



Lyminge Parsh Council: Full Council / Committee Action Log

Date	No	Action	Action Owner	Action Update	RAG Status
3 rd June	1	Circulate TROY consultant initial review and add to LPC website	CS	Completed	
	2	Send committee papers to Peter Barnes	CS	Completed	
	3	Confirm Venue for mtg with Consultants	CS	Completed	
	4	Review committee structure once working group agreed	CS/SB	Completed – on the agenda 1 st July	
	5	Seek support from consultants for working group	CS/SB	To be discussed further – this will come down via the committee and clerk/other staff.	
	6	Contact David Whittington (FHDC) regarding areas that are starting their NP to share good practice and challenges	CS	Done- Folkestone Town and Sellindge – would need to arrange contact with them directly. Folkestone is only just starting on their journey.	
	7	Contact David Whittington regarding timescale for FHDC's Local Plan	CS	Done – link provided - folkestone-hythe-district-council-local-plan-timetable-2025	
	8	Contact Elham PC to inform of the work we are doing regarding NP	CS	Done 05.06 – No response as 26.06	
	9	Establish a WhatsApp group for the NP Committee members	CS	Completed – waiting for Doug's new phone number so I can add him.	
	10	Establish Mail Chimp for wider comms	CS	Already in existence but needs updating based on requirements.	
	11	Attend Lyminge Association event 28 th June to advertise the NP	SB	Attended the event – with flyers and survey	
	12	Develop a 1 page explanation for the NP for the community	CS	Completed See LPC website - Neighbourhood Plan - Lyminge Parish Council	
	13	Consider development of a virtual library on the website of NP resources	CS/SB	Link on website for Locality - Locality now being disbanded and so will seek to obtain the documents and add to the website	

	14	Add to website call for Questions for the consultants	CS	Completed	
	15	Develop risk register for the NP programme	SB	Completed on the agenda for 1 st July	
	16	Refer to full council a change to the NP TORs to include deputies for non-council members ensuring that each parish is represented	SB	Amendment agreed – deputies for non-committee members now known	
	17	Review venues, dates and length of meetings	CS/SB	To keep meetings as planned – review of needed	



Lymington Parish Council – Neighbourhood Plan Project Risk Register

Risk No	Date	Risk Description	Likelihood of Risk Occurring	Impact if Risk Occurs	Severity	Risk Owner	Mitigating Actions	Date Risk Closed
1	3/6/25	Project purpose and need is not well-defined	Medium	High	High	NHP Committee	ensure purpose is well defined with a Project Plan with timelines	
2	3/6/25	NHP is not clearly understood	Low	Medium	Medium	NHP Committee	LPC Website, Facebook page, attend local event to explain the NHP also use Mail Chimp to communicate	
3	3/6/25	Consultant delays	Medium	High	Medium	NHP Committee	Build in and protect lead time in the schedule. Communicate schedule early. Escalate to Consultant Company Senior Management	
4	3/6/25	Lack of communication, causing lack of clarity and confusion	Medium	Medium	Medium	NHP Committee	Ensure communications plan is in place Immediately correct misunderstandings	
5	3/6/25	Inadequate Budget	Medium	High	Medium	NHP Committee	Close Monitoring if the agree budget Seek other funding or support opportunities	
6	3/6/25	Poorly define project priorities	Low	Medium	Medium	NHP Committee	Consultant Company (specialists) engaged to ensure	

							that priorities are well understood	
							Committee to ensure that priorities are managed and delivered	
7	3/6/25	Project Scope Creep	Low	Medium	Medium	NHP Committee	Regular review and Monitor project plan to ensure that it is on track for delivery and exactly as agreed	
8	25/6/25	Potentially no funding for NHP referendum	Medium	High	High	NHP Committee/Full Council	Ensure regular liaison with FHDC to understand the position Ensure that Full Council are kept appraised of the funding concerns	



Neighbourhood Plan Objectives, Policies, Projects

Obj No	Objective	Policy	Project	Comments	Suggested Parish Support
1	Protecting and enhancing our rural setting and enhancing opportunities for biodiversity-				
	Protect and enhance existing valued green spaces	Yes		This will require production of a supporting Topic Paper to be submitted alongside the Neighbourhood Plan.	
	Provide new green spaces - Policy CSD4 of the Core Strategy requires development proposals to deliver biodiversity net gains and improvements to green infrastructure assets. Policy C3 of the Places and Policies Local Plan requires delivery of new open space in line with standards of provision which are related to the scale of development that comes forward.	Yes			
	Maintain and enhance connectivity of wildlife corridors -	Yes			

