

**MINUTES OF THE INAURGURAL MEETING OF  
THE CAR PARK LEASING COMMITTEE  
HELD ON MONDAY 21<sup>ST</sup> NOVEMBER 2011  
IN THE PARISH CENTRE, LOCKLEYS DRIVE, WELWYN  
COMMENCING AT 11AM**

**PRESENT:** Councillor B McKay (Chairman) and Councillors M Castle, B Morris and I Skidmore.

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

**APOLOGIES:** There were no apologies of absence.

**PUBLIC PARTICIPATION:** No members of the public were present.

**2011/001 ELECTION OF CHAIRMAN**

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

**RESOLVED** "that Councillor B McKay be elected Chairman of the Car Park Leasing Committee for the 2011/2012 municipal year".

**Unanimously agreed.**

**2011/002 ELECTION OF VICE CHAIRMAN**

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

**RESOLVED** "that Councillor I Skidmore be elected Vice Chairman of the Car Park Leasing Committee for the 2011/2012 municipal year.

**Unanimously agreed.**

**2011/003 TERMS OF REFERENCE**

The Terms of Reference of the Car Park Leasing Committee as agreed by Full Council on the 9<sup>th</sup> November 2011 are:

To negotiate with WHBC over handover of WHBC's car parks to WPC, subject to Full Council approval before any final commitment.

**2011/004 DRAFT HEADS OF TERMS**

The draft heads of terms agreed by Full Council on the 9<sup>th</sup> November 2011 were circulated with the Agenda as Appendix 1.

**2011/005 WHBC's RESPONSE TO THE COUNCILS PROPOSALS**

Circulated with the Agenda as Appendix 2

**2011/006 TO CONSIDER WELWYN PARISH COUNCIL'S RESPONSE TO APPENDIX 2 OF THE AGENDA**

Proposed response to the Draft heads of Terms detailed in Appendix 2 was tabled by Councillor McKay and is attached as **APPENDIX 1**

Councillor McKay proposed that the Committee discuss each item in the Draft Heads of Terms in the order they appear. This was agreed.

**1. Heading**

Delete 'Welwyn Hatfield Council's Final proposals' add, 'Welwyn Parish Council's Final Proposals'

**2. Properties:**

High Street, Lockleys Drive, Broomfield's and Titmus Yard Agreed

**3. Start Date:**

01/04/2012. Agreed

**4. Length of Lease:**

Full repairing lease 125 years with the first break after 9 years in 2021 and thereafter every 8 years.

**Footnote:** The proposed first break point of 9 years followed by a break point every 8 years would suit the Parish Council's electoral process and would ensure that following an election, the new Welwyn Parish Councillors would have served a two year term before they had to consider the Civic Centre lease arrangements

**5. Financial:**

Agreed total fee of £ 10,000 per annum, payable quarterly, from WPC to WHBC, leaving WPC responsible for local maintenance. Amount to be indexed to CPI with an upper limit of 7%

**6. Responsibilities:**

WHBC: to bring the car parks to a mutually agreed standard before WPC enter into a lease agreement. After the comments by WHBC insert 'Do not agree'. The required works to be undertaken and funded by WHBC to bring car parks to an acceptable standard. WPC responsible for all maintenance, this to include any legal and insurance obligations from managing car parks.

**7. Enforcement of limited period on High Street Car Park:**

WPC were advised that the enforcement contract was due for renewal in January 2012. WPC require clarification of what this cost comprises, and a copy of the draft contract, to include a separate cost for the enforcement of the limited period of the High Street car park. For transparency purposes for Councillors and parishioners of Welwyn parish, this information is requested.

**8. Benefits to WPC**

Agreed

**9. Benefits to WHBC**

Agreed

**2011/007 FINAL PROPOSED HEADS OF TERMS**

A copy of the final proposed Heads of Terms for the lease of car parks from WHBC by WPC attached as **APPENDIX 2**

**2011/008 CLOSE THE MEETING**

Councillor McKay thanked all present and declared the meeting closed at 12.35pm.

Signed.....

Chairman, Car Park Leasing Committee

Date: