

# **TILSTON PARISH COUNCIL**

## **Special Meeting**

**14th August 2025**

**Commenced: 7.00 pm**

**Terminated: 8.50 pm**

**Present: Councillor Kenny (Chair)**  
**Councillors Edwin-Scott, Johnson, McWilliams and Roberts**

**Also in attendance for part of the meeting were:**  
**Councillor Waddelove – Borough Councillor**  
**Mrs Cressida Travis – Trustee of the Tilston War Memorial Hall**  
**Mr Bill Joyce – Chair of Tilston War Memorial Hall Committee**

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Eddleston.

### **2. MINUTES**

The Minutes of the proceedings of the Meeting of the Parish Council held on 10<sup>th</sup> July 2025 were approved as a correct record and signed by the Chair.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest from Members of the Parish Council.

### **4. TILSTON WAR MEMORIAL CAR PARK**

#### **• Design Plan and Agreements**

Councillor Kenny provided an update and discussions ensued with the Parish Council, Mrs Travis and Mr Joyce, regarding the Agreements required for the construction and ongoing management of the Car Park.

### **RESOLVED**

- (i) That the hand amended Design Plan, as confirmed via signatures by Councillors Kenny, Edwin-Scott, Mrs Travis and Mrs Farmer, as appended to these Minutes at Appendix 1, be approved.**
- (ii) That the signed Agreement for the construction of the Community Car Park at the rear of Tilston War Memorial Hall, as Appended to these Minutes at Appendix 2, be approved.**
- (iii) That the signed Agreement Regarding the Access Route and Related Matters in relation to Tilston Community Car Park, as Appended to these Minutes at Appendix 3, be approved.**

### **5. EXEMPT BUSINESS**

The Parish Council resolved that Members of the press and public be excluded from the meeting for the following item of business, as it contained exempt information under Section 100A(4) of the Local Government Act 1972

### **6. TILSTON WAR MEMORIAL CAR PARK**

The Chair updated the Parish Council on the following:-

- (i) Revised quote, following the hand amended Design Plan;
- (ii) Planning – the Head of Planning, Mr Nick Smith had verbally confirmed that this project could continue under Permitted Development Rights. He had confirmed that a Legal Development Certificate was not required. The Clerk asked for written confirmation of this decision. Mr Smith had also confirmed that the spoil from the car park could be used as a hibernacula on Hill Field, so long as it didn't exceed 1 metre in height.
- (iii) Additional funding would now be sought from two donors who had each pledged to donate £20,000.

#### **RESOLVED**

- (i) **That the revised quote from Plant and Robinson Construction Limited, in the sum of £52,189.20, including VAT, be approved.**
- (ii) **That the Chair will attempt to seek approval in writing for the project, from the Head of Planning.**
- (iii) **That the Chair to ask the donors to release their pledges to the Parish Council.**
- (iv) **That the hand amended Design Plan be sent by the Clerk, to Jones Homes, to obtain written approval.**



**AGREEMENT REGARDING ACCESS ROUTE AND RELATED MATTERS IN  
RELATION TO TILSTON COMMUNITY CAR PARK****PARTIES**

This Agreement, made effective as of

is by and between The Parish Council of Tilston (hereafter recorded as TPC)

AND

The Tilston War Memorial Hall Committee (hereafter recorded as TWMHC)

**RECITAL**

There have been plans for a car park behind Tilston War Memorial Hall since the inception of the present building. More recently TPC have initiated a project to develop a Community Car Park behind the Hall. TWMHC have fully supported this project. However, some legal matters emerged that required consideration, and TPC and TWMHC jointly funded legal advice on the matter.

In short, the legal advice confirmed that TWMHC has the status of an unincorporated registered charity, first registered in on 18/4/1972 (charity number 520125), established under a 1972 conveyance. The TWMHC are thereby MANAGEMENT TRUSTEES in relation to the Hall building and the land on which it sits. As a result, the TWMHC cannot hold legal title to the land. The 1972 Conveyance also allowed for the establishment of CUSTODIAN TRUSTEES in which legal title to the land was vested, this being The Council.

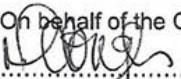
The 1972 Conveyance makes it clear that that the conveyed land is "designated land" and must be used for the purpose of a village hall. It is not possible for TPC, under the 1972 Conveyance, to unilaterally decide how the charity's land should be used. The access route to the proposed Community Car Park is on land forming part of the designated land conveyed to the charity in 1972. An agreement between TPC and TWMHC is therefore needed to enable access over the designated land to the Community Car Park. A grant of easement is not the appropriate route for such an agreement, and therefore the making of a formal agreement between TPC and TWMHC is required. In the making of any agreement in relation to the designated land the managing trustees must be satisfied that the terms of any agreement are the best that can be reasonably obtained for the charity.

