

**Minutes of the Meeting of the Kirby Cane & Ellingham Parish Council's Car Park  
Committee on Wednesday, 9<sup>th</sup> December 2020 at 7pm via Zoom**

**Present:**

John Cook                      Lesley Lodge                      James Lally                      Julie Pickering  
Michael Skipper              Iain Wright                      Stephanie Day                  Dawn Read  
The clerk to the council, Jane Love, and planning consultant Jamie Curtis.

**1. To receive apologies for absence:**

Apologies were received from a trustee of the Ellingham United Charities.

**2. To approve the minutes of the meeting of 17<sup>th</sup> August 2020:**

The minutes of the meeting on 17<sup>th</sup> August were agreed to be correct and would be signed by the chairman at a later date.

**3. To consider the amended plan for the car park:**

After considerable discussion, the committee decided that the option with the space for 75 spaces would be preferable, and allowed for the provision of footpaths to give greater access and safety for users, and also a setting down point for those whose older children could walk into school on their own. There would be a one-way system, and possibly an allocation for staff vehicle parking. This would occupy an area of 0.73 acres of land, which occupied more of the corner space of their field. It was also considered preferable to have a bank around the car park which consisted of the cleared soil from the site, so that if it was ever necessary to reinstate the area to agricultural land, the topsoil would be readily available. This could be landscaped, and the schoolchildren could take part in that, although the planning authority may have some requirements for this. The committee asked Jamie Curtis to submit an application to South Norfolk Council accordingly.

The Kirby Cane Charities had set aside £500 for the car park project, and this would be paid into the PC account once planning permission had been obtained, and separate accounts would be kept for the car park project as for the playground development.

**4. To consider the subsequent steps in the process of creating a car park**

The drawing would be tidied up and some extra detail would be added and a planning statement drawn up. It was not yet clear whether an ecological survey would be required. A porosity test might be required at a later stage, but this would not be part of the planning process.

**5. To receive items for information:**

Stephanie Day, on behalf of the Ellingham United Charities, would contact the diocese to see what the procedure would be for drawing up a tenancy, with a long tenancy term in the interests of obtaining grant funding, at least 25 years, with a get-out clause if the school was ever to close.

The issue of whether charging points should be provided was raised, but this would be considered at a later date.

**6. To receive items for the next agenda:**

These depended on the outcome of a planning application.

**7. Date of next meeting:**

To be agreed

There being no further business, the meeting closed at 8pm

Signed.....  
*Chairman*

Dated.....