PINEWOOD PARISH COUNCIL
CAR PARK COMMITTEE

Minutes of the meeting of the Car Park Committee held on Wednesday 4 February 2026 in the Lounge Room of the Pinewood Community Hall, Laburnum Close starting at 1:00pm.

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

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

26/CP/1 **APOLOGIES FOR ABSENCE.**
Cllr. M. Manning – This was accepted.
Minister P. Newton (SDBC) unable to make Wednesdays, however as long as one representative from SDBC is able to attend both are not required.

26/CP/2 **TO AGREE MINUTES FROM THE MEETING HELD ON WEDNESDAY 1 OCTOBER 2025.**
As copies of the minutes had previously been circulated to all, Minister S. Robinson proposed and Cllr. Emele seconded that the minutes are signed as a true and accurate record of the meeting.

26/CP/3 **MATTERS ARISING FROM THE MINUTES.**
There were none received.

26/CP/4 **TO DISCUSS RECENT CAR PARK USAGE REQUEST FROM THE DOCTORS SURGERY.**
Clerk had previously circulated the email request from Suffolk Primary Care Trust asking if the doctor's surgery could have use of our car park for the week commencing 23 February 2026 whilst maintenance work was carried out on their car park.
After a discussion regarding timetables, availability and any issues this request may cause (which included a visit to the car park to agree the spaces to be offered). It was agreed to offer usage of the Community Hall & Shepherd Drive Baptist Church Car Park of up to 10 spaces for staff only on Monday 23, Tuesday 24, Thursday 26 and Friday 27 February 2026 only.
There will be no spaces available on Wednesday 25th February as the car park will be too busy with volume of hirers and visitors to be able to accommodate any cars from the Doctors Surgery. It was agreed designated spaces would be allocated to the Doctors staff so not to occupy those closest to the Community Hall. It was agreed that traffic cones would be provided in the event that they would need to leave the car park and require their space on return.
It was suggested that more notice is given in the future to enable us to be able to accommodate any future requests and to consider school half terms as that tends to be quieter for the Church.
Clerk to issue a letter.

Signed.....

26/CP/5 **ANY OTHER MATTERS OF REPORT AS THE CHAIRMAN MAY ALLOW.**
There were none received.

26/CP/6 **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 Chair thanked all for attending and formally closed the meeting at 1:19pm.

Chairman.....

Dated 18.3.26