

Lyminge Parish Council

DRAFT Minutes of Lyminge Parish Council Neighbourhood Plan Committee Meeting.
Held on Tuesday 3rd June 2025 in Lyminge Village Hall

Present: Cllrs Baldwin, King, Pottage and Heywood. Other committee members: Mr Harris, Mr McCombe and Mr Barnes.

In attendance: Chani Sanger (Clerk) and six members of the public.

06.01 Apologies: Cllr Arnold. Cllr King had sent notice that he was running late due to work commitments.

Declarations of interest: None

06.02 Terms of Reference and Code of Conduct:

06.02.1 It was noted that committee members have equal voting rights, meaning that the vote of a councillor is equal to that of any other committee member. As such all committee members must adhere to the LPC Code of Conduct.

06.02.2 The committee questioned whether non-councillor members could nominate deputies to stand in when the member is otherwise indisposed. This would need to be considered by the Full Council and, if approved, an amendment to the committee terms of reference made.

06.03 Structure and reporting/communication:

06.03.1 It was noted that the reporting structure may change but at present the committee reports to the Full Council.

06.03.2 Communication is a key element of building the plan and the committee considered how it might best communicate both within the committee and in the wider parish. The committee agreed that a WhatsApp group for general chit chat was preferable but that important papers and summons would still be sent via email.

When communicating in the wider parish, tools such as MailChimp can be invaluable. Clerk to look into the best communication methods.

06.03.3 It was suggested that the committee have a presence at the Lyminge Festival on Saturday 28th June.

06.04 NHP process and consultant:

06.04.1 It was noted that the general ambition is to keep that plan simple and effective so that it can be easily understood and enforced by LPC etc.

06.04.2 There is a meeting with the consultant on 12th June from 11 - 1 at Etchinghill Village Hall. The committee noted that there should be an open invitation for members of the parish to ask questions and for the initial report completed by the consultant to be available on the website.

06.05 Examples:

06.05.1 It was noted that there are lots of example documents on the Locality website and a link to that website will be added to the LPC website. The 'project planner' document, which

was circulated to the committee, helps to measure where we are in the process and what potential next steps are. It was noted that the initial review aligns with the previous NHP task list and that the meeting with the consultant should help to set out what a new task list might look like, this could be in the form of a position statement.

06.06 Communication and next steps:

06.06.1 It was noted that all evidence gathered during the NHP process should be available on the LPC website and that a library of wider information could be useful.

06.06.2 It was raised that a risk register should be produced to outline where the project could face barriers and challenges. This could include aspects such as not being able to afford the consultant fees or not completing enough engagement. Cllr Baldwin to produce a draft risk register.

06.06.3 It was noted that individual projects such as the Highway Improvement Plan and specific climate initiatives could work alongside the NHP.

(Cllr King arrived)

06.06.4 The primary next steps identified were that it is essential to meet with the consultant to establish how the relationship will work and how support can be given to working groups.

Other factors would need to be considered, including:

- Budget: How can costs for meetings etc be determined?
- Neighbouring parishes: How can we work alongside neighbouring parishes, particularly Elham?
- Other NHPs: Could we liaise with FHDC regarding other areas completing NHPs and arrange some form of mutual information sharing?
- Meetings: It was noted that as the NHP progresses, it might be worthwhile reviewing the meeting dates, lengths and venues.

06.07 Date of next meeting: 1 July

Meeting closed at 18:18

Signed: _____ Chair (Date __/__/25)