

**MINUTES OF THE MEETING OF THE  
LEISURE FACILITIES & OPEN SPACES COMMITTEE  
HELD ON TUESDAY 15<sup>th</sup> MAY 2007 AT 7.00PM  
AT THE PARISH CENTRE. LOCKLEYS DRIVE. WELWYN.**

**PUBLIC PARTICIPATION:**

*John Wardley of the Allotments Association asked that item 10 on the agenda be brought Forward has he had another meeting to attend at 8pm.*

**Present:** Chairman, Councillor M Benson, and Councillors J Blackburn, H Hughes, J Roper, S Butler

**In Attendance:** R Findlay (Clerk), John Wardley (Allotments Association) and two members of the public

**Apologies:** Cllr. L McLusky (Holiday)

**2007/35 ELECTION OF CHAIRMAN**

Cllr. Benson proposed Cllr Blackburn to be the Chairman of the Committee, this was seconded by Cllr Roper, there being no other nominations, it was **UNANIMOUSLY** agreed that Cllr John Blackburn be the new Chairman.

Cllr. Blackburn thanked the Committee and took the Chair.

**2007/36 ELECTION OF VICE-CHAIRMAN**

Cllr. Roper proposed Cllr Benson to be Vice Chairman of the Committee, this was seconded by Cllr Hughes, there being no other nominations, it was **UNANIMOUSLY** agreed that Cllr Magdalene Benson be the new Vice Chairman.

Cllr. Benson thanked the Committee and took the Chair.

**2007/37 DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

**2007/38 MINUTES OF LEISURE FACILITIES AND OPEN SPACES COMMITTEE HELD ON 10<sup>TH</sup> APRIL 2007**

After discussion it was agreed the Minutes having been read were an accurate and correct record and duly signed by Councillor Benson.

**2007/39 MINUTES OF THE ALLOTMENTS, CEMETERY & CHURCHYARD COMMITTEE HELD ON 17<sup>TH</sup> APRIL 2007**

After discussion it was agreed the Minutes having been read were an accurate and correct record and duly signed by Councillor Blackburn.

***At this juncture, it was agreed to move item 10 of the agenda for discussion, to enable Mr Wardley to report from the Allotments Association.***

**2007/40 ALLOTMENT CONCERNS**

Mr Wardley reported on an informal walkabout he had recently made on the Allotment site.

- He had informed office staff and letters had gone out to plot holders who needed to tend to their plots. Most of the plot holders had responded and the plots are being worked. The Clerk will chase up any outstanding.
- Mr Wright of the Allotment Association had asked for a report from the Clerk regarding the reduction in the precept for the Allotments on last years' precept. The Clerk reported had been in contact with Mr Wright and details were due to be sent to him.
- It was **agreed** that the "Water Butt" on the Orchard Road site would not be moved therefore, the installation of another "Water Butt" would not now take place.

The Committee then considered the document from one of the Allotment Plot holders who had several concerns.

1. Who is responsible for the removal of litter etc. from the bank adjacent to the allotments?

It was **agreed** that Clerk investigates if it was the Parish Council or the Water Ways responsibility.

*2. Vandalism on the Allotments.*

The Council no previous knowledge to the extent of the vandalism to the plot holders plot and the Council had always responded to any concerns from Allotment Plot holders.

It was suggested that the Allotments Association contact the local Police and PCSO to arrange a meeting to discuss the issues. Mr Wardley reported that the Police had been notified of the vandalism and trespassing by Allotment Plot holders and he would try to arrange a meeting.

**Resolved**, "No Trespassing Signs" would be placed on the Allotment Site at all the entrances.

*3. Water Drainage Pipes.*

**Resolved**, Clerk to contact the County Council to ask for the grills to be re-attached to the pipes.

*4. Boundary Concerns.*

**Resolved**, any gaps to be filled with suitable bushes. The Clerk to liaise with the Head Groundsman.

The Chairman then thanked Mr Wardley for attending the meeting and reporting to the Committee. Mr Wardley then left the meeting.

