

Report:	Update/Info:	Note:
Built Environment:	<b>Asset register:</b> Work is ongoing with the Asset Register, and we will produce a costed maintenance plan for future upkeep of our assets, with the Handyman. It is crucial that recent changes are reflected in the Register, so this should be a priority for 2024	An up-to-date asset register is not entirely essential as long as the council ensures that everything is properly insured.
	<b>Play parks:</b> We need to record action taken to accept the leases for the Mount Pleasant land and the play area at Meriden Park.	This has already been done - minute 09.07.2
	<b>Mount Pleasant:</b> A working party is to be formed to discuss ideas for the (now cleared) Mount Pleasant land – there will cross-over with the Environmental Group (See Cllr King's report).	A working group is to be formed to discuss play parks on the whole.
	<b>Meriden Park:</b> Further to discussions with the ERA and the EVH Committee, we need to take a vote on action to be taken on the closed Play Park Clerk to minute action taken by Chair, Clerk and Handyman in December 2023	The action taken is on the January agenda and will be minuted as such. Action will be voted on once the necessary information has been obtained.
	Lead Councillor has written to Redlynch Leisure (Lappset), and to Kompan, asking for a costed design proposal for repair/replacement of the equipment, with a proposed timetable for installation. Information requested mid January 2024, Decision to be taken at 5 & 12 February meetings.  I suggest that an item be placed in the February Newsletter asking for ideas/suggestions for the upgraded Play Park	The council will need to discuss the intention for the land and play equipment. It may not be a like for like exchange. Decisions to be made when the appropriate information and permissions have been obtained.
	Tayne Field - we shall be shortly celebrating the first anniversary of the opening of the Play Park, and we have not fixed the acknowledgement board, or had a celebration of the contribution made by many people and organisations in achieving its installation  I suggest that we plan for this as a priority	The company originally contacted could not fulfil the request so I have asked for another company to provide a quote for the work.

	<p>The new Council will resolve the issue of signage, safety, public complaints, and inspections of both new Play areas, if we are not to risk growing bad feeling among residents and users, contravention of the relevant Act(s), and potentially prejudicing the Warranty . In the meantime, snagging is in the hands of the Handyman, as agreed with Kompan.</p>	<p>Reiteration of the issues listed would be helpful. The play parks are regularly inspected.</p>
	<p>Items to be discussed include finalisation of the S106, release of the decision Notice for 23/0410/FH., and employee 'Volunteer Work' that may be at our disposal (the New Barn Bus Stop*, and other projects). We will also discuss the resiting of the 'Furminger Bench' (currently sited at Cllr Heywood's house), and the design of the connection of the new footpath behind Broad Street House, and Canterbury Road (no change since October)</p>	
	<p>A meeting should be arranged with the Directors of Pentland Homes as a priority:</p>	<p>Regular meetings are arranged already and the mentioned can be added to the list of topics to discuss.</p>
	<p>Chair has discussed remedial work to the village pond with the MD of Steadline, and we have an assurance that this matter will be dealt with (Clerk to arrange with Environmental Group)</p>	
	<p>Parking on the pavement in the restricted area outside the Convenience store was discussed at the KALC shepway Area Committee on 21 December and the Kent Police Representative suggested that we involve our community beat officer (PC Brace)</p>	
	<p>Potholes, Water leaks - Defects noted on the KHS website will be attended to in due course. It may be worth thinking about a structured survey and reporting regime for the Parish, conducted by volunteers? See separate suggestions regarding 'adopt a 'Utility'...</p>	
	<p>Woodland and Uphill Cottages</p> <p>There is an active exchange between Officers of FJDC and the PC regarding the development of the Woodland Cottages site.</p>	

	We will pursue it on behalf of residents.	
Historic Environment:	<p>Having a working group for the historic environment would allow several existing matters and initiatives to be monitored and progressed including:</p> <p><b>Signage at St Eadburg’s Well.</b> The existing information panel mounted on the wall by the well house is damaged and needs to be replaced. It could at the same time be re-sited to make it easier to read. Replacement of the sign has stalled as a new sign has not been procured;</p>	A replacement is in the works after the previous company could not fulfil the request.
	<b>Replacement of the well house pump.</b> The Council has shared the cost of a new pump with the Lyminge Association. Progress needs to be made to ensure this is installed.	
	<b>Restoration of the name St Eadburg’s Well.</b> At the time the Council voted to restore the ancient name, it was agreed that efforts should be made to ensure that publicly accessible information should be amended where possible. An approach previously made to Historic England to change the name on the Well House listing needs to be pursued as the name has not yet been amended;	
	<b>Information panel on Golf Course site.</b> In the course of discussions with Pentland Homes on the Golf Course development, Pentland agreed to fund the installation of an information panel similar to those part-funded by the Council that were installed around the village as part of the Pathways to the Past project in 2020. A quote was obtained for design and installation, which Pentland accepted. Former Councillor Baldwin agreed at the time to liaise with the archaeological team and with the designer on writing the copy for this panel. This project needs to be commissioned and to be initiated through discussions with the archaeologists;	Discussions with Pentland Homes are ongoing at present.
	<b>Pilgrimage Route public information.</b> The Council website currently hosts a significant amount of visitor information, including details of the pilgrimage route the Royal Saxon Way that passes through Lyminge. The Parish Church is in discussions with the churches of St Martin’s, Canterbury and St Mary and St Eanswythe, Folkestone to expand the routes that explore the theme of the powerful Anglo-Saxon women who	