## AGREEMENT

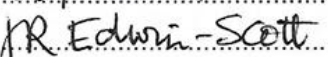
1. The Trustees of the Tilston War Memorial Hall (TWMH) grant permanent access route to the community car park via the land situated to the east side of TWMH, along the boundary of the property known as 'Roselea', for the benefit of residents of Tilston.
2. Given the access route to the car park is on the designated land that the TWMHC have responsibility for, TWMHC will continue to include this section of land in their insurance costs. However, if there is an additional cost to the insurance due to this land being used as an access route to the community car park, and including disabled spaces TPC will reimburse TWMHC the additional cost once the car park is established and subsequent years thereafter.
3. Responsibility for the insurance of the car park will lie with Tilston Parish Council.
4. Maintenance of the car park to be the responsibility of Tilston Parish Council
5. This agreement allows for TPC to have an access route to the community car park, and establish disabled parking spaces in that area. TPC will be responsible for ensuring that the access route remains viable and fit for purpose, as set out within the plans / drawings dated 14.8.25, and any maintenance that arises from this responsibility.
6. Operational control of the car park to be the responsibility of TPC with the provision of exclusive use by Tilston War Memorial Hall, as and when bookings at the Hall require it. It will be made clear within the signage at the site that this car park is a community car park
7. Regular consultation should take place between the Council and TWMHC in relation to the community car park, and any issues that may arise. These consultations to be scheduled at either TWMHC meetings or Council meetings.

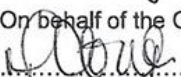
## EXECUTION

Signed by:  CHRIS KENNY

On behalf of the Council in the Presence of  
 MUNA CLOUGH

Date: 20/08/2025

Signed by:  JULIET EDWIN-SCOTT

On behalf of the Council in the Presence of  
 MUNA CLOUGH

Date: 20/08/2025

Signed by: J. Farmer JILL FARMER

On behalf of the Tilston War Memorial Hall in the Presence of

S. Tedham S. TEDHAM

Date: 22/8/2025

Signed by: C. Travis CRESSIDA TRAVIS

On behalf of the Tilston War Memorial Hall in the Presence of

Paul Tedham PAUL TEDHAM

Date: 22/8/25



**Agreement relating to the construction of the Community Car Park at the rear of  
Tilston War Memorial Hall**

between Tilston Parish Council (hereafter recorded as the Council)

AND

Tilston War Memorial Hall Trustees & Management Committee (hereafter recorded as  
TWMHC)

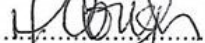
The following is agreed:

1. Access for contractors to the construction site during construction, and access to water and electricity via the boiler room at the rear of the hall during construction. The contractors will not be accessing other areas of the hall, as bookings are in place at various times.
2. meter readings will be taken for water and electricity and the Council will reimburse TWMHC for utilities used by the contractors.
3. Disabled parking spaces to remain as per the drawing but to be reviewed when they are being used to assess suitability.
4. Ducting for EV charging points to be installed as set out in the plans
5. The installation of a lockable height restriction barrier which could be opened if needed for access for contractor vehicles or other machinery that may be required.
6. The installation of Signage, to include any necessary notifications and information.
7. The bund to be constructed between Mayfield and the carpark to be on Tilston Parish Council owned land only.
8. Car park spaces 24, 25, and 26 to be moved to Tilston Parish Council owned land
9. The position of the main entrance gate to be located at the boundary line of the carpark.

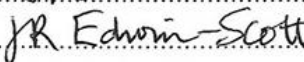
**EXECUTION**

Signed by:  CHRIS KENT


On behalf of the Council in the Presence of

 MUNA CLOUGH


Date: 20/8/2025

Signed by:  JULIET EDWIN-SCOTT


On behalf of the Council in the Presence of

 MUNA CLOUGH

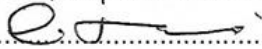
Date: 20/8/2025

Signed by:  JILL FARMER

On behalf of the Tilston War Memorial Hall in the Presence of

 S. TEDHAM

Date: 22/8/2025

Signed by:  CRESSIDA TRAVIS

On behalf of the Tilston War Memorial Hall in the Presence of

 PAUL TEDHAM

Date: 22/8/25