

**YOU ARE HEREBY SUMMONED TO ATTEND
A MEETING OF THE
LEISURE FACILITIES AND OPEN SPACES COMMITTEE
TO BE HELD ON
MONDAY 12th OCTOBER 2009
IN THE PARISH CENTRE, LOCKLEYS DRIVE, WELWYN.
COMMENCING AT 7.30PM**

Any member of the electorate is welcome to attend the meeting.

AGENDA

- 1. APOLOGIES**
- 2. DECLARATION OF INTERESTS**
- 3. MINUTES OF THE MEETING HELD ON 14th SEPTEMBER 2009.**
- 4. MATTERS ARISING FROM THE MINUTES OF 14TH SEPTEMBER 2009.**
- 5. SECURITY ISSUES**
 - 5.1 Pavilion**

The external lighting has been installed and signage is to be installed shortly
 - 5.2 Whitehill Centre.**

The height of the hedge in the car park has been reduced and bollards along the length of the low hedge have been installed to prevent vehicles accessing the playing fields. Signage is to be installed shortly. Report by the Chairman
- 6. CIVIC CENTRE**
 - 6.1** Welwyn Mystery Plays are to perform in the Civic Centre during the Welwyn Festival in 2010 and request a concession on fees to hold rehearsals in the Civic Centre main hall, three times a week in June 2010. The rate per hour for hiring the hall is £ 14.50 per hour. 50% of the funds raised are to be donated to the Welwyn Festival Group, who distribute these funds to local charities. The remaining 50% is to be donated to St Mary's Church **APPENDIX 1**
 - 6.2** A letter has been sent to Grant Shapps MP requesting his support obtaining ownership of the Welwyn Civic Centre. Response awaited. **APPENDIX 2**
- 7. CEMETERY**

Report on progress re the Waiting Room
- 8. WELWYN ALLOTMENTS ASSOCIATION**

To consider the future management of the Allotment Site
- 9. NOTICE BOARD AT OAKLANDS**

Barleyfields Children's Centre request a community notice board. **APPENDIX 3**
- 10. BUDGET – 2010-2011**

To consider items for inclusion in the 2010 – 2011 Budget

Mini Bus
It was agreed that once an activity has been identified then a Mini Bus be hired for a specific occasion rather than buy or lease a vehicle at this point in time.

Replacement Equipment at the Digswell site
A meeting is being arranged with WHBC to discuss the future management of the Digswell site, this item to be discussed following this meeting.

Civic Centre
Quotation to complete all works identified as in category 'A' are being sought to include minimal repairs to the roofs as agreed by Full Council

Allotments

It was agreed to provide an additional water butt at the location required by the Welwyn Allotment Association at a cost of **£ 847**

Waiting room at the Cemetery

To demolish the building including removal from site of the asbestos in the roof will cost **£ 3,980**

To design, conduct a tender process and supervise all works for the building of a new structure approximately **£ 2,500**

Cost of a new building as yet unknown

Christmas lighting

Erect and dismantle Christmas lighting = **£ 3,155**

Christmas tree

To supply and deliver one 20 foot Christmas tree for St. Mary's churchyard would cost approximately £ 250.00, plus a delivery charge of £ 35. To supply two 6 foot and one 8 foot Norway Spruce trees, one for the Parish Council Chamber and 2 for the Civic Centre would be approximately £ 90. Total approximate cost of Christmas trees for the 2009 year = **£ 375.00** To remove the tree in the churchyard after the Christmas and New Year period would cost **£ 100. Total cost £ 475.00**

Police Community Support Officer (PCSO)

The part funding of the PCSO to be discussed at the next Full Council meeting.

Part funding of a PCSO would cost **£ 14,000** which would cost a "D" band property £ 3.23 per annum, or 6p per week.

Youth Working Party Projects

An area of land near the Scout Hut in Oaklands and Mardley Heath could be developed as a children's play area if some trees were removed and lighting installed. This is under investigation as detailed above.

Whitehill Play area

Following a site visit with the company who provided the original equipment, replacement of the equipment is recommended at a cost of **£ 12,905.00**. Following discussion, this was agreed

Playing Fields Play Area

The company who supplied the wooden equipment is to conduct an inspection to ascertain whether the equipment can be repaired or requires replacement.

To repair and replace equipment supplied by SMP Playgrounds = **£ 7,548.35**

Whitehill Centre Refurbishment

To complete all works identified

Company A **£ 26,551**

Company B £ 17,212

Company C To be advised.

To relay the paving around the building

Company A To be advised

Company B £ 3,115

Company C £ 9,250

Pavilion

To refurbish the toilet area **£ 3,220**

To renovate kitchen access area **£ 1,266**

Flooring quotations awaited.

St Mary's Church Wall

Quotations awaited

11. CLOSE OF MEETING

Anita S Pack

Acting Clerk to the Council