

Chani Sanger

Bandshop Hire
 Units 3-4 Callis Court Nurseries
 Court Nurseries
 London Road
 West Malling
 ME195AS
 enquiries@bandshophire.co.uk
 01892 234025
 www.bandshophire.co.uk

Quotation: Chani Sanger - Gazebo Stage, Sound, Lighting (Lyminge)

Order Date	30/03/2025	Delivery Address
Our Reference	30097	
Your Reference		Lyminge
Rental Period	18/07/2025 10:00 to 19/07/2025 22:00	Lyminge
Delivery Date	18/07/2025 10:00	
Collection Date	19/07/2025 22:00	

Item	Type	Quantity	Price	Days	Discount	Discounted Price	Total
Stages							
Gazebo Stage - 4.5m x 3m	Rental	1	500.00	2	30%	350.00	700.00
Stage 4.5m x 3m (accessory)	Rental	1	0.00	2			0.00
GT Stage Deck 2m x 1m (accessory)	Rental	6	0.00	2			0.00
GT Stage Deck 1m x 0.5m (accessory)	Rental	1	0.00	2			0.00
GT Stage Deck 2m x 0.5m (accessory)	Rental	1	0.00	2			0.00
GT Deck Leveller (accessory)	Rental	14	0.00	2			0.00
GT Stage Deck Spring Clamp (accessory)	Rental	14	0.00	2			0.00
GT Deck 2 Way Square Leg Clamp (accessory)	Rental	8	0.00	2			0.00
GT Deck 4 Way Square Leg Clamp (accessory)	Rental	3	0.00	2			0.00
GT Stage Deck 2m Skirt Bar (accessory)	Rental	5	0.00	2			0.00
GT Stage Deck 0.5m Skirt Bar (accessory)	Rental	2	0.00	2			0.00
GT Stage Deck 1m Skirt Bar (accessory)	Rental	1	0.00	2			0.00
GT Stage Deck 40-60cm Telescopic Leg (accessory)	Rental	32	0.00	2			0.00
GT Stage Deck 60-100cm Telescopic Leg (accessory)	Rental	32	0.00	2			0.00

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Item	Type	Quantity	Price	Days	Discount	Discounted Price	Total
GT Stage Deck 80-140cm Telescopic Leg (accessory)	Rental	32	0.00	2			0.00
GT Stage Deck 100-180cm Telescopic Leg (accessory)	Rental	32	0.00	2			0.00
Gazebo - 4.5m x 3m (accessory)	Rental	1	0.00	2			0.00
Stages Subtotal							£700.00

PA Systems

3kW On Stage PA System	Rental	1	300.00	2	30%	210.00	420.00
Fohhn X-Series XS-30 Active Subwoofer (accessory)	Rental	2	0.00	2			0.00
Fohhn X-Series XT-33 Loudspeaker (accessory)	Rental	2	0.00	2			0.00
Allen & Heath ZED22-FX (accessory)	Rental	1	0.00	2			0.00
Speaker Distance Poles (pair) (accessory)	Rental	1	0.00	2			0.00
Audix DP5A Drum Kit Microphone Set (accessory)	Rental	1	0.00	2			0.00
Rode NT5 Condenser Microphone (Single) (accessory)	Rental	1	0.00	2			0.00
Microphone Clip (accessory)	Rental	1	0.00	2			0.00
Rode NT5 Condenser Microphone (Matched Pair) (accessory)	Rental	1	0.00	2			0.00
Rode NT5 Condenser Microphone (Single) (component)	Rental	2	0.00	2			0.00
Microphone Clip (accessory)	Rental	2	0.00	2			0.00
Shure SM57 Dynamic Microphone (accessory)	Rental	2	0.00	2			0.00
Heil Sound PR22 Dynamic Microphone (accessory)	Rental	3	0.00	2			0.00
Klark Teknik DN-100 Active DI Box (accessory)	Rental	1	0.00	2			0.00
DBX DJDI 2 Channel Passive DI Box (accessory)	Rental	2	0.00	2			0.00
Mini Boom Microphone Stand (accessory)	Rental	3	0.00	2			0.00
Tripod Boom Microphone Stand (accessory)	Rental	6	0.00	2			0.00

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3.5mm M - 2x 1/4" M Adapter (accessory)	Rental	1	0.00	2			0.00
PA Systems Subtotal							£420.00
Lighting Equipment							
Equinox Cabaret Colour	Rental	6	30.00	2	30%	21.00	252.00
Chauvet OBEY 3	Rental	1	15.00	2	30%	10.50	21.00
13amp 5V PSU for LEDJ & Chauvet (accessory)	Rental	1	0.00	2			0.00
Lighting Equipment Subtotal							£273.00
Transport							
Hire Delivery <i>Includes Set Up</i>	Service	1	125.00	1			125.00
Hire Collection <i>Includes Derig</i>	Service	1	125.00	1			125.00
Transport Subtotal							£250.00
Discount Total							£597.00
Charge Total							£1,643.00
Tax Total							£328.60
Grand Total							£1,971.60



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Chani Sanger, CiLCA

Proper Officer

Clerk and Responsible Financial Officer to Lyminge Parish Council

c/o Coach and Horses

Church Road

Lyminge, CT18 8JA

By email to: clerk@lymingeparishcouncil.org.uk

04 April 2025

Our ref.: PROP1077

Dear Chani,

**Lyminge Neighbourhood Plan
Quote for Consultancy Services**

>> Introduction

Thank you for approaching Troy Planning + Design about consultancy support on the Lyminge Neighbourhood Plan and for our subsequent conversation which very helpfully provided an overview of current progress and next steps. Based on this we have now scoped out a series of tasks and costs through to submission of the Plan to Folkestone & Hythe District Council ('the District') for examination.

Our fee proposal is underpinned by a good-practice approach to plan-making developed through experience of working on a wide range of Neighbourhood Plans elsewhere, including those for Town Councils in the South East and East of England.

As a practice we have excellent knowledge of neighbourhood planning, community engagement and all the steps required to prepare a successful Plan. The proposed project team is well placed to provide you with the planning and project management support we consider is required for this project. Our strengths include:

- **An outstanding multi-disciplinary team** covering the core requirements of planning, urban design, landscape, public realm, town centres, movement, consultation and engagement.
- **Excellent experience** of working on a wide-range of neighbourhood plans across the country, including those at town-wide level establishing policies and guidance for growth areas and town centres.
- **Excellent knowledge** of the Local Plan policy process and relationships between this and the preparation of Neighbourhood Plans, including production, analysis and interrogation of supporting evidence material.

- **Use of innovative tools and technologies** within engagement events, to generate strong inputs to and support for emerging plans, policies and projects.

We are strong advocates of community-led planning and are passionate about the potential for Neighbourhood Planning to effect very real change. We have supported more than fifty Neighbourhood Plans, including those that have been successful at referendum and 'made' as planning policy documents. We advise groups at all stages of the process, sometimes providing a discrete service or review role, provision of technical support, or provision of a 'full service' offer. Our proposed scope of work is tailored to your requirements (based on our understanding of our meeting on the 1st).

Examples of Plan we have worked on in Kent and nearby include Paddock Wood, Hailsham, Horem, Hellingly and Fletching. The Horem and Fletching Plans are of particular relevance. They are rural parishes within Wealden and within the High Weald National Landscape Area (former Area of National Beauty). The Horem Plan was successfully made last year and the Fletching Plan is currently progressing towards consultation. Both seek to retain and enhance the rural character and landscape setting of settlements, establishing criteria for new development, linked to design advice, that seeks to ensure that any new development has regard to local character.

We are currently working on a range of plans in urban and rural areas, including those on the Isle of Wight and in Essex. On the Isle of Wight, the Local Authority has recently been invited to comment on the draft Plan (for Nettlestone & Seaview Parish) and has said:

"I would say overall that the team consider this to be a really fantastic piece of work and one of the best examples yet of a neighbourhood plan on the island. It is really positive to see the clear and explicit links to the Local Plan and not replicating policies but providing that local focus on some key issues of importance".

In Essex, the Examiner's report of the Maylandsea Neighbourhood Plan has just been received. This states:

"I congratulate the authors of the NP for producing a clearly written and well-presented NP. I mention in particular the clear differentiation between policies and projects. The figures are clear and greatly aid the understanding of the NP. The written justification for the policies (the supporting text) is, unlike many NPs, clear and of appropriate length to explain the subsequent policy. This unusually high quality results in an unusually low incidence of modifications. For these reasons, I have not found it necessary or appropriate to comment separately on each section of the NP, or each policy."

>> Scope of Work

We understand that, to date, you have undertaken several rounds of consultation on what the focus of the Neighbourhood Plan might be and have used this to generate a set of objectives and potential policy areas for the Plan, but that you now need help to take this forward.

The objectives and policy ideas form a good basis for the work, and we note that you have identified the need for and will be applying to Locality for Technical Support packages from AECOM as and when the application window reopens. We have and

continue to work closely with AECOM on Plan elsewhere and are comfortable doing so for the Lyminge Neighbourhood Plan. Whilst we would not be responsible for liaison with AECOM we would be happy to review and comment on emerging outcomes of the work and use that to help inform policies for drafting in the Plan. This is something we do on a regular basis.

One of the first tasks we propose is to review the set of objectives and emerging policy ideas against the adopted (and emerging) Local Plan and most recent version of national guidance (the NPPF) which post-dates the last round of consultation. This will help refine the focus of the Neighbourhood Plan and where the community can have a very real and positive effect.

We note that the Parish is located entirely within the Kent Downs National Landscape. Policy implications for such areas can be reflected in the Neighbourhood Plan, and with use made of the management Plan and other guidance material published by the National Landscape body.

Equally, it is important to note the status of the Local Plan. Strategic policies, which the Neighbourhood Plan will need to be in conformity with, are set out in the Core Strategy that was adopted in 2022. Below this sits the 'Places and Policies' Local Plan, adopted in 2020. The Core Strategy establishes a mini-vision for Lyminge and the Places and Policies Local Plan allocates a small number of sites for residential development. Beyond these there is no specific housing requirement for the Parish, beyond a general district wide allowance for windfall development (i.e.: generally small scale development on unallocated sites).

The District is about to commence a review of the Core Strategy and the Places and Policies Local Plan. The most recent timetable (published in March 2025) states that this will commence this summer and be submitted for examination in April 2027. It is anticipated that the new Local Plan will be adopted in October 2027. This is an ambitious timeframe and although work on the Neighbourhood Plan is ahead of this, it will be necessary to monitor progress on the new Local Plan and direction of policies in this – aligning with this will make sure the Neighbourhood Plan is up-to-date and has longevity (i.e.: it will not be superseded as soon as the Local Plan is adopted).

It is not yet known what the new Local Plan will say in respect of development requirements in Lyminge Parish but a Call for Sites is currently underway, inviting landowners, agents and others to put sites forward to help meet the housing and development needs of the District. Inclusion of a site in the Call for Sites and subsequent assessment of this (the Housing Land Assessment) does not necessarily mean that there will be a need for new development on land in the Parish, but it could result in this.