	<p>founded the first abbeys of East Kent, and has developed a new route that will also pass through Lyminge, encouraging more visitors to the parish. Publicly available information on this route needs to be hosted in the same way as that for the Royal Saxon Way, and the Parish Church would like to approach the Parish Council to allow this new information to be carried alongside that already hosted for the Royal Saxon Way;</p>	
	<p><b>Visit Lyminge Parish leaflet.</b> Distribution of the Visit Lyminge Parish leaflet commissioned by the previous council has fallen into abeyance in recent months. A mechanism needs to be implemented to ensure that the locations are monitored and new leaflets distributed when required;</p>	<p>Access to the council storage facility has only recently been restored and as such it was not possible to replenish the stock. This should now be easy to solve going forward.</p>
	<p><b>Links to Parish Council website.</b> The information panels around the centre of the village reference the Parish Council website as a source of further information about the history and heritage of the parish. The website itself has a substantial amount of information that is freely available for download. This needs to be kept under review to ensure that it remains up to date;</p>	
	<p><b>Publication of archaeological excavations.</b> The previous Council approved a grant to Reading University to support the publication of the excavations that took place largely on parish council land between 2008 and 2015, and in particular, in addition to the main report, the creation of a book designed for the general public. It was agreed that copies of this publication would be made available to the Council on an exclusive basis for sale to the public. Former Councillor Baldwin will work with Dr Gabor Thomas on writing this book. There is a need for the Council to liaise over the creation of this book, and also to implement a distribution mechanism which could, for example, be discussed with the Lyminge Historical Society that already publishes and sells its own books through outlets in the parish and on-line.</p>	<p>This is something the F+A committee have already discussed and will continue to discuss.</p>
	<p><b>Parish Council land at Rhodes Minnis.</b> The previous Council initiated work to identify the history of its land holdings at Rhodes Minnis to ensure that any work to make changes to any part of this was understood within the context of how the land was acquired and what this means for governing the legislation that applies and how the</p>	<p>Land in Rhodes Minnis is something the council are keen to discuss, particularly with those in Rhodes Minnis.</p>

	land should be managed. As this work has been done, it is important that it is not overlooked if anything is proposed in respect of the Rhodes Minnis land.	
	<b>Conservation Area.</b> The Council has requested designation of a Conservation Area in Lyminge village. By its very nature this is most significant for the historic environment and there should be a forum for discussing what is of value and what should be protected. As it stands, FHDC have declined to undertake this work, in the belief that the Neighbourhood Plan will provide adequate protection to the Historic Environment. We are seeking advice on this matter.	
<b>Proposals</b>	The Council drafts and formally adopts a policy embracing the concept of working groups to be constituted in order to provide advice to the Council. Such working groups would work to a defined subject brief, (eg promoting and protecting the historic environment, promoting awareness of ecologically friendly initiatives), would comprise both councillors and members of the public, and could report to Full Council for proposals to be considered for funding and implementation.	A committee and working group policy has already been drafted however a lot of the guidance is set out in legislation. Any working groups within the 'Historic Environment' would report to the F+A committee.
	Any member of any working group would require nomination by a Councillor and approval by Full Council.	This is not necessary but can be something councillors choose to implement - this can be included in policy if desired.
	The Council should agree to allocate a dedicated email to any approved member of a working group so that correspondence by the group on Council matters can be ring-fenced in the same way as any other Council business.	This is not something that should happen.
	The Council should consider what working groups should be set up in the first instance and their remit alongside the drafting of the proposed policy so that the policy can be considered in the context of what the working groups are required to do and can support what they are intended to achieve.	Working groups should be set up only when necessary and any policies should be applied to each working group uniformly.
	The Council should take a position on the designation of a Conservation Area	The council has discussed this and is in discussion with the relevant parties.
Natural Environment:	To consider a request by Lyminge Scout Troop to undertake regular monitoring of the flora and fauna of the Nailbourne in Well Field, and to	

