

Minutes of the Meeting of the Kirby Cane & Ellingham Parish Council's Car Park Committee on Wednesday, 15th September 2021 at 7pm at Kirby Cane Memorial Hall

Present:

Michael Skipper (chairman) John Cook Lesley Lodge James Lally
Iain Wright Stephanie Day
and the clerk to the council, Jane Love.

1. To receive apologies for absence:

Apologies were received from the head of Ellingham Primary School and Cllr Julie Pickering.

2. To approve the minutes of the meeting of 9th December 2020:

The minutes of the meeting on 9th December 2020 were agreed to be correct and were signed by the chairman.

3. To receive a brief report from the chairman on the progress of the project since the last meeting:

Cllr Skipper reported on the successful acquisition of planning permission for the car park, contacts that had been made with possible local contractors, and the need for the drawing up of a project design before this could be done. Various tests would also have to be carried out, such as a soakage test to see how quickly surface water drained into the soil, and a load bearing test to find out how stable the ground would be for the expected traffic. A topographical survey would also be required. Cllr Skipper emphasised the necessity to follow the proper procedure to ensure that grant money was spent properly and prudently. A Charities Act Valuation will also be required ahead of the drawing up of a lease between the parish council and the Ellingham United Charities. Stephanie Day, on behalf of the EUC, reported that the land would soon be cleared of its current crop, and it would be relinquished by the current tenant on 31st October 2021.

4. To consider quotes from civil engineering contractors to provide a full design of the site required to move forward to get construction quotes

The meeting accepted the quote submitted by Subteno Ltd, subject to efforts to reduce the cost of the soakage test, which seemed very high. Committee members put forward the possibility that some of the preparation work could be carried out by the committee to save money

5. To consider the terms of the lease between the parish council and Ellingham United Charities:

The diocese had recommended that certain clauses be added to the lease, and these were agreed by committee members as follows:-

Term of lease – ideally 99 years;

Handover date - 1st November 2021 (but investigative work could go ahead before that date if necessary);

Responsibility for all costs – these would be borne by the parish council on behalf of the community;

Reinstatement – if it was ever necessary to stop using the land as a car park and return it to agricultural use, reinstatement would be done to the satisfaction of a surveyor employed by the EUC.

Trees – there would be none allowed on the site.

A deed of surrender would be required from the current tenant. Mrs Day confirmed that a rent would have to be charged for the land, but she gave the example of the playing field as another village amenity for which the rent was not unreasonable.

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

Learning from other experiences where documents had been lost over time, Cllr Cook wondered whether the deed of surrender or any other documents relating to the car park could be lodged at the Norfolk Record Office for safekeeping.

7. To consider giving the clerk delegated authority to make decisions between meetings, in consultation with the committee chairman and members

Committee members agreed that the clerk should be given the delegated authority to approve expenditure on the car park project of up to £2000 between meetings, in consultation with the chairman and after canvassing all committee members, in order to be able to move the project forward.

8. To receive items for information

Cllr Wright had looked into internet “crowdfunding” sites, and crowdfunding.com charged no fees for public bodies but took 1% commission and 5% of Gift Aid. Justgiving.com was free for charities. Cllr Skipper asked if it would be possible to send out an appeal to past pupils of Ellingham School, and the meeting resolved to ask the school to start fundraising.

The clerk mentioned that she had been told that business rates might be charged on a car park, even if it did not make a charge for parking. She was asked to ask Woodton School what the situation was in this respect regarding the car park for the adjacent playing field car park.

9. To receive items for the next agenda:

These depended on the outcome of a planning application.

10. Date of next meeting: To be agreed

There being no further business, the meeting closed at 8.20pm

Signed.....
Chairman

Dated.....