

**MINUTES OF THE MEETING OF
THE LEISURE FACILITIES & OPEN SPACES COMMITTEE
HELD ON TUESDAY 21st AUGUST 2007 AT 7.30PM
AT THE PARISH CENTRE LOCKLEYS DRIVE WELWYN**

- Present:** Chairman, Councillor J Blackburn and Councillors M Benson (Vice-Chairman), S Butler, H Hughes, L McLusky and J Roper
- In attendance:** R Findlay (Clerk), J Wardley (Welwyn Allotments Association) and one member of the public.
- Apologies:** All Committee members were present.
- 2007/82** **Welcome.**
The Chairman thanked everyone for attending.
- 2007/83** **Declarations of Interest.**
There were no Declarations of Interest.
- 2007/84** **Minutes of the Committee meeting held on 17th July 2007**
The Chairman thanked Cllr. Benson for Chairing the last meeting in his absence. The Minutes were then agreed to be a true and accurate record. The minutes were then duly signed by the Chairman.
- 2007/ 85** **Matters arising from Minutes of the Committee meeting held on 17th July 2007**
- **Drainage Pipe at Allotments.**
The Clerk reported that there had been no progress.
 - **White Horse Public House**
The Clerk reported that she had received several complaints regarding the trees at the back of the White Horse as they had still not been cut down. It was **Resolved** to contact the Borough Council and as that they contact the owner due to the height of the trees.
 - **24 Mill Lane**
The builders were still at 24 Mill Lane therefore, it was agreed that the Committee wait until the work had been completed then contact the owner regarding the damaged wall.
 - **War Memorial**
The Clerk reported that she had invited quotes for the cleaning of the War memorial and only had two replies. Austins were unable to help. S. C. Dass a Stone Mason, who had cleaned War Memorials (Example, one at 'Birch Green') He has looked at the Welwyn War Memorial and cleaned a tiny section at the back, the Chairman and Clerk had inspected this and in their opinion was very good. It was agreed to ask for references before full Council makes a decision on using Mr Dass's services.
 - **Meeting with John Swift, St Mary's Church Warden.**
The Clerk reported she had requested some suitable dates for the meeting from Mr Swift but still had no reply. It was **Resolved** to pursue this matter with Mr Swift and to copy the Chairman of the Council and the Chairman of the Committee into the email
 - **Cemetery Walkabout update.**
This item was still outstanding and be reported at the next meeting.
 - **Licensing of the Civic Centre.**
The Clerk reported that there was a Consultation Document entitled "Proposal to Remove the Requirement for the Designated Premises Supervisor for Community Premises". As the Clerk had only received a copy of the document the Clerk will report back at the next meeting.

Initials.....

2007/86 Allotment issues raised by the Allotments Association.

Mr Wardley addressed the Committee and explained that the Allotment Judging was too late this year as it was too late in the season. The Allotment Association usually let the Parish Council know the best time to judge the plots, but failed to notify them this year.

It was **Resolved** that the judging, in future, will possibly take place in the first week of July, around the end of Welwyn Week or Cleaner Villages Week. The Association will advise the Parish Council.

2007/87 Report on Allotment Judging.

The Chairman presented the report. (*Appendix 1*). It was noted that the Winner and Runner up this year were the same as last year, although the judges have no record of who owns which plot when judging takes place. It was commented that it is a measure of how well they tend to their allotment plots.

Mr Wardley reminded the Committee that there is some funding available should Council's wish to buy more land for allotments.

2007/88 London Road

Cllr Hughes proposal:

"That Welwyn Parish Council, representing the electorate, call and host a meeting where representatives are involved from all appropriate bodies, Welwyn Parish Council, Borough Council, Highways Authority and local representatives, with a view to 1. Resolving responsibility for action. 2. Agreeing a timescale for resolution."

After discussion it was **Resolved** that the Clerk contact the Borough Council and Highways Authority to ask that they respond to the concerns of the Council and public regarding the state of London Road and to include from Mardley Wood at the West side of the Village. The Clerk to look up the legislation regarding care of Highways and Pavements.

2007/89 Sign Post Proposal

Cllr Hughes proposal:

"Installation of attractive signposts, one each for Welwyn, Oaklands and Mardley Heath and Digswell. The design of the signs should be the result of local input of suggestions and ideas. They should be sited at suitable village centres. They are not intended to replace any existing road signs or structures. I would propose that local communities are involved fully and that opportunities should be sought for funding or grants from appropriate outside bodies. If council agrees then I believe this is a project which Welwyn Parish Council might lead."