	undertake occasional “stream cleans”, to help the scouts towards their World Challenge Badge and ultimately their Chief Scouts Gold Award.	
<b>Proposals:</b>	Council agrees to Lyminge Scout Troop undertaking regular monitoring of the flora and fauna of the Nailbourne in Well Field, with results reported back to Council.	The results of any approved actions would need to be submitted to the F+A committee as they would be the overseeing committee.
	Council agrees to Lyminge Scout Troop undertaking occasional “stream cleans” of the Nailbourne in Well Field, under the supervision of the Council’s Natural Environment Lead, with the width of the channel cleared of vegetation not to exceed approximately one metre unless previously instructed by Full Council.	
Planning	22/1122/FH – Fuserail  I propose that I urge the case officer to update us, and that I copy in our new District Councillor and the CEO of the LPA	Awaiting response from Planning – this retrospective application was validated by FHDC on 23 August 2022, ie 18 months ago, and despite very strong representation by residents, no action has been taken.  ‘earliest date (for a decision)’ 03.05.23  ‘latest date: ditto’.....18.10.22  This in itself makes no sense. We should be wary that inaction may result in ‘deemed consent’ after a period of time
	22/1274/FH – 4 Fox Close – Council have agreed that a delegation should discuss this matter with the applicant, and (matters arising from the minutes of 29.11.23, item 11.08.1), Cllr Huntley to arrange with applicant	
	23/0410/FH Proposal: amended scheme for a total of 45 dwellings at Broad Street  APPROVED at Committee 3 October. Decision Notice still not issued while details of S106 are	CIL payments for a portion of the build have already been confirmed and the remainder will be confirmed by FHDC in due course. We have been advised

	<p>ironed out with FHDC - now 3 months overdue Meeting to be arranged with Pentland Homes to discuss details, including payment of CIL monies....there will be implications on future budgets.</p>	<p>that no S106 monies are forthcoming.</p>
	<p>The following have been approved:</p> <p>23/1213/FH – Barn meadow, Woodlands Road, replacement building.</p> <p>23/1321/FH – Little Hempsted, Woodlands Road – expansion of playschool</p> <p>23/1621/FH – Mockbeggar farm, R/M- erection of detached annexe</p> <p>23/1320/FH – Oakridge, Green lane – replace existing stable with detached annexe</p>	
	<p>23/1580/FH – 2, Beveridge Lodge, Drove way, S/M – erection of detached garage and store</p> <p>No longer on Public Register owing to validation issues</p>	
	<p>New Applications received since last report:</p> <p>23/1802/FH – Highlands Canterbury Road. Improved access drive and turntable for vehicles</p> <p>23/1841/FH – 26 Station Road – extensions</p> <p>23/1668/FH – Raynards, Gate Lane, R/M – O/L application for replacement dwelling</p>	<p>We have commented owing to impact on the AONB</p> <p>No objection</p> <p>Suggest no objection, comment due 02/02/2024</p>
Finance:	<p>Payment schedule:</p> <p>Gallagher Insurance - £1365.45</p> <p>Vision ICT - £121.60 - Email hosting Sep/Oct</p> <p>Spearpoint - £100 - Willow tree on Tayne Field</p> <p>Lyminge Association - £100</p>	<p>Already paid</p> <p>Already paid</p> <p>Already paid</p>
Neighbourhood Plan	<p>Proposal from Alison Eardley:</p> <p><i>Having spoken to Alison again (15.03.2023), she has suggested that if she is appointed, a meeting takes place as soon as possible, so that an application can be made to 'locality' for funding for this early stage, as soon as Grant monies are available at the start of the Financial year. Locality are likely to get very busy as soon as the new funding round is open</i></p>	

	<p><i>in April</i></p> <p>We have now held a 'Steering Group' meeting 13 December, and certain actions were agreed at that meeting:</p> <p>Report meeting via Newsletter</p> <p>Alison and Clerk apply for Locality Grant – date?</p> <p>Clerk arranges a round of Public Meetings early February, advertising them in the January Newsletter</p> <p>As an aside, Planning Lead is pursuing the designation of a Conservation Area with the LPA</p>	<p>The meeting on 13th December has been mentioned in the January newsletter including an invitation to be involved and on the mailing list.</p> <p>Clerk to discuss application timings with Alison.</p> <p>Clerk will discuss the best dates with Alison</p>
<p>Trees</p>	<p>Following the motion agreed at last meeting, item 12.08, on the Fallen Willow branch by the bridge on Tayne Field, I contacted Shane Spearpoint, arborist, and asked him to climb the tree, detach the broken branch and make safe. Also to leave the fallen branch to rot in situ.</p> <p>He replied in the affirmative and gave a new quote of £100.</p> <p>I accepted this on behalf of LPC and asked him to do the work as soon as possible and send in the invoice.</p>	<p>Update added to the agenda.</p>