

**MINUTES OF THE MEETING OF
THE LEISURE FACILITIES & OPEN SPACES COMMITTEE
HELD ON MONDAY 8th AUGUST 2011
IN THE CIVIC CENTRE WELWYN
COMMENCING AT 7.30PM.**

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

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

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

2011/046 DECLARATIONS OF INTEREST.
There were no Declarations of Interest.

2011/047 MINUTES OF THE MEETING HELD ON 27th JUNE 2011

RESOLVED "that the Minutes of the Leisure Facilities & Open Spaces Committee meeting held on 27th June 2011 be approved and signed"

Unanimously agreed.

2011/048 MATTERS OF REPORT FROM THE MINUTES OF THE MEETING HELD ON 27th JUNE

Refurbishment of the Church Street War Memorial and the Digswell War Memorial is to commence towards the end of August 2011. The specification for this work was agreed by the Leisure Committee in June 2010 and funded by the Council in the 2011/2012 Budget.

**2011/049 ST MARY'S CHURCH
St Mary's Church Wall**

Report of the meeting held on 29th June 2011 with the architect managing this project, Freeland Rees Roberts, the Parochial Church Council and the Structural Engineer was circulated with the Agenda as Appendix 1

It was agreed at the above meeting that tests be undertaken anchoring the wall in places rather than rebuilding. The cost of undertaking test ground anchors is £ 1,250. Copy circulated with the Agenda as Appendix 2

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

RESOLVED "that the Council approve expenditure of £ 1,250 for the cost of undertaking tests anchoring a section of the Church wall as detailed in Appendix 1 of the Agenda".

Unanimously agreed.

St Mary's Church Yard

An Oak tree is obscuring the view of the church clock and the Council has been requested to reduce the height of this tree. Quotation for this work was circulated with the Agenda as Appendix 2
Welwyn Hatfield Borough Council to be contacted for any necessary permissions.

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

RESOLVED "that the Oak tree obscuring the Church Clock be reduced in height by 30% at a total cost of £ 300 as soon as Welwyn Hatfield Borough Council's permission for this work, if required, has been received".

Unanimously agreed.

2011/050

PARISH PLANTERS

Welwyn Hatfield Borough Council (WHBC) had been advised the Council would like to site the three planters, two at the top of the entrance steps to the Civic Centre, the third in Lockleys Drive, near the bungalows. However following the demolition of the Waiting Room at the Cemetery (see item 2011/ 054) consideration to be given to siting the three planters on the base of the waiting area and purchasing a further planter to match the existing three planters, to enable one to be located at each corner of the base.

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

RESOLVED" that WHBC locate the three Parish Planters supplied by WHBC in Welwyn Cemetery and a further planter funded by Welwyn Parish be located in the Cemetery also".

Unanimously agreed

2011/051

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. David Bass is a member of the Welwyn and District Bowls Club. A progress report to be made at the next meeting.

2011/052

WELWYN ALLOTMENTS

The Annual Allotment Judging is to take place on Wednesday 10th August commencing at 7pm on the allotment site. All Committee members are invited to take part in the Annual Judging event. Councillor McLusky tabled a paper for those taking part in the judging of points to consider, attached as **APPENDIX 1**

Following discussion it was agreed to investigate whether other allotment sites have communal composting sites.

2011/053 HARMER GREEN BUS SHELTER

To consider awarding an annual maintenance contract to Hedley Evans to keep the refurbished shelter and its surroundings in good order for the sum of £ 200 - £ 300 per annum. Paperwork was circulated with the Agenda as Appendix 4

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

RESOLVED “that Hedley Evans be offered an annual contract to keep the refurbished bus shelter at Harmer Green and its surroundings in good order for the sum of £ 200 - £ 300 per annum.

Unanimously agreed.

To consider a date for an official opening ceremony of the refurbished shelter by the Digswell Residents Association and the adoption of the shelter by Welwyn Parish Council. The Clerk to liaise with the Digswell Residents Association to agree a mutually convenient date for an official opening ceremony.

2011/054 WELWYN CEMETERY

The waiting room has been demolished and the base retained as requested. The concrete base however is in a rough condition and it is suggested that paving slabs be installed and a low wall built around the area with a large opening onto the existing footpath. Quotation was circulated with the Agenda as Appendix 5.

Alternatively the paved area could be edged with a low box hedge or rose hedge. A paper was tabled giving ideas for the area, attached as **APPENDIX 2**

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

RESOLVED “that the retained concrete base of the demolished waiting room be covered in paving slabs for a total cost of £ 2,870 and that the ground be built up to the same level as the paved area and seeded or turfed”.

Unanimously agreed

2011/055 CIVIC CENTRE SIGNAGE

Details of proposed new signage for the Civic Centre were circulated with the Agenda as Appendix 6

New signage with the lettering in dark green to be forwarded prior to the meeting, copy attached as **APPENDIX 3**

Following discussion the following alterations were agreed

- on the sign ‘Welcome to Welwyn Civic Centre ..’ delete authorised and add managed.
- On the sign ‘CameraScan CCTV These premises are under 24hour surveillance ...’ add the words ‘for crime prevention’.

- Investigations to be undertaken into whether the CCTV sign is sufficient or should it be a standard format and colour.

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

RESOLVED “that subject to clarification of the use of the CCTV sign and the amendments detailed above the signage detailed in Appendix 3 above be agreed”.

Unanimously agreed.

2011/056

CLOSE OF MEETING.

Councillor McLusky thanked all present and declared the meeting closed at 8.20pm

Signed:.....

Chair, Leisure Facilities & Open Spaces Committee.

Dated: 10th October 2011