We discussed whether the Neighbourhood Plan should seek to allocate sites for development or not. There are pros and cons to this:

- Allocating a site for development would give you protection against speculative development in line with the NPPF and enable you to direct development to the most appropriate locations. The form of this could also be influenced through associated masterplan and design guidance. However, it would require

assessments of sites to be undertake, involve consultation with landowners and others, necessitate the need for production of Strategic Environmental Assessment, and could run the risk of being considered contentious locally. This would add time (and cost) to the process.

- Alternatively, you could stay silent on allocations and instead prepare criteria based policies that do not place a red line around a site but do make clear what would or would not constitute an appropriable location for development and, linked to general design guidance and understanding of local character, help inform the overall scale, massing and mix of development that comes forward. This would be a quicker and simpler process, though would not give you the same degree of influence as allocating sites would.
- As a third scenario we discussed whether the site on Teddars Leas Road, Etchinghill, could be 'saved' as an allocation. If a site benefits from planning application but work has not started on the development then it could potentially be 'saved' as an allocation, given you protection from speculative development whilst also 'shortcutting' the site assessment process. However, we have not found any details of this site on the District Planning Application search engine nor elsewhere in the public domain. This does not appear to be a feasible scenario for the Plan.

>> Tasks and associated costs

We have worked on developing criteria-based policies and preparing site allocations in the Plans we have supported and are happy to be guided by you as to which scenario you would like to progress with. To this end we have provided a fee quote for both approaches and which may help inform any decisions you make.

The tasks below also include aspects of work that you may wish to take on yourselves, representing a cost saving. This might, for example, involve consultation and drafting of text in the Plan that describes the history and evolution of the Parish.

The tasks below indicate which approach / scenario they apply to (i.e.: site allocations, or not, or both).

1. Initial review of material / policy headlines

Prior to a first meeting with you (see below) we would review the work to date to prepare an updated draft vision, set of objectives and policy headlines for the Neighbourhood Plan. This would draw upon the outcomes of the consultation events and consider this against the Local Plan and national policy guidance (the NPPF). This will help refine the likely focus of the Plan and where locally specific policies can be drafted that help effect positive change: there is no need, for example, to repeat national or Local Plan policy, nor try and introduce policies that would conflict with this.

The initial review will thus help structure the Plan, give focus to the work, and begin to frame this in a way that it can satisfy the tests of the 'Basic Conditions' (the tests that the Examiner will consider the Plan against). It is important to note that a short, focussed Neighbourhood Plan can be just as effective, if not more so, than one which tries to address a wide range of issues.

This task applies in both cost scenarios.

Our proposed fee for this task is £1,300 (plus Vat). This allows for 2 days of staff time.

2. Inception meeting and site visit

An inception meeting should be held at the outset of the work. This will be used to discuss the programme, inputs and outputs, and agree responsibilities for preparing material. The initial review prepared in Task 1 will be discussed at the inception meeting. This will help make it more of a productive workshop style session that will enable us to progress with the next stages of work.

We suggest this initial meeting take place in person. This will help build relationships and also enable us to make a wider visit to the Parish. We are keen for you to join us on the visit as this will present an opportunity for you to identify key parts of the Parish, assets and challenges that we should be aware of.

We will also liaise with the District Council at this stage. This will help keep them abreast of progress and when we are likely to require inputs, what they can offer as part of their 'duty to support' (e.g.: mapping, provision of evidence), and what the implications of the Examination of the Local Plan and timeframes for this might be for the Neighbourhood Plan. The above will all help to 'flesh-out' the policy headlines.

Crucially, the inception process should be used to determine whether you will be allocating sites in the Neighbourhood Plan or not. This can involve a further discussion of the pros and cons of each approach.

This task applies in both cost scenarios.

Our proposed fee for this task is £1,125 (plus Vat). This allows for 1.5 days of staff time.

3. Local Green Space designations

It was indicated on our call that you would like to designate Local Green Spaces in the Neighbourhood Plan. A suggested list of sites should first be proposed for assessment. You may already have a list of suggestions. If not, then Steering Group members could be responsible for suggesting sites. This could potentially be informed by a single topic form of consultation led by the Parish Council, making use of social media and the Parish Council website for example to invite suggestions.

Once a long list has been provided we will provide you with a proforma for completion to explain why you think each of the sites is of value and importance locally. The proforma reflects the criteria for designation set out in national policy (the NPPF). Following receipt of the proformas we will undertake a review of each site, looking at the wider policy framework and designations, and whether they warrant being taken forward. Those sites which do have potential for designation should be subject to consultation with landowners. We will provide you with a letter for issuing to each landowner to seek their feedback. This may result in the list of designations being refined further. This list can then be subject to wider consultation alongside the policy headlines (see below).

The Local Green Space assessment will form part of the evidence base underpinning the Neighbourhood Plan and will include mapping, photography, the merits or otherwise of

designation and feedback to consultation. Further refinement of this is likely to be needed after the consultation stages outlined below.

This task applies in both cost scenarios (but could be removed if you do not want to proceed with making designations)

Our proposed fee for this task is £3,625 (plus Vat). This allows for 5.5 days of staff time.

4. Neighbourhood Plan evidence

Subject to the approach followed different forms of evidence will need preparing for the Neighbourhood Plan. Some of this can draw upon material prepared by the District Council and other sources, including the Kent Downs National Landscape body.

Other material may be produced by AECOM via the Locality Technical Support programme. We note, for example, that the task list supplied makes reference to the Housing Needs Assessment and Design Code. Although these would not fall within our remit it is important that we review them so they can be used effectively to help inform the drafting of policies in the Neighbourhood Plan.

All of the above will apply in both cost scenarios.

Should you decide to allocate sites for development you will need to undertake an assessment of potential sites. This normally commences with a call for sites process. However, the District is currently doing that for the new Local Plan and it may be that you can use these sites as the basis for an assessment in the Parish rather than repeating the Call for Sites process.

We are happy to provide a quote for undertaking the site assessment but have assumed you will apply for this as a piece of technical support via Locality and which will be provided to you at no cost. As above though, we will need to keep some time aside to review this.

The site assessment package will not tell you which site or sites to allocate for development. Rather, it will help identify a short list of sites against which decisions need to be made. We will review the short listed sites and identify which represent potential or preferred allocations. This will involve reviewing the sites against the vision and objectives for the Neighbourhood Plan as well as consider wider matters such as location, access and relationship with the existing built form. The outcomes of this can then be presented at consultation with respondents invited to comment on these and indicate preferences.

Once a preferred site or sites have been identified for allocation in the Neighbourhood Plan you may wish to develop site specific policy guidance on these, relating to matters such as layout, development mix, green infrastructure and landscaping, for example. This could be informed through the masterplanning process. As above we are happy to undertake and provide a quote for this but appreciate this is a package offered by Locality and which you may wish to apply for. We have thus made a small allowance in our fee proposal to review the emerging masterplanning work.

One further task area under the site allocations approach is the needed for Strategic Environmental Assessment (SEA) and potentially Habitat Regulation Assessment (HRA)

to be undertaken. These are not normally needed under a criteria-based approach but will be triggered when sites are allocated. The first stage will be to prepare a Scoping Report that established what the assessment(s) will consider. The Scoping Report is not a task that we would normally provide but can be undertaken via the Locality Technical Support package. We have made an allowance in our fee proposal to review the report and any implications for the Neighbourhood Plan.

Our cost for the review of the Housing Needs Assessment and Character / Design Code reports is £1,500. This allows for 2 days of staff time. This applies to both cost scenarios.

Our cost for the review of additional reports prepared under the allocations approach (site assessment, SEA Scoping and masterplanning) is £2,250. This allows for 3 days of staff time.

Our cost for the review of the site assessment and identification of potential / preferred sites to be allocated in the Plan is £3,800. This allows for 6 days of staff time.

5. Informal consultation

Although consultation to date has helped inform a set of objectives and identify potential policy areas, these need to be ratified through the consultation process. Indeed, with the last round of consultation having been undertaken over a year ago it is important to present feedback and seek input on policy ideas before the Plan is drafted. This will be particularly important should you wish to follow an allocations-based approach.

The consultation will ask whether the policy ideas are heading in the right direction, or not, and whether any changes are required or other areas of concern should be addressed. It can also be used to ask whether people have specific ideas for wider projects and aspirations, including, for example, areas for street greening or improved walking and cycling conditions. These can then form separate projects within the Plan and may be ideas towards which funding from the neighbourhood portion of the Community Infrastructure Levy can be directed.

In terms of preparing for consultation we have costed for production of a set of summary posters as well as a survey (in paper and online formats) and a leaflet for circulation.

We have not allowed time in our fee proposal for the attendance at any drop-in events, though are happy to quote for this if our attendance would be required. We have assumed that the Town Council will make arrangements for the consultation (i.e.: dates, venues etc). We have also assumed that the Town Council will be able to arrange printing of all material. However, we can source quotes for the printing and delivery of posters if that would be of assistance.

We have costed for the production of a summary report of the consultation and feedback received, and which will form part of the Consultation Statement for submission alongside the Neighbourhood Plan. You may however wish to prepare this report yourselves.

The above tasks apply to both cost scenarios.

However, should you wish to follow an allocations-based approach it is recommended that additional consultation is undertaken including discussions with the statutory consultees to determine whether there are any issues that would impact upon the achievability of development (e.g.: approaching Highways to determine whether access is suitable). A series of meetings should also be held with landowners / agents of potential development sites to better understand their aims and aspirations and how these can best be aligned with the Neighbourhood Plan. This should take the form of 'without prejudice' style meetings.

Our cost for the production of consultation material is £2,125 (plus Vat). This allows for 3.5 days of staff time.

Our cost for the preparation of the consultation report is £2,050 (plus vat). This allows for 3 days of staff time.

Our cost for additional consultation under the site allocations approach (with landowner and statutory consultees) is £2,800. This allows for 4 days of staff time.

6. Plan drafting

Feedback from the consultation will be reflected in the drafting of the Plan and policy headlines that are taken forward. The Plan will be structured around the vision and objectives, and draw on evidence prepared for the Plan (e.g.: The Housing Needs Assessment prepared by Aecom and the Local Green Space Assessment) as well as the background material being prepared in support of the new Folkestone & Hythe Local Plan.

The draft Plan will, as appropriate, include maps and diagrams. It will be shared with you and the District for feedback and amendments made as appropriate prior to the Regulation 14 consultation.

This task applies to both cost scenarios.

Our cost for drafting the Plan is £4,550 (plus Vat). This allows for 7 days of staff time.

7. Screening or production of SEA Environmental Report

Under the criteria-based approach the District will be asked to 'screen' the Plan for the purposes of Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA). It is unlikely that the need for full assessments will be required in this scenario but the screening still needs to be undertaken to determine this. The Screening will be subject to a period of consultation for five weeks with the statutory consultees (Environment Agency, Historic England, Natural England). The consultation and final report will be the responsibility of the District.

