PINEWOOD PARISH COUNCIL
CAR PARK COMMITTEE

Minutes of the meeting of the Car Park Committee held on Wednesday 1 October 2025 in the Lounge Room of the Pinewood Community Hall, Laburnum Close starting at 7:00pm.

Present: Pinewood Parish Council: Cllr. S. Peartree (Chair), Cllr. R Manning (Representative for the Community Hall) and Cllr. M. Manning.
Shepherd Drive Baptist Church: Minister S. Robinson.

In attendance: Mrs. S. Duthie (Clerk to the Parish Council and RFO).

25/CP/14 **TO APPOINT NEW CHAIR**
Following the recent resignation from Cllr. B. Blackwood, a new chair was required. Cllr. S. Peartree offered to do this and Cllr. R. Manning seconded.

25/CP/15 **APOLOGIES FOR ABSENCE.**
Cllr. Emele – No apologies received.
Minister P. Newton (SDBC) unable to make Wednesday evenings, however as long as one representative from SDBC is able to attend both are not required.

25/CP/16 **TO AGREE MINUTES FROM THE MEETING HELD ON WEDNESDAY 25 JUNE 2025.**
As copies of the minutes had previously been circulated to all, Minister S. Robinson proposed and Cllr. R. Manning seconded that the minutes are signed as a true and accurate record of the meeting.

25/CP/17 **MATTERS ARISING FROM THE MINUTES.**
There were none received.

25/CP/18 **FINANCIALS:**

(i) Accounts for Car Park Maintenance Fund as at 31 August 2025.
The clerk had previously circulated these for all to read.
Clerk thanked Minister S. Robinson for having received both installments from SDBC. The transfer from Pinewood Parish Council had also been made. Costs so far were for annual barrier service £420 and car park signage totaling £243.36. Unfortunately, due to not being able to help the Doctor's Surgery for both flu clinics and only for 3.5 hours on one of the days, it is unlikely the committee will receive the £300 contribution this year. The Clerk reported that the forecast for the EMR Car Park Maintenance fund for year-end would be £5,911.13, subject to any unplanned costs.

(ii) To approve budget for 2026/2027.
Budget for the year ahead was discussed. The potential cost should the gully cleaning light in the back store cupboard come on advising that maintenance is required was highlighted by Cllr. R. Manning.

Signed.....

After a discussion it was agreed by unanimous vote to keep the annual maintenance cost to £1,000 to be transferred by the Pinewood Parish Council and £1,000 from SDBC in two instalments as usual on 1 April and 1 October. It was mentioned that should we be able to help with the flu clinic then the income from the Doctors Surgery would be appreciated. Clerk to provide Minister S. Robinson with a letter confirming the amount expected for the new financial year.

25/CP/19 **TO PROVIDE AN UPDATE, DISCUSS AND/OR APPROVE ANY COSTS RELATED TO THE BARRIER.**

Clerk advised that following similar problems to last year with the LED lights, Sygma had sent an engineer out and confirmed that the LED lights were installed incorrectly last year and have offered to replace and re-seal correctly free of charge. A senior engineer would be carrying out this work to ensure it is repaired correctly. This has been booked in for Tuesday 7 October 2025.

25/CP/20 **TO PROVIDE AN UPDATE, DISCUSS AND/OR APPROVE ANY COSTS RELATED TO THE CAR PARK.**

(i) Doctors Surgery lease enquiry

Clerk advised that the doctor's surgery had asked if they could lease 10 of the car parking spaces for their staff. After a discussion it was agreed that the Clerk would reply to reject this request, due to our car park being full majority of the time from hirers / visitors using it for the Community Hall and the Church.

(ii) Doctors Surgery flu clinic's

Clerk explained that unfortunately not enough notice was given to request use of the car park for the flu clinics (4 & 11 October) this year as both the Community Hall & the Church had events booked on both dates meaning, we could not give them use. Clerk advised them to give notice as soon as the clinics are agreed for next year so we can try and accommodate this.

Clerk advised that help is therefore required to manage the car park barrier to ensure patients do not try to gain access. After a discussion on this it was agreed that the daytime caretaker (Tony) would be paid for 4 hours on each clinic day to manage the barrier and help redirect patients and only allow hirers of the Community Hall & SDBC use of the car park. It was agreed that on 11 October patients attending the flu clinics could use the car park 1pm – 4:30pm as all hirers would be finished by then. Tony to be responsible for setting out the cones, signs and adjust the barrier times accordingly to suit.

(iii) Weekend Events for both Community Hall & Church

Minister S. Robinson had agreed to share the diary regularly to ensure we can liaise and work together to avoid a full car park on busy event days.

Signed.....

25/CP/21 **TO PROVIDE AN UPDATE, DISCUSS AND/OR APPROVE ANY COSTS RELATED TO SIGNAGE.**

(i) Pinewood Community Hall & Shepherd Drive Baptist Church sign

Clerk asked the council whether they would like a quotation to replace the Community Hall & SDBC car park sign. It was agreed the sign needed to be bigger and to read:

'WELCOME TO PINEWOOD COMMUNITY HALL & SHEPHERD DRIVE BAPTIST CHURCH PRIVATE CAR PARK

Strictly for use only by visitors using the above facilities.' With a 5mph logo in the bottom corner.

Clerk to bring prices to the next meeting.

25/CP/22 **ANY OTHER MATTERS OF REPORT AS THE CHAIRMAN MAY ALLOW.**

There were none received.

25/CP/23 **SET THE DATE FOR THE NEXT MEETING.**

Date of next meeting was set for Wednesday 18th March 2026 at 8:00pm.

As there was no further business the acting Chair thanked all for attending and formally closed the meeting at 7:51pm.

Chairman.....

Dated 4-2-26