bus Shelter".

Unanimously agreed.

2011/012 SPECIAL EXPENDITURE ON LOCAL NATURE RESERVES IN THE WELWYN PARISH

WHBC advised that special expenditure on Local Nature Reserves in Danesbury, Singlers Marsh and Mardley Heath for the 2011/2012 year is £ 15,930. WHBC has been requested to provide details of the costs of maintaining the Local Nature Reserves and the long term management plans for these areas. As there has been no programme of management of trees in Mardley Heath South for at least eight years, WHBC's future management plans for this area have been requested. The Clerk to request a response.

2011/013 WHITEHILL CENTRE

Folding tables. To purchase 13 folding self assembly tables for the Whitehill Centre. These tables can easily be erected by hirers of the hall. Unit price for each table has been reduced from £ 423.30 to £ 398.40. Estimate for purchase of the tables was circulated with the Agenda as Appendix 10

The Clerk advised the Head Groundsman had agreed to assist with the setting up and dismantling of tables to suit bookings therefore the existing tables were sufficient for this procedure.

2011/014 Tree and Shrub maintenance. Quotations for reducing trees and shrubs bordering the Whitehill Play area, to a height of 8 – 10 feet, to be sought. This work to be completed, in consultation with the Chair, Councillor McLusky, prior to the installation of the new play equipment. Following discussion it was agreed a hedge of 'Red Robin' be planted inside the fence.

2011/015 WHITEHILL PLAY AREA

As the swing frames on the Whitehill Play area were in a good enough condition to retain, a quotation was sought to replace swing seats and chains, to re-paint frames and repair safety surfacing. Quotation circulated with the Agenda As Appendix 11.

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

RESOLVED "that the refurbishment of the swings on the Whitehill Play area be undertaken at a cost of £ 2,330".

Unanimously agreed.

2011/016 CLOSE OF MEETING.

The Chairman thanked all present and declared the meeting closed at 8.35pm

Signed:.....

Chair, Leisure Facilities & Open Spaces Committee.

Dated: 11th April 2011.