*At this juncture, Item 8 on the Agenda was discussed*

2007141

**MATTERS ARISING FROM THE MINUTES OF THE ALLOTMENTS, CEMETERY & CHURCHYARD COMMITTEE HELD ON 17<sup>TH</sup> APRIL 2007**

- Cllr Roper reported that he had been to the Land registry and established it is No.24 Mill Lane who owns the wall adjacent to the Allotments. **Resolved**, the Clerk to contact the owners regarding the hazards.
- It was also reported that the Landlord at the White Horse Public House had been approached and told of the Council's concerns regarding the large trees overlooking the Allotments. **Resolved**, the Clerk to contact the Landlord.
- It was agreed that the Clerk chase up the Water Ways regarding the pipe on the Allotments near the Willow tree.
- **Resolved**, The Handyman produce the Allotment Plot markers for the Allotments (White with Black lettering/numbering)
- It was reported the damage investigation was still on going regarding the damaged verges at the Cemetery.
- Information board for the playing fields: The Clerk reported that she is waiting for confirmation of fees for the Finger Post and Information Board.
- Welwyn Bowls Club Sign: The Committee discussed the photographs, which had been given to the Clerk showing the proposed signage advertising the club. **Resolved**, The clerk to inform the club that the sign is too large and the Committee prefers it be 1meter x 1/3<sup>rd</sup> meter in total.

2007143

**REPLACEMENT FENCING ON THE ALLOTMENTS**

The revised quote from Williams & Son regarding the replacement fencing without the gate, on the Orchard Road side of the Allotments had been received, the cost had been reduced.

**Resolved**, The Clerk to ask Williams to quote for the repair to the fencing around other areas of the Allotment site together with the Orchard Road site to enable repairs to commence at the same time.

2007/44

**AGREE DATE TO REVIEW THE CIVIC CENTRE ENTERTAINMENT LICENCE**

The Clerk reported that the Civic Centre Caretaker had taken the Personal Licence exam and had passed which would mean the Council could now go a variance in the Licence.

It was agreed the Clerk meet with the Chairman and Vice- Chairman of the Committee to review the document.

2007/45

**MOT-CROSS/BIKE TRACK**

Correspondence had been received regarding assistance from the Parish Council to establish a semi-permanent area for trial biking.

It was agreed to keep in mind the budget available for the possible Skate Park in discussing this request.

**Resolved**, to discuss the correspondence at the next full Council meeting.

It was then suggested that the Youth Working Party to report directly to Full Council which would be much more helpful in involving more Councillors when looking at the Digswell and Oakland areas for projects.

**Resolved**, that it is recommended the Youth Working Party reports directly to full Council except when spending is involved, at which time the Youth Working Party will in the first instance report to the Leisure Facilities and Open Spaces Committee-,,--

**Resolved**, the next meeting of the Youth Working Party will be held on **5th July 2007, at the Parish Centre.**

2007/46

**WELWYN PARISH COUNCIL /SCOUT LEASE**

A reply had been received from the Solicitor regarding the Scouts Lease.

**Resolved:**

1. **Timing:** The Council agrees to an conditional Contract, which gives the Scouts a period of five years to raise money and satisfy the other conditions that relate to obtaining satisfactory Survey Reports and the approval of the Scout Association.
2. Once the conditions are satisfied the Council would agree to a further period of 3 years in which to complete the building works. This would give the Scouts a total of eight years as a maximum.
3. **Exclusion of Lease:** The Council still wishes to exclude the right to renew. The Council does not agree to extend the lease to 99 years. It is required that the term of the lease period stay at 50 years.

Cemetery Inspection.

It was agreed for the Clerk to check through the report and identify any needing action. The Clerk to action any found and any others will be reported back at the next Leisure meeting.

*At this juncture, the Committee discussed item 6 in the agenda.*

2007/42

**MATTERS ARISING FROM THE MINUTES OF THE LEISURE FACILITIES AND OPEN SPACES COMMITTEE HELD ON 10<sup>TH</sup> APRIL 2007**

- Report on Progress of the Civic Centre: The Clerk reported that she had contacted HAPTC and had a name of a Surveyor and was to contact HAPTC again to see if they had had any other recommendations.
- Damaged Machinery: The Clerk reported that this was in hand and that ISS Waterers were seeking a revised quote from Advanced Turf, as the previous one was out of date. They had admitted liability and were to have the machinery repaired. They are liaising with the Head Groundsman.
- Montessori Nursery: The clerk had presented the Committee with a proposal from the

hirer who runs the Montessori Nursery at the White Hill Centre.

