

**YOU ARE HEREBY SUMMONED TO ATTEND
A MEETING OF THE
LEISURE FACILITIES AND OPEN SPACES COMMITTEE
TO BE HELD ON
MONDAY 9th NOVEMBER 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 12TH OCTOBER 2009.

Minutes attached

APPENDIX 1

4. MATTERS ARISING FROM THE MINUTES OF 12TH OCTOBER 2009.

5. CEMETERY

Francesca Weal of Weal Architects to present options for a covered seating area for reflection plus a wall of remembrance at the Cemetery

6. SECURITY ISSUES

5.1 Quotations to remove the steps and wall on the car park side of the Pavilion and to install a sloping roof on the electricity box are being sought

5.2 Two free standing signs have been ordered to position at the entrance to Ottway Walk and on the green area in front of the Whitehill Centre at a cost of £ 166.01

7. CIVIC CENTRE

7.1 To arrange a meeting with Grant Shapps MP to request his support obtaining ownership of the Welwyn Civic Centre.

7.2 Welwyn Hatfield Borough Council's (WHBC) permission to repair the roof leaks of the Civic Centre using a felt overlay system has been sought.

7.3 Welwyn Wailer Dramatic Society's request a concession on fees to hire the Civic Centre. The Welwyn Wailers were granted a concession in 2007 and 2008 but not in 2009.

Information of fee charges is attached as

APPENDIX 2

8. WELWYN ALLOTMENTS ASSOCIATION

8.1 Invoices for the year 2010 are being sent out to all plot holders. The cost of plots are as follows:-

Small Plots	£14	Medium Plots	£19
Large Plots	£22	Extra Large	£ 27

8.2 To amend Allotment Tenancy Agreement and Regulations in respect of item 5(e) "*Bonfires may be lit on Saturday mornings between the hours of 0600 and 1200 only when there is no wind, in consideration of local residents*".

8.3 The next Allotment Inspection is to take place Sunday 15th November 2009 comencing at 11am. Notes of the Inspection which took place on the 6th September attached as

APPENDIX 3

9. NOTICE BOARD AT OAKLANDS

Quotations are being sought to replace the Oaklands Notice board with a larger board to enable use by the Council and the Community.

10. WELWYN BOWLING CLUB RENT REVIEW

A review of the Welwyn Bowling Club rent is being undertaken and will be reported at the next meeting.

11. COUNTRYSIDE MANAGEMENT SERVICES – MARDLEY HEATH

Countryside Management Services (part of WHBC) conducted a guided tour around Mardley Heath at 10.30 am on the 4th November 2009, to explain their “exciting new plans for Mardley Heath”
Report by Councillor McLusky.

12. 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

The Asbestos designated as category ‘A’ in the boiler room, is being removed on the 13th November 2009 at a cost of £ 3,985. Quotations to remove or treat category ‘B’ Asbestos are being sought.

Further comparative quotations to repair the roof will be sought once WHBC have agreed the material to be used, see 6.2 above.

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)

At the Full Council meeting held on the 26th October 2009 it was agreed to part fund a PCSO for a two year period, 2010-11 and 2011-12 at a cost of £ 14,250 annually. This will cost a “D” band property £ 3.23 per annum, or 6p per week.

Youth Working Party Projects

Plans attached showing possible area adjacent to Elizabeth Glamis hall, together with our proposed course of action.

APPENDIX 4

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.

A Community Group have expressed an interest in helping to design the play area and to fund raise to cover the cost. A new plan has been drawn up to incorporate the equipment suggested at a cost of £ 53,296. Further quotations are being sought and funding opportunities investigated.

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.
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To relay the paving around the building

Company A	To be advised	Company B	£ 3,115	Company C	£ 9,250
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Pavilion

To refurbish the toilet area	£ 3,220	To renovate kitchen access area	£ 1,266
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St Mary's Church Wall

Albion Building Surveyors has met several members of St Mary's church in order to obtain permission to repair/re-build the church wall which in some cases is very near old grave stones. However the church representative has advised it could take three months to obtain the necessary permissions. In the interim the Surveyor has requested that improvements are made to the safety barrier/warning in front of the wall adjacent to the Public House which is in a precarious state.

The Structural Engineer's report is awaited, however it recommends 80 metres of new walling and special piled foundations. In order to design the foundations the engineer wants a subsoil investigation to be undertaken. This involves three boreholes being drilled in the churchyard and then the bearing capacity of the soil can be determined. The Church representative wants detailed information on the depth of the foundations and this is only possible if the soil investigation is carried out. Three quotations for this work are being sought, however a rough estimate of the cost is £ 2,000

The Church representative wants the absolute minimum of mechanical plant used on the work which could mean the project has to be completed using hand digging which will be costly. The Church representative also wants the walls replicated so the existing bricks and copings are to be re-cycled wherever practicable.

As several residents of St Mary's Close are to be affected a letter explaining the proposed works is to be delivered to all houses abutting the wall.

13 CLOSE OF MEETING

Anita S Pack

Acting Clerk to the Council