Under the site allocations approach an Environmental Report will be prepared at this stage and will be reviewed as part of the Plan drafting, feeding into that. It has been assumed that the SEA Environmental report will be prepared by AECOM via the Locality Technical Support package though we have allowed some time to review this and incorporate recommendations into the draft Plan.

Our proposed fee for liaison with the District and review of the SEA/HRA Screening is £750 (plus Vat). This allows for 1 day of staff time.

Alternatively, should a SEA Environmental Report be prepared under the site allocations approach, our cost for the review of this is £750. This allows for 1 day of staff time.

8. Regulation 14 consultation

In parallel to the production of the SEA Environmental Report (under the allocations approach), or screening under the criteria-based approach, preparations can be made for the formal, Regulation 14 consultation. This needs to last for a minimum of six weeks and involve notifying statutory consultees and other interest groups as well as residents.

We are aware that you have prepared consultation material for previous events and may not therefore need our support at this stage but, if you do, we will prepare (a) summary display posters for use at drop-in events, (b) a leaflet for circulation, (c) letter / email templates for distribution to statutory consultees and others, and (d) a survey in paper and electronic format.

Material should be displayed at a series of public drop-in events as well as being available to view online (on the Parish Council website). We have not costed for attendance at public drop-in events but are happy to quote for this if that would be of benefit to you.

The feedback to consultation will need to be reviewed and summarised in a report of the Regulation 14 stage and which clearly indicates how the Plan is to be amended to reflect the feedback. As above, and based on work to date, this may be something you are happy to prepare yourselves, though we have provided a cost for this should you require our support. The report will form part of the Consultation Statement to be prepared for submission purposes.

This set of tasks applies to both cost scenarios.

Our proposed fee for the production of the Regulation 14 consultation material is £2,400 (plus Vat). This allows for 4 days of staff time.

Our proposed fee for preparing a summary report of the Regulation 14 stage is £2,800 (plus Vat). This allows for 4 days of staff time.

9. Submission Material

The Plan will be updated to reflect agreed changes based on consultation feedback.

Alongside this the Basic Conditions Statement will be prepared. Although the need for SEA / HRA is likely to be 'screened out' under the criteria-based scenario the Basic Conditions will, in line with best practice, need to include a light touch analysis of the Plan against sustainability objectives established in the SEA of the Local Plan.

We can also compile the Consultation Statement for submission. This will involve production of a summary overview document, outlining the consultation undertaken at each stage of the process and the headline messages from this. The reports of each stage of consultation will then be appended to this. We would need copies of all consultation reports from earlier stages to help prepare this. You may however wish to prepare the Consultation Statement yourself.

Under the allocations approach additional material will also need preparing at this stage, including a Topic paper that summarise and explains the site allocation process, and potentially an update to the SEA Environmental report prepared by Aecom at the Regulation 14 stage. It is not always necessary for this update to be prepared (and is thus not accounted for in the Technical Package) but, if as a result of the Regulation 14 consultation feedback the policies in the Neighbourhood Plan change substantially, the Environmental Report will need revisiting and updating as appropriate. This will be drafted as an addendum to the Environmental Report.

All material will be collated for submission purposes and the District contacted to agree how best this should take place.

Our cost for the updated Plan, production of the Basic Conditions Statement and submission to the District is £4,175 (plus Vat). This allows for 6.5 days of staff time.

Our cost for the Consultation Statement is £1,025 (plus Vat). This allows for 1.5 days of staff time. This is subject to receipt of reports of previous consultation. If these need drafting it will incur an additional fee.

Should you follow the site allocations approach the following costs apply:

Our cost for production of the Allocations Topic Paper is £1,725. This allows for 2 days of Staff time.

Our cost for updating the SEA Environmental Report, if required, is £1,300. This allows for 2 days of staff time.

10. Meetings

We suggest that monthly meetings are held with the Steering Group to report on progress, agree any tasks that are required of the wider Topic Groups, and agree next steps. Beyond the initial inception meeting we have assumed these will take place remotely. We are of course happy to meet in person although this will incur additional time and fees.

We also suggest that regular liaison take place with Folkestone & Hythe during the course of preparing the Plan. In addition to the initial meeting outlined above we propose two further meetings, at Plan drafting and Regulation 14 stages, to seek their feedback on the Plan.

Our cost for regular monthly meetings (excluding the initial inception meeting) is £4,100 (plus Vat). This allows for 6 days of staff time.

Our cost for two further meetings with the District is £1,500 (plus Vat). This allows for 2 day of staff time.

All meetings are assumed to be remote. Any in-person meetings, or additional required meetings, will be subject to additional time and expenses.

11. Examination

The Examination of the Plan will be led by the District. The level of consultancy support required at this stage will be somewhat dependent on the Examiner but may include (a) helping select the Examiner, (b) responding to any clarifications they pose, (c) reviewing

a 'Fact Check' version of their report, and (d) making modifications to the Plan based on their report. It is difficult to provide a quote for this level of support at this stage but we are happy to do so as and when the Examiner issues any clarifications and then again when their report is published. The referendum process will also be led by the District.

>> Overall fee

The table overleaf presents the proposed fee options, subject to which scenario you follow (e.g.: allocations or criteria based policy approach). The overall fee range is in the order of £33,025 - £45,450.

Should you wish to undertake some of the tasks yourselves this will reduce the fee. If all consultation stages were taken in-house for example this would reduce the overall fee range to £22,625 - £32,250.

Against this is the outstanding balance of the Locality grant funding you will be eligible for. We understand that of the total £18,000 available you have so far used £5,626, leaving £12,374 to be applied for as and when the programme reopens. Making use of this would reduce the actual cost of the work to the Parish (it would be in the range of £10,251 - £33,076, depending on which approach and hat tasks you decide to proceed with).

The costs are exclusive of Vat and expenses.

The costs are based on our standard day rates, which are:

Jon Herbert, Director: £750 per day

Rafa Gross Macpherson, Associate: £650 per day

Nora Anders, Consultant: £550 per day

The fee proposal is subject to our standards Terms and Conditions (attached).

The costs are based on our understanding of the requirements. Should these change (e.g.: additional unforeseen evidence is required, or further consultation is required as a result of feedback on potential allocations) we reserve the right to rescope the fee.

Equally, the fee is based on the assumption that some of the tasks will be provided to you, free of charge, via the Locality technical support package (as supplied by Aecom). If this is not forthcoming and or you would require us to undertake these tasks, our fee will vary accordingly. Any changes to scope will be discussed and agreed with you at the earliest opportunity.

Task	Scenario	Days and rate per person			Cost (£)	Days
		JH	RGM	NA		
		750	650	550		
Initial review / policy headlines	Both	1		1	1300	2
inception meeting and site visit	Both	1.5			1125	1.5
LGS designations	Both	1.5	3	1	3625	5.5
Character and Design Code	Both	1			750	1
Housing Needs Assessment	Both	1			750	1
SEA Scoping	Allocations	1			750	1
Site Assessments	Allocations	1		1	1300	2
Review and selection	Allocations	1	3	2	3800	6
Informal consultation material	Both	1		2.5	2125	3.5
Landowner consultation	Allocations	1	1		1400	2
Stat Consultee consultation	Allocations	1	1		1400	2
consultation summary report	Both	1	2		2050	3
Plan drafting	Both	2	3	2	4550	7
Masterplanning	Allocations	1			750	1
SEA / HRA Screening	Criteria based	1			750	1
SEA	Allocations	1			750	1
Reg 14 material	Both	1		3	2400	4
Reg 14 write up	Both	2	2		2800	4
Submission Plan, Basic Conditions and submit	Both	2	2	2.5	4175	6.5
Site allocations Topic Paper	Allocations	1	1.5		1725	2.5
Update SEA if needed	Allocations	1		1	1300	2
Consultation Statement	Both	1		0.5	1025	1.5
Steering group meetings	Both	4		2	4100	6
F&H meetings	Both	2			1500	2
Total days		32	18.5	18.5		69
Total cost (£)					46200	

Scenario costs	Days per person			Cost (£)	Locality Grant (£)	Cost to Parish (£)
Criteria based approach	23	12	14.5	33025	12374	20651
Criteria base excluding consultation	17	8	8.5	22625	12374	10251
Allocations	31	18.5	18.5	45450	12374	33076
Allocations excluding consultation	23	12.5	12.5	32250	12374	19876

>> Overall programme

A fourteen month programme is envisaged through to submission for the criteria-based approach. Assuming a start date in June this would see the Plan being ready for submission in July 2026. A broad timeline is set out below. After submission the examination stage is led by the District. On average this takes around six – seven months. The Plan could thus be in a position to be ‘made’ by the end of 2026 / early 2027. This is presented in the table below.

Should the allocations approach be followed this could add around six months or more to the programme and is dependent upon successful award of the Technical Support packages via Locality and the ability of AECOM to deliver these.

Task	Timeline
Initial review / policy headlines	June 2025
Inception meeting and site visit	Late June
List of potential local green space designations to be generated	June
Local Green Space assessment	July
Consultation with Local Green Space landowners	August
Housing Needs Assessment and Design Code	July - October
Prepare informal consultation material	August
Informal consultation period	September
Report of informal consultation	October
Plan drafting	November - December
SEA / HRA Screening	January – February 2026
Prepare Regulation 14 consultation material	February
Regulation 14 consultation period	March – April
Report of Regulation 14 consultation	April
Prepare submission Plan and supporting documents	May – June
Submit Plan to Folkestone & Hythe	July

>> Team

Work on the Neighbourhood Plan will be led by myself with the support of Rafa Grosso Macpherson and Nora Anders.

I am a Director with Troy Planning + Design and have close to 30 years' experience in the consultancy sector. I have worked on numerous Neighbourhood Plans since the Localism Bill was introduced and have also authored best practice guidance for Central Government. I am a planner and urban designer by training and bring strong understanding of the design and placemaking process to policy research and drafting. I will be the main point of contact for the work on the Neighbourhood Plan.

Rafa is an Associate with the company and supports on Neighbourhood Plan, Local Plan and planning application work. For the Lyminge Neighbourhood Plan Rafa will support assessments of Local Green Spaces, review and summarise consultation feedback, and help draft the Plan and Basic Conditions Statement, as well as the site selection process (should you follow that route).

Nora is a Consultant Planner and works on a mix of Neighbourhood and Local Plans, providing support in terms of research, evidence gathering, mapping and graphics. Nora will provide a similar role for this project.

Together, Rafa, Nora and I are currently working on the review and update of the Hailsham Neighbourhood Plan and associated Design Code.

>> Next steps

We hope you find this of interest. Should you have any questions please don't hesitate to contact me. We very much look forward to the opportunity of working with you to help shape the future of Lyminge Parish.

Yours sincerely,
for Troy Planning + Design

Jon Herbert
Director



Encs.