After discussion. it was recommended a Working Party be set up to look at the possibility of three "Heritage Posts", One for each of the villages.

2007/90 KICKING WALL

The PCSO had contacted the Clerk and consulted with the Head Groundsman with regard to the Parish Council considering a 'Kick Wall' for youths on the Playing fields at Ottway Walk as there could be funding available...

It was **Resolved** that this could be a possible Budget item of 2008/2009 and the Clerk look into funding and progress this to the next stage.

2007/91 Christmas Lighting

It was reported that this is in progress and the Clerk is looking for quotes for replacement lights for the ones which are damaged.

2007/92 Website

It was **Resolved** that the Council's Website be looked at and investigate who would be able to help in the design and making the site easier for the Clerk and office staff to manage.

Initials.....

2007/93 Parish Guide
After discussion it was **Resolved** that rather than the Council publishing a guide, an A4 newsletter could be published. The Council could look at the possibility of this being delivered together with the Church Parish Magazine, be published on the Council's website and distributed to local agencies to pass onto other members of the community.

2007/94 Budget Items for 2008-2009/Five year plan.
It was agreed that Committee members give details of any possible budget items to the Clerk. The deadline for bids would be 26th October 2007. Possible items would be the 'Kick Wall', replacement Curtains for the Civic Centre, resurfacing and lining of the Civic Centre car park, recreational facilities for Oaklands/Mardley Heath and a Fire Screen for the Civic Centre Stage.

It was agreed that some projects could be included into the Council's Five-year Plan.

2007/95 Working Party Reports.
A copy of the Civic Centre Working Party report is attached at *Appendix 11*.

EXEMPT BUSINESS.

Under section 100A (4) of the Local Government Act, the Chairman of the Meeting excluded the public and accredited representatives of newspapers from the meeting at this point on the grounds that it involved the likely disclosure of exempt business as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

2007/96 Civic Centre Update.
A report had previously been circulated. The Clerk also reported on recent events.

2007/97 Civic Centre Draft Terms of Reference (3).
This item is to be discussed at the full Council meeting on 28th August 2007.

2007/98 Close of meeting.
The Chairman of the meeting closed the meeting at 9.38pm

Signed:.....
Chairman, Leisure Facilities & Open Spaces Committee

Date: 18th September 2007

**WELWYN ALLOTMENTS
ANNUAL JUDGES REPORT
Judging carried out on
Sunday 5th August and Thursday 9th August**

Introduction.

On both occasions Councillors Butler, Benson and Blackburn were present.

All plots were visited on the first inspection on the Sunday morning and a winner and runner up were chosen. On the second inspection the judges looked at those plots which the Clerk had reported as having been extremely hard to let as they had been in a very bad state when first let to the current tenants at the end of 2006. Out of these plots one was chosen for the Judges Special Award of the year.

The judges noted that the new number posts are excellent and very helpful. The also noted that two parts of the very large plot W9 are still unworkable due to brambles and sycamores.

Overall the allotments were in good shape considering the unusually wet weather during the early part of the summer although it was apparent that some plot holders were struggling to win the battle with the weeds. The quality and variety of cultivation continues to be high reflecting the enthusiasm and hard work of our tenants. Congratulations are due for all their hard work.

Plot	Observations	Recommendations/notes
011	A neat and productive plot with a good mixture of flowers and vegetables	Commended
W38A	A neat plot with attractive flowers	Commended
W30A	A well organised plot with a good variety of produce.	Commended
W17C		New post needs replanting
W11B	An attractive plot, tidy and well organised.	
W2A	A very productive plot attractive and well organised	Commended
W3C	A small plot, excellent presentation and good variety.	Commended
29A	This is a very productive and well managed plot with very good variety.	Runner up
W6B	This plot really caught the judge's eye. It is very productive, very attractive and with an excellent variety.	Winner
W2B	Only taken over at the end of 2006 this was in a very poor state and difficult to let. The new tenant has made a brilliant start. The plot is coming under control and already has some good planting, in particular a cage of brassica.	Judges Special Award of the Year.

Note: The chosen winner and runner up are the same as last year. The judges were not aware of this at the time of judging and their choice was virtually unanimous.

John Blackburn 11th August 2007

**Notes of a meeting of the
CIVIC CENTRE WORKING PARTY
Held on Thursday 16th August 2007 at Welwyn Civic Centre. Welwyn. Which
commenced at 7.30pm**

Present: Councillors J. Blackburn (Chairman), L. McLusky, J. Roper, I. Skidmore and R. Findlay (Clerk).

Apologies: Councillor M. Benson

1. Notes from the last meeting.
The Working Party agreed the notes of the meeting held on 12th July 2007 were an accurate and correct record. The Working Party thanked Cllr. L. McLusky for providing the notes.
2. Matters Arising from the notes of the meeting of 12th July 2007:
There were no matters arising as the updated schedule was due to be discussed later in the meeting.
3. Report of work undertaken since the last meeting.
The Clerk reported on the recent works since the last meeting of the Working Party and said the following had been completed:
 - (a) All the corridors had been painted.
 - (b) Both Committee rooms had been painted.
 - (c) The Ladies and Gents toilets had been painted
 - (d) A New Hand Drier had been installed in the Ladies Toilets.
 - (e) All the light shades had been cleaned out.
 - (f) The new Hearing Loop Signs had all been placed around the building.
 - (g) The Caretaker and Handyman are looking into the cost of replacement cupboard doors, worktops and tiling for the Kitchen.
 - (h) The Clerk reported that from week commencing 22nd August 2007 the Caretaker and Handyman will be stripping, varnishing and remarking the Badminton Court in the Main Hall, including the stage area.
 - (i) The Clerk had approached seven companies for quotes for the cleaning and fireproofing of all the curtains in the Main Hall including the Stage curtains. She had only had one response from Valetex. They had said, due to the age of the curtains:
 1. There would possibly be some shrinkage be shrinkage.
 2. The machines they had would not accommodate the Stage Curtains as they were too large. They would have to find another company who would be able to clean them, at an additional cost.
 3. There would be an additional Fire Proofing fee on top of the cleaning fee.
 4. Some of the curtains were torn and faded.
 5. They would not guarantee the work due to the age of the curtains.

The Clerk suggested three options.

- (1) Take the risk with the cleaning.
- (2) Investigate the cost of new curtains (which could be bought in stages)
- (3) Leave the curtains for now and review at a later date.

It was recommended that the Working Party look for quotes for new curtains with other Councils and agencies.

4. Updated schedule of works.

The Clerk had update the schedule and the Working Party went through each category. The schedule can be found at APPENDIX 1.

5. Recommendations to the Leisure Committee.

It was suggested the Clerk:

- speak with the Caretaker regarding the leak in the Main Hall to see if this has been sorted out.
- Arrange for the cracked window in the Small Hall to be replaced.
- Ask a Plumber to give advice whether Thermostatic Valves could be fitted onto the radiators in the Library and Clinic.
- Check with the Library and Clinic to see when their electrical appliances etc had been checked for safety.
- Arrange for a "Clicker" lighter for the Kitchen to ease lighting the oven.
- Arrange for a microwave Oven to be installed, which would be secured to avoid theft.

It was agreed that Cllr. McLusky investigate the cost of replacement 'grids' fro the cooker.

6. **CONFIDENTIAL INFORMATION** - Civic Centre Update.

Cllr. Skidmore updated the Working Party on recent events that would also be reported to the Leisure Committee and Full Council.

7. Civic Centre Working Party, Terms of Reference.

Cllr. Roper had circulated a revised Draft Terms of reference. It was agreed that the second draft would be revised again to show:

- **4.1** to show that the Working Party will report to the Leisure Facilities and Open Spaces Committee, and then the Leisure Facilities and Open Spaces Committee will report to Full Council.
- **4.2** to show that a Preliminary Report with Conclusions and Recommendations shall be presented to the Leisure Facilities and Open Spaces Committee on 16th October. (This would enable the Committee to discuss any bids for the 2008/2009 Budget and/or for recommendations to be included in the Five Year Plan.

8. Date of next meeting.

The next meeting is scheduled for Thursday 13th September 2007 in the Committee Room at the Civic Centre at 7.30pm. The Clerk to check if this date is available and Advise the Chairman.

9. Close of meeting.

The Clerk told the Working Party she would only be attending future meetings if it was felt she would be useful.

Cllr. L. McLusky agreed to take the notes for the next meeting.

The Chairman closed the meeting at 8.30pm

R. Findlay (Clerk)
17th August 2007