	The importance of creating connected wildlife corridors is reflected in the NPPF. Para 192 for example says that plans should take the opportunity to identify, map and safeguard wildlife habitats and networks.				
	Safeguard important local views - Views can contribute towards the sense of place and identity of an area. Policy NE3 of the Places and Policies Local Plan seeks to protect landscapes and countryside across the District, albeit that it does not identify specific views of importance.	? Yes /No		Already have protection so need to decide what might be at risk or choose most significant and important -This will likely require production of a supporting Topic Paper for submission alongside the Neighbourhood Plan.	
2	Celebrating our unique heritage and local character				
	Identify and conserve local heritage assets- The NPPF notes at para 216 that the impacts of development on non-designated heritage assets (i.e.: those which are not Listed at the national level) need to be taken into account when determining planning	Yes		would require justification against Local Plan policy and consultation. It is likely that a Topic Paper in support of the Neighbourhood Plan would need to be prepared. Need to consider non-listed assets	
	Design guidance (through production of a guide / code) - The importance of design and the use of tools, including Design Codes, is supported through the NPPF. Policy HB1 of the Places	Yes		Policies on local design criteria can be taken forward in the Neighbourhood Plan but would have more weight if supported by production of a Code or Guide or similar.	

	and Policies Local Plan supports well-designed new development and Policy NB2 requires applications for major development to demonstrate how they met best practice design principles.				
	Celebrate the history of the area and communities who have settled there		? Yes/No	To potentially be developed as a project subject to further understanding of the aspiration and what this might involve -Needs clarity as to the meaning of this as suggested last time?	
3	Providing homes to meet the needs of the local community				
	Support provision of affordable homes - The Core Strategy (at Policy CSD1) sets out the approach to affordable housing in the District. Within the Kent Downs National Landscape area it is stated that proposals for five or more homes will trigger a need for provision of affordable homes. It is not necessary for the Neighbourhood Plan to supplant this.	No		This would duplicate the Local Plan and does not need taking forward in the Neighbourhood Plan. A site could be allocated for affordable homes (if a specific need for affordable housing can be justified) but would be dependent on landowner intentions and suitability of any site proposed.	
	Influence the mix, size and tenure of homes -Policy CSD2 of the Core Strategy sets out the breakdown of house sizes and types required to meet district-wide needs. A percentage range is given for each house size that should be provided. This is quite	No		A policy can be included in the Neighbourhood Plan which provides a more granular assessment of local housing need, but this will need to be evidenced by productions of a Housing Needs Assessment. Consider a criteria based approach	

	wide. Scope exists within the Neighbourhood Plan to refine this				
	Consider flooding and drainage - The approach to flood risk is set out in the NPPF. The Core Strategy (At Policy CSD5) expands upon this and establishes standards in respect of water use and efficiency as well as requiring use of sustainable drainage to minimise the impact of flooding, particularly in terms of surface water runoff.	NO	?YES	Consider where opportunities might exist to retrofit existing spaces to introduce sustainable drainage and present this as a project.	
	Require sustainable design to mitigate impacts of climate change -Policy CC2 of the Places and Policies Local Plan sets out local level guidance. The Neighbourhood Plan could seek to introduce a policy that encourages (rather than requires) development to meet the highest standards, and establish a set of design criteria that will help support implementation of this. The question is then how much this would add to the existing policy framework and how effective it would be. It could be included a statement of intent but may have limited application.	? Yes / No		This could be taken forward as a policy in the Neighbourhood Plan but may have limited effectiveness, with national standards and requirements applying instead.	
	Direct new homes to sustainable locations- Lyminge is identified	Yes- but criteria		criteria based approach could be developed in a policy in the Neighbourhood Plan to direct	

	<p>as a 'rural centre' in the settlement hierarchy outlined in the Core Strategy and Etchinghill is a 'secondary village'. It is expected that some, albeit limited development, primarily to meet local needs, will take place in these settlements. In addition to allocated sites the Core Strategy (at Policy SS1) states that in development, as agreed by the local community in neighbourhood plans, will be encouraged where well-related in scale and location to settlements, and where contributing to sense of place and sustainable design. The Core Strategy does not establish a housing requirement figure for neighbourhood plan areas. A housing figure can be requested and planned for in the Neighbourhood Plan.</p>	based policy		<p>future development to the most sustainable locations in the Parish. Should there be a desire to allocate development sites, the criteria could be used to help support that process.</p>	
4	Enabling a thriving rural economy				
	<p>Revitalise village centres- Lyminge is designated as a local centre in the Core Strategy and the Places and Policies Local Plan. These are defined as places where it is important to protect crucial services and to accommodate development that maintains the viability of the centre for residents and visitors.</p>	? Yes /No	? Yes /No	<p>Take this forward as a policy on the Neighbourhood Plan, setting out appropriate uses, design principles and wider public realm improvements (which could also be presented as a separate project).</p>	