Troy Planning + Design is the trading name for:

UK: Troy Hayes Planning Limited, 33 Foley Street, London W1W 7TL. Registration 8533500 VAT 163258801

USA: Troy Planning and Design LLC, 329 NE Couch Street, Portland, Oregon 97232. Business Registration 1045328-90

NL: Troy Planning and Design B.V., Concertgebouwplein 14, 1071 LN Amsterdam. KVK 73190357 VAT NL859392260B01

PRELIMINARY REPORT AND RECOMMENDATIONS

FOR THE UPGRADE AND REFURBISHMENT AT:

***Lyminge Village Hall
Woodland Road Lyminge Kent CT18 8EW***

Prepared by David Haime – CIAT

21st March 2025



INTRODUCTION:

MY VISIT TO SITE ON SATURDAY 1ST MARCH WAS WITH THE REMIT OF PRELIMINARY APPRAISING THE SITUATION WITH A VIEW TO HOPEFULLY UPGRADE AND REFURBISH CERTAIN AREAS SO THE FUNCTION OF THE HALL CAN BE MORE ADAPTABLE.

FINDINGS & PROPOSALS:

I HAVE ATTACHED AN EXISTING FLOOR PLAN LVH/01 SHOWING CEILING HEIGHTS AND MAIN ROOM SIZES TO GIVE CLARITY. ALSO ATTACHED LVH/02 PROPOSED DRAFT FLOOR PLAN.

KITCHEN/BAR/ENTRANCE HALL:

THE KITCHEN AND BAR AREA TOGETHER WITH THE ENTRANCE HALL IS THE FLAT ROOF SECTION WITH A SUSPENDED CEILING THROUGHOUT AND SUSPECT THE INSULATION IN THE CEILING/ROOF AREA IS BELOW STANDARD.

I RECOMMEND FURTHER INVESTIGATION TO THESE AREAS TO CONFIRM THE POSITION AND THEN UPGRADE IF NECESSARY.

I HAVE NOT INSPECTED THE CONDITION OF THE FLAT ROOF COVERINGS.

LADIES CLOAKROOM:

IT APPEARS THIS AREA HAS BEEN REFURBISHED AT SOME POINT AND A SUSPENDED CEILING INSTALLED. I RECOMMEND FURTHER INVESTIGATION TO THE CEILING AREA TO CONFIRM IF ANY INSULATION IS INSTALLED AND UPGRADE IF REQUIRED.

GENTS LOBBY/CLOAKROOM/DIS. WC/LHS/CHANGING ROOM:

THIS AREA HAS A CEILING HEIGHT OF 3.0 metres + AND APPEARS TO HAVE HAD MINIMAL WORK CARRIED OUT OVER RECENT YEARS.

(2)

I RECOMMEND TO INSTALL A SUSPENDED CEILING AT 2.5 metres HEADROOM AND INSTALL INSULATION WITHIN THE VOID. THERE IS ALSO SCOPE TO RECONFIGURE AND UPGRADE THIS WHOLE AREA INCLUDING THE LADIES CLOAKROOM AT THE SAME TIME.

STORE/COMMITTEE ROOM:

THE ORIGINAL CEILING HEIGHT OF THIS AREA WOULD HAVE BEEN CIRCA 4.220 metres, AND AT SOME POINT A MIDPOINT FLOOR HAS BEEN INSTALLED.

I RECOMMEND ACCESSING THE PITCHED ROOF AREA TO CONFIRM THE INSULATION INSTALLED AND UPGRADE IF NECESSARY.

CLUBROOM:

THE CEILING HEIGHT IS 4.220 metres AS THE STORE/COMMITTEE AREAS WERE ORIGINALLY BUILT ADJACENT. THERE IS AN OPTION TO ADD A MIDPOINT FLOOR BY MEANS OF A STAIRCASE FOR STORAGE. THE ROOF VOID INVESTIGATION CARRIED OUT ABOVE WOULD DETERMINE IF UPGRADING THE INSULATION IS REQUIRED.

MAIN HALL/STAGE/STORE ADJACENT:

THE CEILING HEIGHT IS SOME 4.060 metres IN THE MAIN HALL AREA WITH THE ADJACENT STORE INSTALLED WITH A MIDPOINT FLOOR.

AT THIS STAGE I WOULD RECOMMEND TO ACCESS THE MAIN ROOF VOID TO CONFIRM THE INSITU INSULATION AND UPGRADE IF REQUIRED.

PROPOSED LAYOUT DESIGN:

THE EXISTING COMMITTEE ROOM CAN BE CONVERTED TO A CLOAKROOM AND KITCHEN FOR THE PRE-SCHOOL USE ONLY.

THE ADDITION OF A MIDPOINT FLOOR AS PREVIOUSLY MENTIONED ABOVE VIA. NEW STAIRCASE IS AN OPTION FOR ADDITIONAL SPACE FOR STORAGE.

(3)

THE PRE-SCHOOL CAN BE SELF-CONTAINED WITH ACCESS FROM THE REAR CAR PARK MAIN HALL DOUBLE DOORS TO ENABLE OTHER ACTIVITIES TO BE CARRIED OUT INDEPENDENTLY.

THE EXISTING BAR AND KITCHEN COULD BE RECONFIGURED, REDUCED IN LENGTH AND REFURBISHED TO ENABLE A SEPARATE AREA FOR CHANGING/MEETING ROOM.

BUILD AN EXTENSION AS PART OF THE WORKS WHICH ALLOWS FURTHER AREA TO DIVERSIFY, AND BY RECONFIGURING ALL THE CLOAKROOMS, THIS WILL PROVIDE A SIZEABLE AREA FOR OFFICE/MEETING ROOM.

FURTHER ASPIRATIONS & MOVING FORWARD:

A STARTING POINT IS THE INVESTIGATION WORK RELATING TO THE POSSIBLE LACK OF INSUFFICIENT INSULATION IN THE ROOF/ CEILING VOIDS WHERE A HIGH PERCENTAGE OF THE HEAT IS ESCAPING.

I UNDERSTAND THAT THE VILLAGE HALL IS SERVED BY ELECTRIC ONLY AND FROM MY OBSERVATIONS THE EXISTING WALL HEATERS AND BOILER/HEATER UNIT IS NOT UP TO A STANDARD TO ADEQUATELY SERVE THE WHOLE BUILDING AS IT STANDS. I WOULD SERIOUSLY SUGGEST MAYBE CONSIDERING A WHOLE NEW SYSTEM WHEREBY INSTALLING PHOTOVOLTAIC SOLAR PANELS ON THE REAR OF THE MAIN ROOF – SOUTH WEST ELEVATION.

I BELIEVE THERE COULD BE GRANTS AVAILABLE AND THIS WOULD OFFSET THE FUEL BILL BY A HIGH PERCENTAGE.

IN RESPECT OF THE EXISTING WINDOWS AND FRONT ENTRANCE DOOR SCREEN, IDEALLY THESE WOULD BE UPGRADED.

THE EXISTING FIRE DOORS MAY REQUIRE ATTENTION TO KEEP THEM ONGOING FOR THE NEAR FUTURE AS I SUSPECT THE REPLACEMENT OF THESE ITEMS WOULD BE VERY EXPENSIVE.

(4)

AS REGARDS THE SCOUT HUT, I HAVE NOT INSPECTED THE AREA TO SEE HOW STRUCTURALLY SOUND IT IS ALTHOUGH THE EXTERIOR BOARDING IS FAILING IN CERTAIN AREAS.

THE ABOVE REPORT HAS BEEN CARRIED OUT IN GENERAL TERMS WITH FURTHER INVESTIGATION WORKS REQUIRED, BUT BASED ON THE ABOVE PROPOSED (NOT INCLUDING FURTHER ASPIRATIONS) I CAN SEE A BUILDING COST OF CIRCA. 220K + VAT.

THIS DOES NOT TAKE INTO ACCOUNT ANY GRANTS THAT MAY BE AVAILABLE TO OFFSET COSTS.

AS REGARD MOVING FORWARD BASED ON THE ABOVE, PLANNING PERMISSION WOULD BE REQUIRED FOR THE EXTENSION AND BUILDING CONTROL WOULD BE INSPECTING AREAS OF THE WORK UNDER THEIR REMIT.

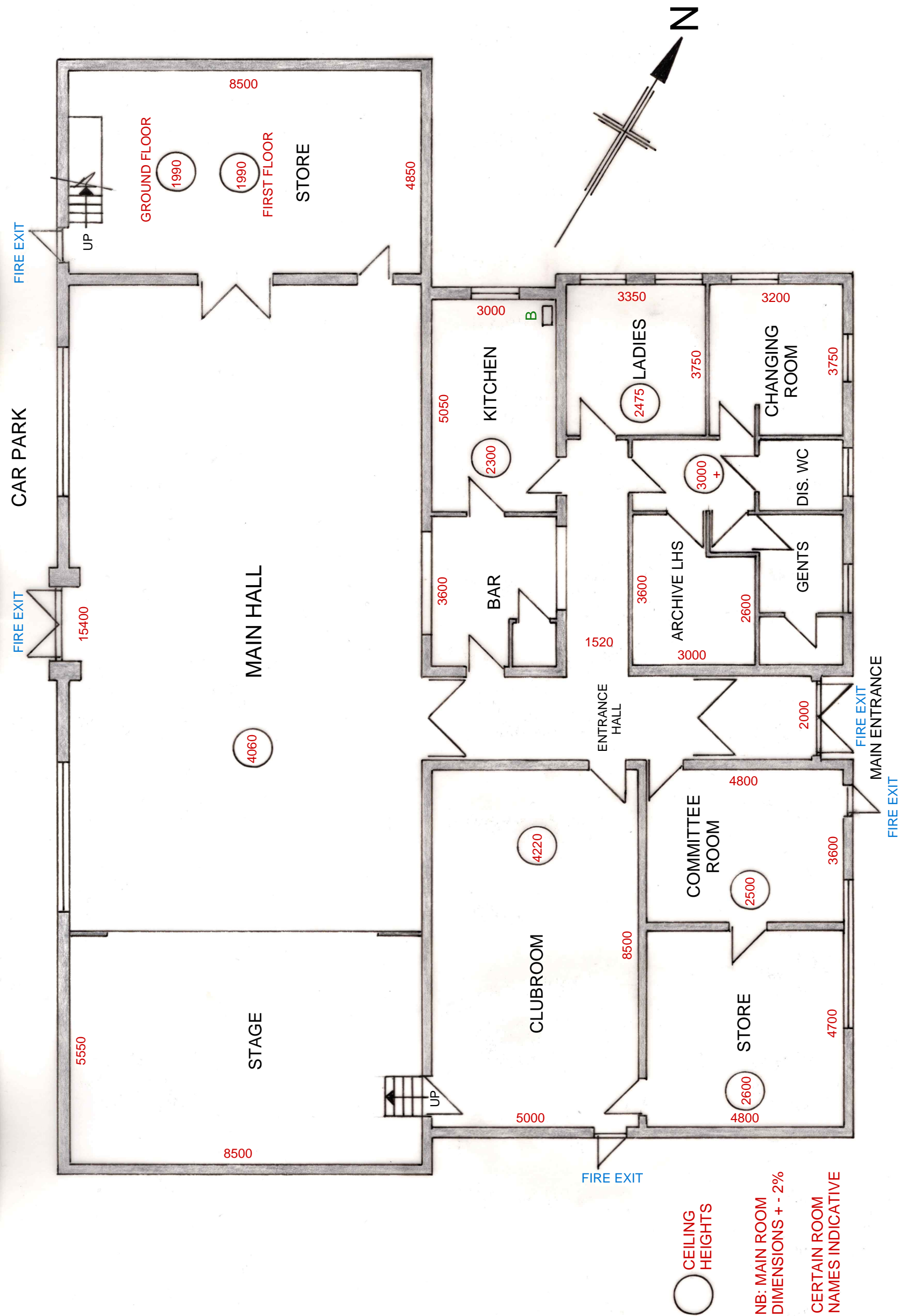
THEREFORE ACCURATE DETAILED FLOOR PLANS INCLUDING ELEVATIONS, CROSS SECTIONS & CONSTRUCTION NOTES WOULD HAVE TO BE PREPARED FOR SUBMISSION TO EACH PARTY. I WOULD AT THIS MOMENT PUT A FEE PROPOSAL OF £4,500.00 FOR MY SERVICES IF I WAS EMPLOYED TO CARRY THIS TASK OUT.

MY FEES DO NOT INCLUDE ANY SPECIALIST CONSULTANT REPORTS PLANNING MAY REQUIRE – IE, TREE SURVEY, ECOLOGY/BNG, ARCHAEOLOGICAL – NOT EXHAUSTIVE.

THE WORKS REQUIRE STRINGENT PROJECT MANAGEMENT FROM INCEPTION TO COMPLETION TO COORDINATE MATERIAL SUPPLY AND CONTRACTORS. BASED ON THE ABOVE MY FEE PROPOSAL FOR THIS ASPECT OF THE WORK WOULD BE £10,400.00.

End of Report.





EXISTING FLOOR PLAN

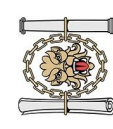
PROPOSED UPGRADE AND REFURBISHMENT AT:
LYMINGE VILLAGE HALL WOODLAND ROAD CT18 8EW

EXISTING FLOOR PLAN

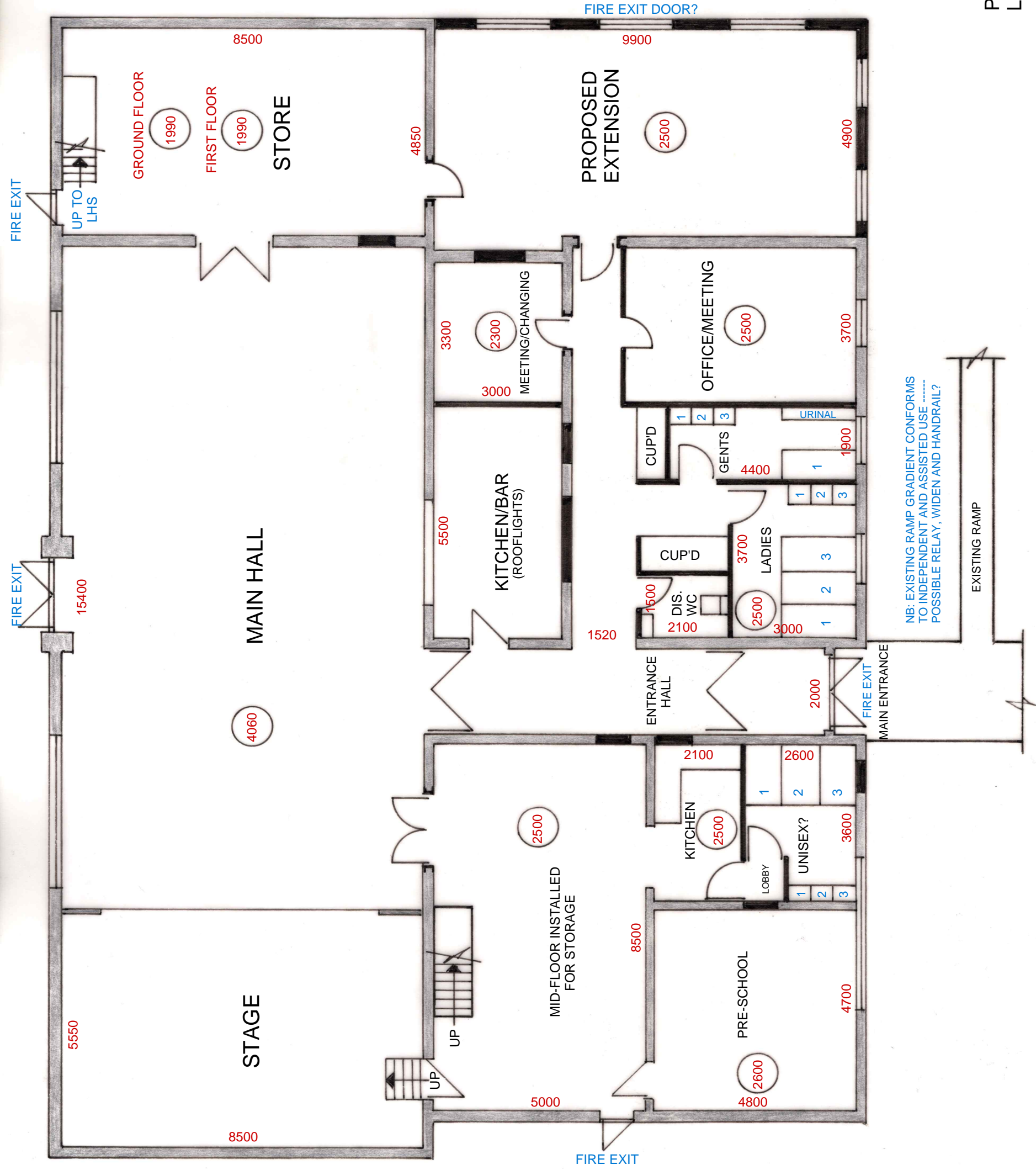
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DAVID HAIME | d.haime@btinternet.com | +44 7974 156510

Chartered Institute of Architectural Technologists



CIAT
Registered Practice



NOTES:

IF THE WORKS WERE TO BE PUT IN PLACE, THE EXTENSION WOULD BE BUILT FIRST TO ACCOMMODATE SAFE STORAGE OF MATERIALS WITH TEMPORARY DOOR TO OUTSIDE FOR ACCESS - ALSO DOUBLE UP FOR WELFARE.

NEXT - PRE-SCHOOL WORKS FOLLOWED BY KITCHEN/BAR - AND/OR NEW CLOAKROOMS.

TEMPORARY PORTALOO BLOCK MAY HAVE TO BE PROVIDED IN REAR CAR PARK TO KEEP ALL OPERATIONAL.



PROPOSED DRAFT FLOOR PLAN

PROPOSED UPGRADE AND REFURBISHMENT AT:
LYMINGE VILLAGE HALL WOODLAND ROAD CT18 8EW

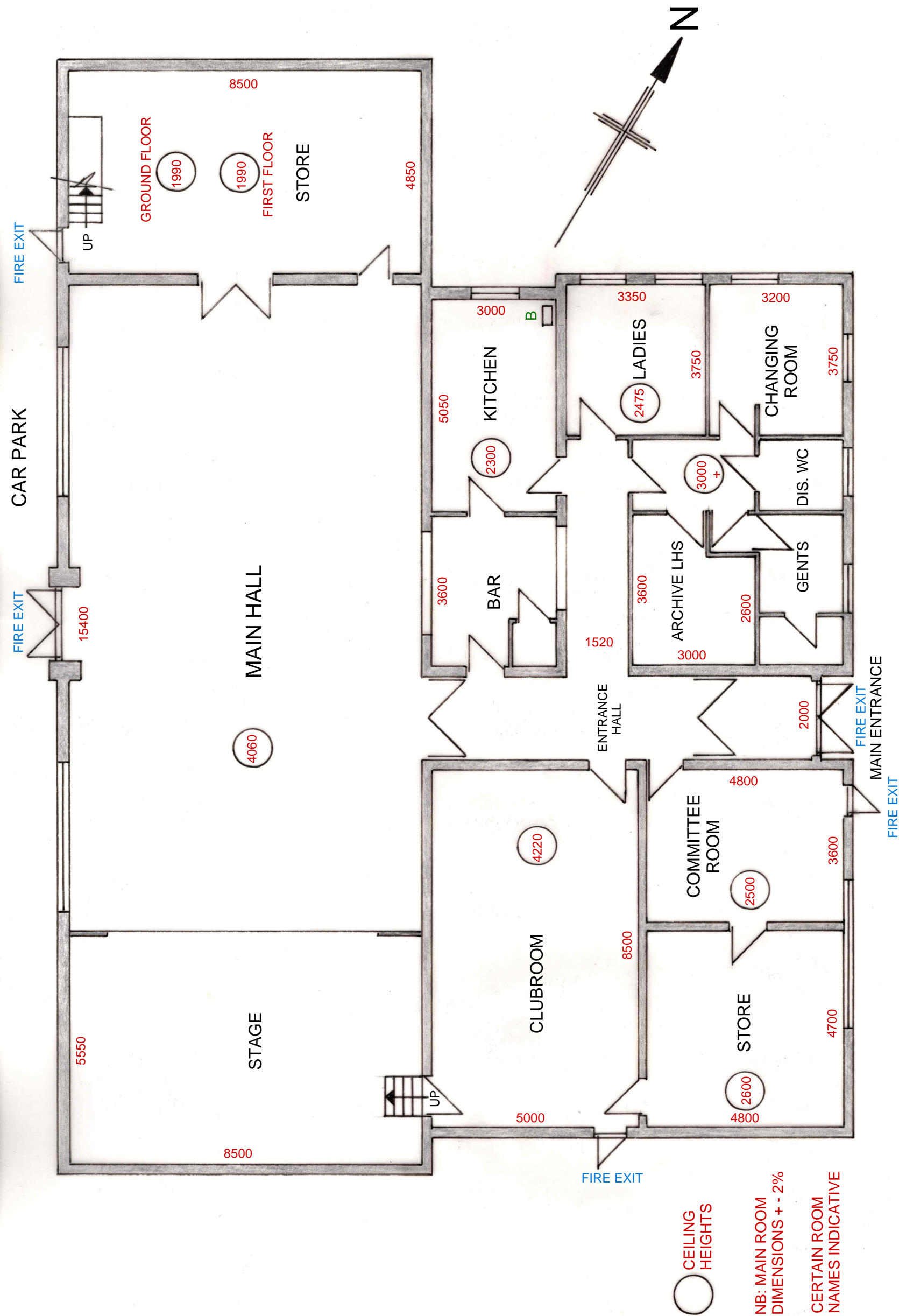
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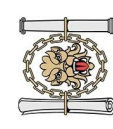
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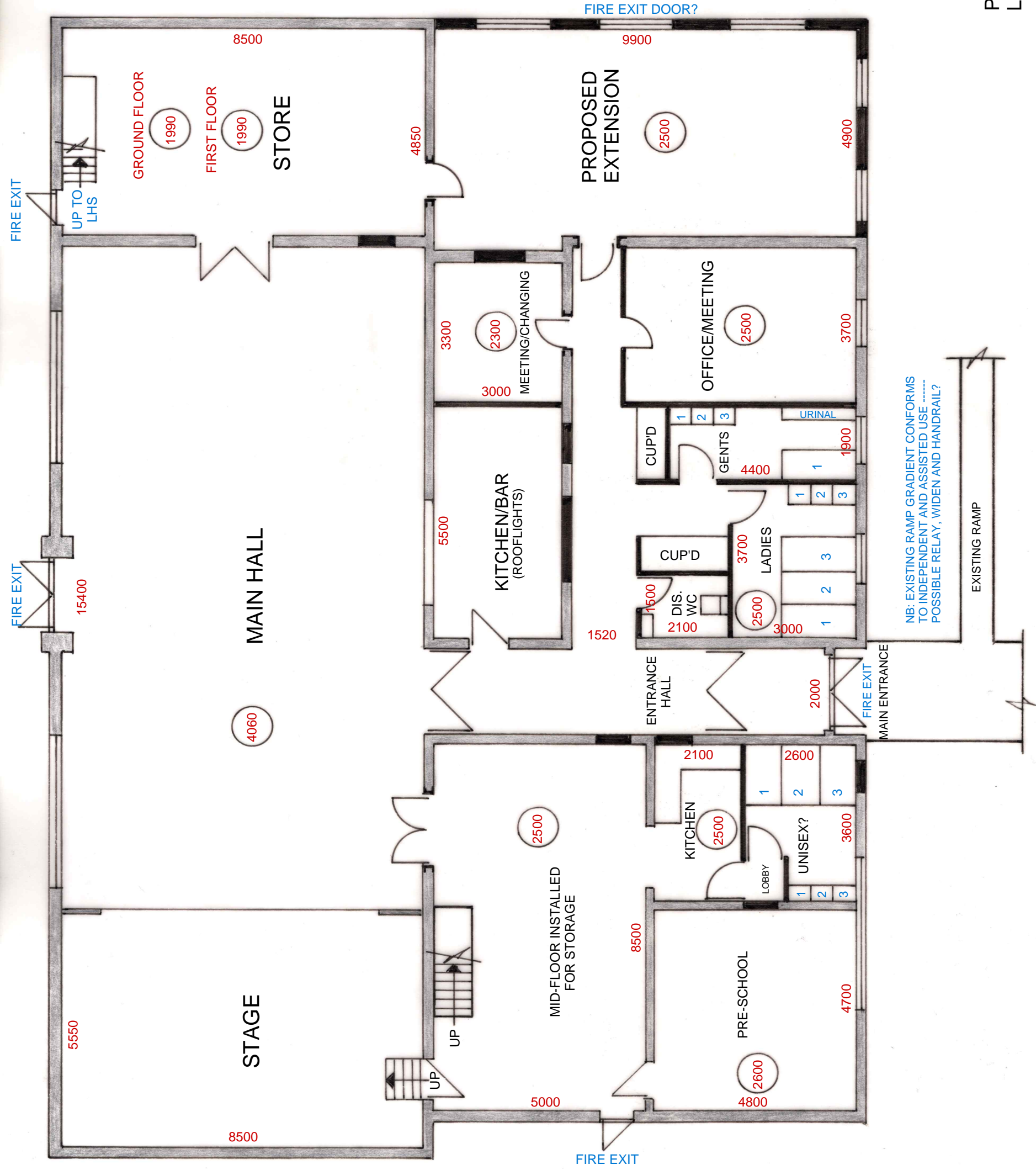
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LYMINGE PARISH COUNCIL

