Kirby Cane & Ellingham Parish Council

Terms of Reference

Name:

Kirby Cane & Ellingham Parish Council – Car Park Committee

Members:

- **Parish councillors**
- **chair of Ellingham United Charities**
- **head of Ellingham V C School**
- **residents**

Goals:

1. To coordinate the planning of a car park to serve Ellingham VC Primary School and the parish council's playground/playing field opposite the school on Mill Road, Ellingham;
2. To seek planning permission for the agreed plan from South Norfolk Council, and, if successful;
3. To seek funding for the project from all available sources;
4. To oversee the implementation of the construction of the car park.

Scope / Jurisdiction

Full council will ratify committee decisions in this case, due to the possibility of large budgetary implications for the council.

At its meeting on Monday, 28th March 2022, the parish council delegated authority to the car park committee to choose a contractor to carry out the construction of the car park, and to agree the signature of the lease between the parish council and the Ellingham United Charities, when it became available.

Resources and Budget

N/A

Governance

The committee will be subject to the Standing Orders of the Parish Council

Additional Notes

- Communications outside of meetings will be conducted largely by phone or email.
- Shared information, such as plans and contact information, will be stored by the committee chairman or by the Parish Council's clerk.
- Reporting will be carried out regularly via committee meetings and Parish Council meetings.
- Meetings will be held as and when members consider appropriate.

Terms of reference reviewed by council on 14th September 2026