

**MINUTES OF A MEETING OF
THE LEISURE FACILITIES & OPEN SPACES COMMITTEE
HELD ON TUESDAY 9TH DECEMBER 2008
IN THE PARISH CENTRE AT 7.32 PM**

PRESENT: Cllr Magdalene Benson (Chairman) and Cllrs J Blackburn, S Butler,
I Colpitts, L McLusky and John Roper.

IN ATTENDANCE: Rebecca Findlay (Clerk)

2008/71 APOLOGIES:

All members were in attendance.

2008/72 DECLARATIONS OF INTEREST:

None

2008/73 MINUTES OF THE MEETING HELD ON 11th NOVEMBER 2008

After inserting the time the meeting closed it was **Resolved**, these were an accurate and correct record then duly signed by the Chairman.

2008/74 MATTERS ARISING FROM THE MINUTES OF 11TH NOVEMBER 2008

- Allotment Pipe. The Clerk reported that Highways had scheduled the repair of the pipe in January 2009.
- War Graves: It was reported that the grave which was thought to be a War grave at the Cemetery was a family member of someone who died in the War. The Clerk will look through the old Cemetery documents to try to identify any war graves in Welwyn Cemetery.
- Signage to the playing field: The Clerk reported that Highways had reported that a sign will be erected on the junction of London Road/Ottway Walk showing the way to the playing field.

2008/75 WHITE HILL CENTRE

It was agreed that each of the facilities will be an agenda item in rotation and where possible to have the Leisure meeting on site.

If possible, the next Leisure meeting will be held at the White Hill Centre. The Committee was asked to think of potentials in the context of youths.

The Clerk reported that the White Hill Centre hiring had increased in the last few months but that the small hall was in need of tables and chairs before it could be hired out for any meetings. It was reported that Digswell Village hall might be able to help with chairs. Should the Council receive any of the chairs from Digswell, the Clerk to look at the possibility of purchasing cushions for the seats.

2008/76 WHITE HILL CENTRE CAR PARK

The committee discussed the use of the car park. It was agreed that there were no plans for the car park at the present time.

2008/77 1st WELWYN SCOUTS

It was reported that Chairman had liaised with the Clerk in relation to the letter from the Council's solicitor in regard to the Scout lease. The Clerk had a meeting with the solicitor and reported back to the Committee.

- It was **Resolved** that the term would be for 50 years, and the Lease would be excluded.
- It was **Resolved** that the Council were content with the arrangements for use of the premises and hire.
- It was **Resolved** that the Council would not be willing to grant any private rights to park cars, the area is currently a public car park and there are no plans to change that but the Council would not be prepared to give a commitment, lasting 50 years, that the space would not be used otherwise.
- It was **Resolved** that the date from which the indexation of the rental would be based is from the date originally agreed when talks originally began.

2008/78 CONCESSIONS

After discussion it was **Resolved** that no further concessions will be given for allotment plots.

2008/79 WELWYN CEMETERY

Cemetery and Garden of Remembrance Regulations:

The Committee reviewed the current regulations.

It was **Resolved** that the Clerk makes several changes to the document (*in bold*).

1. Vehicles:

Change to: Vehicles are restricted to a speed limit of **5mph**. Only authorised service vehicles, **with the exception of funeral vehicles and disabled badge holders are permitted** and must not cause obstructions or interfere with funerals.

Delete:

"Where a designated parking area within the cemetery is made available for visitors to the cemetery".

3. Burials and Memorials:

Addition, at the end of the paragraph, **"....on the form supplied by the Parish Council."**

4. Notice of Interments.

Change: Bank holiday to Public holiday.

6. Transfer to be registered.

Addition, at the end of the paragraph, **"....on the form supplied by the Parish Council."**

8. Receptacles for Flowers.

Include: "14 days after burial the Council's staff will remove floral tributes from the grave and dispose of them unless a specific written request has been made to the Clerk for the tributes to be removed by the family."

Glass shades, **candles and halogen lamps are not to** be placed on any graves.

9. Monuments etc. on purchased graves.

Delete the whole section.

After re-numbering.

It was agreed to **RECOMMEND** to **FULL COUNCIL** the inclusion of the following:

"No metal vases, railings, fencing, kerbs or other structures enclosing graves, other than headstones will be permitted in any sections of the cemetery from 01 January 2009 (exception is made to burials within the eight months prior to 01 January 2009).

The Council advises that masonry should not be placed on graves until at least six to eight months after interment. This allows for settlement.

All installations must be in accordance with current NAMM (National Association of Memorial Masons) recommendations".

14. Workmen.

Change to, "Admission of Workmen"

18. Planting.

Delete: ..."~~No rose, bush or standard, shrub, or tree shall be planted on any grave space.~~"

23. Memorials.

Delete the whole section.

24. Wooden Crosses:

Change: six months to **Eight months.**

Include: "All crosses must have inscribed; at the base and visible, the number of the plot as stated on the Exclusive Right of Burial".

27. Memorials on Cremated Graves: :

"Memorials shall be in the form of a single flat tablet, central on the plot and flush with the surface. The overall dimensions shall not exceed 1 foot 3 inches (0.38 metre) by 1 foot 3 inches (0.38 metre) by 2 inches (0.05 metre).

The Committee agreed to look at the Garden of Remembrance on the next walk-about.

Tree Survey:

It was agreed that the Committee look at the survey at the next meeting and agree a program of works.

Draft Future Management Plan:

Cllr. Roper had drafted a future management plan for the Committees consideration in the content. The Chairman and Clerk thanked Cllr. Roper for taking the time in producing the document..

The Clerk reported she had previously received and read through the document and produced a report for the Committee. She told the Committee that for the majority of the report there were already procedures in place but there were a few issues that needed addressing, but these could be dealt with as items on future agendas.

It was agreed that the following should be discussed as individual items on subsequent agendas:

- St. Mary’s Churchyard.
- Tree Works.
- The unused building at the Cemetery (Waiting Room).
- Wooded area of the Cemetery.

Churchyard Wall Quotes:

Three quotes had been received to date for the repairs to the wall. It was agreed that this be deferred. The Clerk reported that St. Mary’s Church were to contact the Faculty for permission for the works to be carried out because it is a Listed Wall. The Clerk was also looking at what funding might be available.

2008/80

YOUTH WORKING PARTY

The Committee were to consider the Terms of Reference and to decide who were to be on the Youth Working Party.

The Clerk had previously informed the Chairman that all members of the Leisure Committee were infact all members of the Youth Working Party and that this was not good practice due to recommendations bring taken to the Leisure Committee therefore, voting being undemocratic.

It was **Resolved** that only three members of the Leisure Committee could be on the Youth Working Party.

Resolved, Cllrs. S. Butler, I. Colpitts and L. McLusky be members of the Youth Working Party.

Resolved, that the draft Terms of Reference be accepted.

2008/81

CLOSE OF MEETING

The Chairman thanked everyone for attending and closed the meeting at 10.01pm.

Signed **Chairman, Leisure Facilities & Open Spaces Committee**

Dated **2009**