ALLOTMENT POLICY

Agreed on: 14 April 2025
Review due: By March 2026

Background:

Lyminge Parish Council has a statutory duty to provide allotments. Public interest in allotments has increased over the last two decades as people's lifestyles and interests have changed to focus more on healthy eating, organic food and exercise. In addition, the cost of living crisis has led to more people wanting allotments. The council recognises this and that allotments require a lot of time, effort and, sometimes, money. In response to this recognition an allotment policy sets out the expectations from the council in relation to plot holders and what the plot holders should expect from the council.

Policy objectives:

Lyminge Parish Council is committed to having allotment sites that allow residents to produce their own fresh food, provide spaces for residents to relax, practice mindfulness and improve their physical and mental wellbeing, contribute to the environmental aims of the council and balance the needs of tenants, non-tenants and the council.

Allotment management:

To deliver the objectives of this policy, Lyminge Parish Council is committed to the effective management of its allotment sites in line with this policy and in compliance with the Allotments' Act 1908, 1925 and 1950. This commitment will be delivered through the effective implementation and enforcement of the council's allotment tenancy agreement.

Enforcement:

Enforcement of the council's allotment tenancy agreement will be achieved through periodic site inspections by council staff and through the investigation of complaints made to the council.

Where inspections or investigations identify that a tenant is in breach of their agreement, the following enforcement procedure will apply:

1. Informal warning - Tenants who fail to comply with their tenancy agreement will be contacted to request that they address issues of non-compliance.
2. Formal warning - Tenants who fail to respond to an informal warning within a minimum of 28 days will be issued with a formal written warning.
3. Notice to quit - Tenants who fail to respond to a formal warning within a minimum of 28 days will be given notice to quit their plot.
4. Eviction - Tenants who fail to respond to a notice to quit or vacate their plot within a minimum of 28 days will be evicted.

In the event of a serious breach of the tenancy agreement, the Council reserves the right to serve immediate notice to quit without progression through the two warning stages of the procedure. The Council also reserves the right to serve a notice to quit on any tenant who is in breach of their tenancy agreement and who has already been issued with informal or formal warnings for 3 different issues within a 2-year rolling period.

The Council will attempt to support tenants who inform it that they are unable to maintain their plot due to a period of temporary incapacitation; however, no guarantee can be given on how long such support can be provided for. Furthermore, during such periods, the tenant will be expected to make arrangements through family, friends or contractors for basic maintenance of the plot to continue to ensure its condition does not cause problems for other tenants or adjoining landowners.

Any tenant subject to enforcement action will have a right of appeal. This can be enacted through the submission of a complaint to the Finance and Administration committee.

Amendment of the allotment tenancy.

Lyminge Parish Council reserves the right to amend its allotment tenancy agreement and policy at any time. Where such amendments are made, appropriate consultation will be undertaken and existing tenants will be informed of the final changes and of any transitional arrangements.

Policies on specific issues:

Eligibility to rent an allotment

Lyminge Parish Council will only offer allotment tenancies to individuals who live within three miles of the parish or those who work or attend school in the parish. Allotment holders must be a minimum of 18 years of age, however parents and guardians may apply for an allotment on behalf of a person under the age of 18 who otherwise meets the eligibility criteria.

Lyminge Parish Council reserves the right to request proof from the prospective tenant to prove their eligibility. If the circumstances of the tenant changes and they are no longer eligible for an allotment, they will be required to vacate their allotment at the end of the financial year. If a tenant is found to have lied about their circumstances to remain a tenant for longer, they will be required to immediately vacate the allotment.

Waiting lists and allocation of plots

Lyminge Parish Council maintains a waiting list for its site and residents can apply to join the waiting list at any time. (The council will check eligibility at the point where the person is due to be offered a plot.)

When a plot becomes available, the council will offer it to the person who has been on the waiting list for the longest time. Waiting list applicants can decline a plot they are offered; however, if they decline a second plot they will be removed from the waiting list. Where an applicant declines the offer of a plot, the Council will then offer the plot to the next individual on the waiting list.

Co-workers

The Council allows tenants to register a co-worker as a means of enabling plots to be passed on to family members and friends where there has been a joint commitment to working the plot. Once they have been registered for 3 years, co-workers will have an automatic right to take over a plot that is given up by the existing tenant. Prior to that point, the plot would be offered out to the people on the waiting list.

Each tenant will be allowed to register only one individual as a co-worker for each plot they lease. There are no restrictions on who can be registered as a co-worker; however, co-workers must meet the general tenant eligibility criteria at the time they are offered the plot.

Tenancy limits

Lyminge Parish Council only permits allotment tenancies to be issued to one named individual or organisation. New tenants will only be permitted to lease one plot during their first 12 months as a tenant; however, after that qualifying period, tenants will ordinarily be allowed to lease a

maximum of two plots. The exception to this will be where there are vacant plots and there is nobody on the waiting list; however, where a tenant leases three or more plots, they will automatically be served with a 12-month termination notice on the last plot taken whenever a new applicant joins the waiting list for that site.

Change in circumstances

Lyminge Parish Council requires tenants, waiting list applicants and co-workers to keep it informed of any changes in their contact details. If the Council is not kept informed, any communication sent to the last provided email address or postal address will be deemed to have been delivered to the individual it was intended for.

Rents

Lyminge Parish Council's allotment rents are calculated on a banded system based on the size of allotment plots. Allotment rents will be reviewed each year and tenants will be given at least 6 months' prior notice of changes. Details of current rent levels will be published on the Council's website or will be provided in paper form on request.

Annual rents cover the period from 1 April to 31 March. Tenancies starting during the year will be charged a pro-rata amount. Partial refunds will not be given when tenancies are terminated prior to the end of the rent year.

Plot boundaries and fencing

Lyminge Parish Council is responsible for the maintenance of external fencing; however, decisions regarding maintenance will be taken based on the funding available. The maintenance of internal fencing is the responsibility of the tenant; however, the Council may agree to take on that responsibility in exceptional circumstances.

Tenants are not required to fence their plots; however, any fence or similar that they do have around their plot must be constructed and maintained in accordance with their tenancy agreement and council policies relating to fencing.

Animals and livestock

Lyminge Parish Council is committed to ensuring that animals being kept on its allotment premises are correctly cared for and do not suffer. To this end, the tenancy agreement sets out specific requirements for tenants who have animals on their plots; however, tenants should also ensure they understand their overarching legal and moral responsibilities in relation to any animals on their plot.

In doing this, tenants should carefully consider whether they can adequately care for the animals in all eventualities before applying for permission. There are many animal centred

organisations that can help tenants to ensure they have considered all such issues and tenants are advised to seek out their advice and recommendations before submitting an application. In line with this, Lyminge Parish Council will engage with and support such organisations when animal welfare concerns come to light.

Any tenant wishing to bring an animal onto their plot must seek written permission from the Council prior to taking ownership of the animal. All such requests will only be considered where the animals can reasonably be contained on no more than 50% of the overall plot area and usually only for hens (including quail), rabbits, ducks and bees. Permission to keep cockerels with hens will not be granted.