The Clerk reported she advised against the two proposals on the ground that the Council's policy of non-exclusivity and Health and Safety reasons.

The Committee discussed at length the two proposals from the Montessori Nursery.

1. To erect a "Semi temporary Wind Canopy" on the front windows of the small hall".

*Committee's Decision:* The Committee refused both proposals.

- There is not sufficient reason to have a canopy and the Council does not encourage any hirers to put anything into the fabric of the buildings and there would also be a risk of vandalism.
- The Parish Council is looking to improving the paved area in front of the White Hill Centre in the interest of Health & Safety, as this is a Right of Way to and from the playing fields. The Clerk also to emphasise that the Montessori Nursery is not the sole hirer of the White Hill Centre and to remind the hirer that the Council has a non-exclusivity policy.

The Clerk reported that the hirer has on several occasions been asked to make all her enquiries through the Clerk and all proposals should go through her to be presented to the Committee, of which all former proposals from the hirer had been present to the Committee. The Clerk then advised the Committee of several incidents that had happened between the Clerk, staff and the Council and asked the Committee for their support in the managing of this particular hirer. **Resolved**, Committee fully supported the Clerk and it was **UNANIMOUSLY** agreed and that the hirer should be told again of the correct procedure and be asked to adhere to them.

It was reported that the Booking Clerk is unable to hire the small hall due to:

- Nursery equipment being left out.
- Pictures have been placed on windows and
- The Kitchen and Cloakroom are not totally clear of Nursery items.

**Resolved**, the Clerk also to remind the hirer that at a previous meeting with the Chairman of the Leisure Committee and Committee members it was agreed to let her continue the hire of the small hall after the previous hirer left and agreed that all the equipment would be stored away. This was agreed to enable the Council to still hire out the small hall to other hirers. Which the Council are again are no longer able to do.

4. **Car Park:** The Parish Council will not give the commitment the Scouts require regarding the car park although there are no plans to change the car park.

2007147

#### **WELWYN FESTIVAL WEEK**

The Clerk reported she had arranged for the Christmas Lights to be erected for Welwyn Festival Week. After discussion it was agreed that due to the condition of the lights it would be unwise to erect them during Welwyn Week. Therefore, the bunting, which was purchased last year, could be use instead. The Clerk to check who has stored the Bunting.

It was agreed to get as many Councillors involved on the Parish Council Stall on **23<sup>rd</sup> June 2007** at **Singlers Marsh**.

The Clerk to arrange for the Head Groundsman on the morning of the event to deliver:

2 Gazebo's, Two Tables, Four Chairs, Parish Council Banner, bunting Literature, table coverings and the Display Boards.

It was agreed the Council would introduce the New Councillors, have photographs of the Wards the Parish represents etc...

The Clerk has some promotional items, which, can be used as prizes for people visiting the stall. The proceeds can again to into the Welwyn Festival Fund.

The Clerk gave her apologies as she will be on holiday.

**2007/48 FIVE YEAR LEISURE FACILITIES AND OPEN SPACES PLAN**

Due to the long agenda, it was agreed to defer this item until the next meeting.

**2007149 CLEANER VILLAGES WEEK**

It was reported that Councillors, Blackburn, Butler and Hughes would distribute posters and letters to the businesses in Welwyn, Digswell and Oaklands respectively.

It was agreed that the Chairmen and the Clerk meet to go over the points raised during the previous Walkabouts.

The Clerk reported she had purchase some reflective safety jackets for the Cleaner Villages Week. There is also a supply of gloves and large bin bags. The Clerk will place an order for more "Litter-pickers".

The Chairman will continue to look at any Health and Safety issues.

**2007150 CLOSE OF MEETING:**

The Chairman thanked Councillors and members of the public for attending and closed the meeting at 9.47pm

Signed.....Chairman of Leisure Facilities and Open Spaces Committee

Date