Requests to keep any other type of animal will normally not be granted unless there are extraordinary circumstances to justify it. Tenants should note that the keeping of animals on a plot does not override the need to cultivate at least 50% of the plot.

Permissions previously granted for a tenant to keep animals may subsequently be withdrawn if it is determined that the animals or the way they are being kept is detrimental to their welfare, prejudicial to health, or causing a nuisance. In such circumstances the tenant will be expected to remove the animals from the site within a maximum of 3 months.

Beekeeping

Lyminge Parish Council is supportive of allotments being used for beekeeping; however, there is a need for the Council to consider several wider factors before it will allow a hive (or hives) to be installed. Regardless of other factors, Lyminge Parish Council will not grant a tenant permission to keep bees on their allotment unless they are a member of the British Beekeepers Association and register their hive(s) on BeeBase.

Water

Lyminge Parish Council encourages its tenants to use rainwater capture to meet their needs and, at present, does not supply mains water on the site. The rent paid for plots does not currently include a charge for water; however, the Council reserves the right to levy such a charge should mains water be installed. Exact details surrounding mains water, usage and costs will be raised if mains water is due to be installed. Even in the event that mains water is installed, rainwater capture will always be the preferred method of meeting watering needs.

Reusing and recycling

Lyminge Parish Council recognises that the reuse of materials is an important and beneficial aspect of how many tenants operate; however, this cannot be an excuse for tenants to store waste on their plots. Given this, the Council does permit tenants to store reuse materials on their plots provided:

- they do not prevent compliance with cultivation requirements;

- they are stored in a tidy manner;
- and they do not cause a nuisance to other plot holders or neighbouring residents.

Pest control

Lyminge Parish Council recognises that certain animals and insects can be considered pests by gardeners, however, the council maintains high standards of ecological mindfulness and does not permit the following to be used on any allotment plot.

- Slug pellets
- Glyphosate based products i.e RoundUp
- Home-made chemical concoctions i.e coffee, washing up liquid, vinegar.

If you are unsure as to whether your method of pest control is approved or not, please contact us. Using certain types of pest control can be incredibly detrimental to wildlife and breaches of pest control policy will be treated as a serious tenancy agreement breach.

Other information:

Further policies/guidance relating to the above will be available on request and on the parish council website. In addition to policies and guidance, information to support your allotment endeavours will be available on request and on the parish council website. This includes information on companion planting, biological gardening controls, sacrificial plants etc.

TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN

THIS AGREEMENT made on the *[insert date]* day of *[insert month]* 20 *[complete]*
between Lyminge Parish Council

of *[insert Council's address]*
(‘the Council’) and *[insert full name of tenant]*

of *[insert tenant's address]* (‘the tenant’) by
which it is agreed that:

1. The Council shall let to the tenant the Allotment Garden situated at *[insert full postal address]* and referenced as *[insert number]* in the Council’s Allotment Register (‘the Allotment Garden’) [outlined in red for identification purposes only on the plan attached].
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the *[insert date]* day of *[insert month]* 20*[complete]* [and thereafter from year to year] unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent of £ *[insert amount]* whether demanded or not which shall be payable in full on the *[insert date]* day of *[insert month]* 20*[complete]* [and for every year after the first year of the tenancy on the *[insert date]* day of *[insert month]*].
4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by [him/herself] and [his/her] family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.
6. The tenant shall adhere to the policy on eligibility.
7. During the tenancy, the tenant shall :
 - a) keep the Allotment Garden clean and in a good state of fertility and cultivation;
 - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;
 - c) not keep livestock or poultry in the Allotment Garden other than reasonable numbers of hens, quail, ducks, geese or rabbits which shall not be kept for a business or a trade;

- d) not bring to or keep animals in the Allotment Garden except those referred to in (c) above without first obtaining the Council's written consent;
 - e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
 - f) except for buildings or structures which are reasonably necessary for the keeping of those referred to in (c) above and which may be subject to the tenant first obtaining planning permission, the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council's written consent and, if appropriate, planning permission;
 - g) not fence the Allotment Garden without first obtaining the Council's written consent;
 - h) maintain and keep in repair the fences and gates forming part of the Allotment Garden;
 - i) trim and keep in decent order all hedges forming part of the Allotment Garden;
 - j) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;
 - k) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
 - l) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
 - m) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents;
 - n) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant [shaded brown for identification purposes only on the plan attached].
8. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council.
 9. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
 10. The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit.
 11. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
 - a. the rent is in arrears for 40 days or;
 - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8; or

- c. the tenant lives more than one mile outside [*insert the name of parish/ community/neighbourhood/village/town*] or
 - d. the tenant is in breach of any other policy or rule relating to the allotments.
12. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
13. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
14. The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.
15. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to the tenant.
16. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the parties' address or sent via email to the registered email address of the tenant. Any notice to be served by the tenant shall be addressed to the Council's Clerk and be made via email or post.

Signed by

.....
The tenant

and

.....[*signature of the Council's Proper Officer*]
[*insert name and job title in capital letters*]
For and on behalf of the Council

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Annual Internal Audit Report 2024/25

LYMINGE PARISH COUNCIL

www.lymingeparishcouncil.org.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ NONE
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

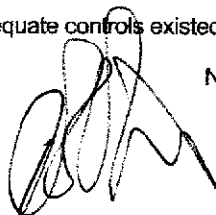
Date(s) internal audit undertaken

01/04/2025

Name of person who carried out the internal audit

LIONEL ROBBINS

Signature of person who carried out the internal audit



Date

06/04/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

LYMINGE PARISH COUNCIL

ANNUAL INTERNAL AUDIT REPORT 2024-25 supplement

I have answered "No" to question M on the Annual Internal Audit Report 2024-25 in respect of Lyminge Parish Council.

The Council adopted its Governance and Accounting Statements for the financial year ending on 31st March 2024 on 15th June 2024. The notice of rights was published on 23rd June with the dates for exercise of public rights stated as 28th June to 9th August 2024.

As phrased in the Accounts and Audit Regulations the period of thirty days for the exercise of public rights begins on the day after the notice is posted. Consequently, the four days given by the Council from 24th to 27th June 2024 between the notice and the start of the rights period was incorrect.

Lionel Robbins
Independent Internal Auditor
6 April 2025

LYMINGE PARISH COUNCIL

INTERNAL AUDIT REPORT 2024-25

I am pleased to report to Members of the Parish Council that I have completed my internal audit of the Parish Council's records for 2024-25 and have been able to complete the Annual Internal Audit Report (AIAR) for the 2024-25 Annual Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Parish Council's internal control procedures.

As a result of my audit I was able to answer 'YES' to the relevant questions contained in the AIAR.

I would like to take this opportunity to thank the Clerk for the assistance given to me in the conduct of the audit that took place on 1 April 2025.

PREVIOUS AUDITS:

External Audit Certificate 2023-24:

Mazars issued their certificate and report on 19 September 2024. The report had comments relating to public rights, internal control, risk assessment and action in respect of audit reports. The Council considered the auditor's report at its meeting on 14th October 2024 and the minutes show all items raised by the auditor were addressed.

As the internal control and risk assessment reviews have previously been absent and are required annually I consider it likely that Mazars will pay close attention to the 2024-25 Governance Statement covering these items and may ask for further information to support the answers given.

Internal Audit 2023-24:

I have reviewed the 2025-26 budget and have noted that the precept is now included in the calculations as required by statute. The precept itself was resolved separately – also as required by statute.

The Council formally approved its risk assessment in November 2024. I am assuming that the Council will formally approve its Internal Control Statement before approving the 2024-25 Governance Statement.

FINDINGS THIS VISIT:

During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report. I concentrated on the trail from the annual accounting statement back to the receipts & payments A/c and bank statements while testing transactions to invoices or other supporting documentation. I have also reviewed the Council's minutes for compliance with legal obligations, its general functioning and for mutual consistency with the accounts.

I have taken account of the change from spreadsheet to the Scribe package for the accounting system and to the change to Aubergine for the Council's website.

I found the financial records to be accurate and up to date.

I have nothing further to report.

Lionel Robbins
Independent Internal Auditor
6 April 2025

Statement of Variances - Year ended 31 March 2025

Instructions for completing this template:

1. Enter figures per the AGAR in the cells highlighted in light blue. This will automatically calculate a percentage change between years.
2. If the variance is within 15%, no explanation is required. However, if it is outside this threshold, the percentage difference will highlight in yellow and an explanation is required.
3. Explanations should be entered in each section, quantified to show the figures for each year. This will automatically calculate the remaining difference and the percentage unexplained.
4. Once a sufficient explanation has been given to bring the percentage within 15% between years, the percentage difference cell will highlight as 'green' in the 'adjusted' line.

Please note that for fixed assets, regardless of the percentage change in the figure, an explanation is required for the movement.

Item	2023-24	2024-25	Difference	%	Additional comments / explanations
Box 2: Precept or Rates and levies	107,495.00	152,349.00	44,854.00	41.7%	
Staff costs (As per box 4)	12,966.00	38,861.53	25,895.53		In the 23-24 year LPC had an ex-councillor serve as clerk, unpaid, this impacted the figure. Budgeted amount for salaries in 23-24 was £35,000.
Subscriptions i.e WorkNest, Scribe	1,100.00	4,341.91	3,241.91		
Box 2: Precept or Rates and levies (adjusted)			15,716.56	14.6%	No further explanation needed

Box 3: Total other receipts	19,861.00	99,527.57	79,666.57	401.1%	
Donations	-	10,000.00	10,000.00		Toward Meriden Park refurbishment
Community Infrastructure Levy	-	41,603.21	41,603.21		
Interest	636.89	2,170.40	1,533.51		
VAT refund	-	23,645.72	23,645.72		
Box 3: Total other receipts (adjusted)			2,884.13	14.5%	No further explanation needed

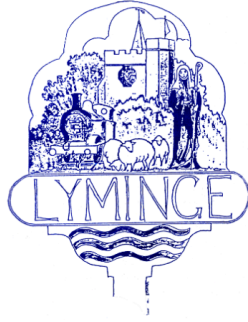
Box 4: Staff costs	12,966.00	38,861.53	25,895.53	199.7%	
Pension	939.12	1,452.78	513.66		
Employee 1 salary	4,477.53	11,767.08	7,289.55		
HMRC/PAYE	1,785.72	7,230.61	5,444.89		
Clerk salaries	1,171.79	15,287.29	14,115.50		In the 23-24 year LPC had an ex-councillor serve as clerk, unpaid, this impacted the figure. 23-24 includes payments made to outgoing employee.
Box 4: Staff costs (adjusted)			- 1,468.07	-11.3%	

Box 5: Loan interest/capital repayments	-	-	-	#DIV/0!	
Box 5: Loan interest/capital repayments (adjusted)			-	0.0%	No further explanation needed

Box 6: Other payments	33,778.00	144,009.57	110,231.57	326.3%	
Repairs and replacements	-	94,729.57	94,729.57		Meriden Park refurbishment
Subscriptions	1,100.00	5,161.06	4,061.06		
Neighbourhood Plan	-	9,370.25	9,370.25		
Audit fees	150.00	1,588.00	1,438.00		
Website	391.00	1,864.40	1,473.40		
Box 6: Other payments (adjusted)			- 840.71	-2.5%	No further explanation needed

Box 9: Fixed assets plus long-term investments	278,881.00	261,344.00	- 17,537.00	-6.3%	
Bus shelter changed from replace cost to nominal	14,000.00	1.00	- 13,999.00		LP5
Bus shelter changed from replace cost to nominal	14,000.00	1.00	- 13,999.00		LP6
Six yellow salt bins changed from replace cost to nominal	846.00	6.00	- 840.00		YSB4, YSB5, YSB6, YSB7, YSB8 and YSB9
Added misc handyman fittings, locks etc	-	28.00	32.00		
Added in ground trampoline	-	6,137.00	6,137.00		
Added seesaw	-	2,040.00	2,040.00		
Added shapeshifter shapes	-	556.00	556.00		
Added pod seat	-	218.00	218.00		
Added bumper seat	-	143.00	143.00		
Added orchard tunnel	-	2,175.00	2,175.00		
Box 9: Fixed assets plus long-term investments (adjusted)			-	0.0%	No further explanation needed

Box 10: Total borrowings	-	-	-	#DIV/0!	
Box 10: Total borrowings (adjusted)			-	0.0%	No further explanation needed



LYMINGE PARISH COUNCIL
STATEMENT OF INTERNAL CONTROL

Agreed on: 14 April 2025
Review due: By March 2026

Background:

The Accounts and Audit Regulations 2015, as amended, requires that the Council must ensure that it has a sound system of internal control which ensures that the financial management of the council:

- Facilitates the effective exercise of its functions and the achievement of its aims and objectives
- Ensures that the financial and operational management of the council is effective
- Includes the effective arrangements for the management of risk.

Local Councils are required to review the effectiveness of the internal control system at least once a year.

The Parish Council:

The Parish Council consists of 13 parish councillors who meet monthly to fulfil their duties as councillors.

The Parish Council has adopted Standing Orders, Financial Regulations and other policies in accordance with recommended practice and conducts reviews annually or as otherwise stated in individual policies.

Clerk/Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances.

The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to and that the decisions of the Council are implemented.

Internal Audit:

The Parish Council has appointed an independent internal auditor who is responsible for reporting to the Parish Council on an annual basis.

The Internal Audit report includes a review of systems and procedures, adherence to regulations, compliance with accounting standards and review of risks and contributes to the Annual Governance Statement and Accounting Return of the Parish Council.

The Parish Council will review the effectiveness of the Internal Audit process at a meeting annually, relying on the guidance as set out in 'Governance and Accountability for Local Councils - A Practitioners' Guide (England) March 2014 Appendix 9 – An approach to internal audit testing' - appended below.

The appointment or re-appointment of the internal auditor will be agreed on an annual basis

External Audit:

In accordance with the Accounts and Audit Regulations, the external auditor for the region is appointed nationally and for the current year is Forvis Mazars LLP.

As the Parish Council's gross income or expenditure exceeded £25,000 in the year form 3, for authorities unable to declare themselves exempt or requesting a limited assurance review, must be completed.

The Parish Council is required to submit the relevant paperwork for the Annual Governance and Accounting Return relating to the financial year ending 31st March in a prescribed format to external auditors for review, no later than 30th June.

Matters raised by the external auditors must be reviewed by the Parish Council each year and the report of the external auditor must be published on the Parish Council's website.

All AGAR documentation must be published no later than 30th September.

Exercise of Electors Rights:

Each year local electors have the right to inspect the accounts and all documents relating to those accounts, including contracts, work orders, reports etc. and to raise any issues thereon

with the external auditors during a period of 30 working days which includes the first ten days of July.

Confirmation of the arrangements for the exercise of electors rights must be published on Parish Council's notice board(s) and website no later than one day before the start of the specified period.

Accounting records:

All accounting records are kept electronically using Scribe Accounts.

Monthly financial information is uploaded to the website and reviewed by the Finance and Administration Committee.

Banking:

Unity Bank PLC are the Parish Council's current account providers

The Parish Council also holds an instant access account with Unity Bank and a 95 day notice account with Redwood Bank.

Signatories to the bank account to be approved prior to opening the account. Signatories are reviewed annually and must consist of at least two authorised signatories to authorise all payments, standing orders, direct debits and other instructions to the bank.

Authorised signatories may view accounts and approve payments only.

Payments:

Depending upon the nature of the supply, all invoices are checked by the Clerk/RFO to confirm that the goods or services have been received, that the price is correctly quoted, invoices are addressed to the Parish Council, VAT is correctly identified and there is a corresponding order, invoice or authority for the purchase/supply.

All payments are made in line with the Financial Regulations.

Invoices are assigned to the relevant payment line on Scribe Accounts and are available for inspection.

Payments are made electronically wherever possible.

Where payment by direct debit is required by a supplier, payments are reviewed and authorised on an annual basis by Full Council.

Receipts:

Receipts generally consist of the payment of the annual precept, VAT reclaim, and any grant receipts which are paid directly into the Parish Council bank account.

The Clerk/RFO checks each receipt against amounts expected, that they are correctly calculated and received when due.

Any income received other than directly into the account must be banked within 7 days of receipt.

VAT:

Clerk/RFO checks all invoices are addressed to the Parish Council and that VAT is correctly calculated and shown separately

A separate account for VAT paid (and received) is maintained and at least annually a claim made under VAT126 to reclaim VAT on non-business activities, and reported to the Parish Council.

PAYE:

All staff contracts are prepared by the Personnel Committee and agreed by the Full Council, indicating salary scale, whether overtime payments are to be made and matters such as holiday pay, sick pay, etc.

The Parish Council pays an external company to carry out payroll services including preparing the payslips, preparing PAYE calculations and pension contribution calculations and salaries are paid electronically each month to be received by the employee.

Relevant P60s and other payroll documentation is provided to all staff via the external company's online portal to which all employees have access.

Budgets:

The Parish Council prepares a budget each year using data from current and previous year expenditure plus plans for activities in the budget year. Work starts in September/October with the aim of presenting the final draft to Full Council for approval in December at the latest.

Full Council approves the budget for the forthcoming year no later than the January preceding the financial year to which the budget refers.

During the financial year a review of expenditure against budget is carried out quarterly by the Finance and Administration committee and reported on at Full Council.

Precept:

The precept is considered each year by the Full Council as part of the budget setting process, taking into account planned level of expenditure for the year and the use of any general or earmarked reserves and approved by Full Council no later than January of the year immediately preceding the financial year to which it refers.

The Clerk/RFO prepares the necessary Precept request for submission to Folkestone and Hythe District Council in accordance with the required timescales, retaining a copy of the submission within the accounting records

As payment is received, the Clerk/RFO checks this against expected payment, reporting receipt to the Finance and Administration Committee at the next available meeting.

Purchases:

Financial Regulations, as agreed by Full Council, set out procedures for obtaining quotations or tenders for contracts for goods and services at specified contract levels

All tenders and specifications for the supply of goods and services are prepared by the Clerk/RFO in accordance with Financial Regulations and other policies and procedures agreed by the Council.

With the exception of routine administrative expenditure and consumables, all orders for goods and services to be approved by Full Council or the Clerk/RFO in accordance with Financial Regulations and Standing Orders.

Asset management:

The Clerk/RFO maintains a full Asset Register which is reviewed annually.

The existence and condition of assets are checked, at minimum, on an annual basis.

The adequacy of insurance of the Parish Council's assets is considered by the council, annually in advance of the insurance renewal.

Insurance and risk management:

Adequate levels of insurance to be maintained for all assets and liabilities as recommended by the Parish Council's insurance advisors and reviewed annually.

A review of all risks is to be carried out annually by the Full Council.

The Council has a detailed Risk Assessment which is reviewed every year by the Full Council.

APPENDIX:

Governance and Accountability for Local Councils - A Practitioners' Guide (England) March 2014

Appendix 9 – An approach to internal audit testing

1. The Council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of internal controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the Council to complete assertions 2 and 6 in its annual governance statement.

2. In completing the annual report at section 4 of the annual return (*see appendix B*), internal audit will have planned and carried out the work necessary to give the assurances called for. The ten key control tests in the annual report represent the minimum level of internal audit coverage required. Additional testing and reporting should be tailored to local circumstances.

3. Internal audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the council.

4. The following schedule suggests an approach to the testing of key internal controls to provide assurance that the minimum level of coverage has been met.

Internal Control	Suggested testing
Proper bookkeeping	<ul style="list-style-type: none">· Is the cashbook maintained and up to date?· Is the cashbook arithmetic correct?· Is the cashbook regularly balanced?
a) standing orders and financial regulations adopted and applied; and b) payments controls	<ul style="list-style-type: none">· Has the council formally adopted standing orders and financial regulations?· Has a Responsible finance officer been appointed with specific duties?· Have items or services above the de minimus amount been competitively purchased?· Are payments in the cashbook supported by invoices, authorised and minuted?· Has VAT on payments been identified, recorded and reclaimed?· Is s137 expenditure separately recorded and within statutory limits?

Risk management arrangements	<ul style="list-style-type: none"> · Does a review of the minutes identify any unusual financial activity? · Do minutes record the Council carrying out an annual risk assessment? · Is insurance cover appropriate and adequate? · Are internal financial controls documented and regularly reviewed?
Budgetary Controls	<ul style="list-style-type: none"> · Has the Council prepared an annual budget in support of its precept? · Is actual expenditure against the budget regularly reported to the council? · Are there any significant unexplained variances from budget?
Income Controls	<ul style="list-style-type: none"> · Is income properly recorded and promptly banked? · Does the precept recorded agree to the Council Tax authority's notification? · Are security controls over cash and near-cash adequate and effective?
Petty cash procedures	<ul style="list-style-type: none"> · Is all petty cash spent recorded and supported by VAT invoices/receipts? · Is petty cash expenditure reported to each Council meeting? · Is petty cash reimbursement carried out regularly?
Payroll Controls	<ul style="list-style-type: none"> · Do all employees have contracts of employment with clear terms and conditions? · Do salaries paid agree with those approved by the Council? · Are other payments to employees reasonable and approved by the council? · Have PAYE/NIC been properly operated by the council as an employer?
Assets controls	<ul style="list-style-type: none"> · Does the council maintain a register of all material assets owned or in its care? · Are the assets and Investments registers up to date? · Do asset insurance valuations agree with those in the asset register?
Bank Reconciliation	<ul style="list-style-type: none"> · Is there a bank reconciliation for each account? · Is a bank reconciliation carried out regularly and in a timely fashion? · Are there any unexplained balancing entries in any reconciliation? · Is the value of investments held summarised on the reconciliation?
Year-end procedures	<ul style="list-style-type: none"> · Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)? · Do accounts agree with the cashbook? · Is there an audit trail from underlying financial records to the accounts? · Where appropriate, have debtors and creditors been properly recorded?