	<p>Support sustainable rural tourism- Policy CSD3 of the Core Strategy supports proposals for tourist, recreation and rural economic uses in appropriate locations. This is expanded upon in the Places and Policies Local Plan. Policy E3 and E4 relate to tourism related</p> <p>Neighbourhood Plan could add to this without duplicating existing policy, unless there is a specific site or proposal that should be promoted for development. Alternatively, this could be framed as a project which seeks to promote the attractions of the area for visitors, including or example accessible walks and access to the countryside.</p>		? Yes/ No	<p>A policy that supports tourism related uses would duplicate the existing policy framework and is thus not needed in the Neighbourhood Plan, unless a specific site is to be promoted for development. This could instead be framed as a project idea identifying interventions that would attract visitors to the area.</p>	
	<p>Safeguard existing employment areas-Policy CSD3 says that 'rural economic uses will be appropriately protected and Policy E2 of the Places and Policies Local Plan states that existing employment sites are protected for those purposes. Beyond defining, on a map, which existing sites this policy applies to, there may be little more to add to existing policies in the Neighbourhood Plan. However, Policy E1 of the Places and Policies Local Plan does</p>	No		<p>This policy idea would appear to duplicate the existing Local Plan policy and does not need taking forward in the Neighbourhood Plan. Alternatively, and subject to support material, it could be framed around design expectations for new employment related development in the Parish (and thus related to ideas presented under Objective 2).</p>	

	state that proposals for new employment uses in the Kent Downs National Landscape will need to be of a high quality of design having regard to the setting. It could be that the Neighbourhood Plan expands upon this to set out what the design expectations are for employment uses in the Parish.				
	Provide a supportive environment for home working - It is not necessary for planning permission to be sought for people to work at home, unless the home becomes incidental to the use of the house for business (i.e.: it represents a change of use), or where outbuildings are of a certain scale or may have impacts on amenity as a result of noise or other disturbances.	No			
5	An accessible neighbourhood				
	Encourage walking and cycling for local journeys-Policy T1 of the Places and Policies Local Plan supports a street hierarchy that prioritises walking and cycling. This does not need expanding although the Neighbourhood Plan could integrate reference to best practice guidance as set out by the Department for Transport in LTN 1/20 and other similar documents. This might also	Yes		A policy could be taken forward that requires development to be designed in line with best practice. Alongside this, projects could be identified that identify new or improved walking routes to be delivered in the Parish.	

	extent to matters related to sustainable locations for growth, supporting sites which are well connected with or can be connected with the foot and cycle network. This however might be included in policies under Objective 3. Alongside a policy the opportunity exists within the Plan to identify specific new routes or improvements to existing routes that should be taken forward and, where possible, integrated within new development.				
	Enhance the network of walking and cycling routes -in the entry above. The existing network should be mapped alongside various destinations to help identify gaps in the network which may need improving. The District has prepared a Local Cycling and Walking Infrastructure Plan but this does not extend to the Parish. Projects identified in the Neighbourhood Plan can thus help fill this gap and be used for discussion with the County to identify interventions that should be taken forward.		Yes	Identify projects for delivery in partnership with the County	
	Improve the bridleway network- As above, this is likely to comprise a project in the Neighbourhood Plan, identifying		Yes	Identify projects for delivery in partnership with the County	

	specific improvements that are sought.				
	<p>Support initiatives to tackle congestions-</p> <p>The Neighbourhood Plan could explore possible traffic management measures that should be introduced and which might help address congestion but wider behavioural change is likely to be needed alongside this, including efforts that make use of other modes (walking, cycling and public transport) a safe, attractive and compelling proposition for short everyday journeys. For longer journeys which will likely require use of a car (particularly given the location of the Parish, services and facilities available) wider initiatives will most likely need exploring in partnership with the County. These will comprise a project as opposed to a policy and could include support for improved public transport provision</p>		Yes	<p>Prepare a project for inclusion in the Neighbourhood Plan that identifies traffic management and other measures that should be explored in partnership with the County Council to help manage the impact of traffic congestion (and speed).</p> <p>Public transport</p>	
6	Celebrating and supporting our communities				
	Provide facilities, services and recreational activities to meet needs of all-community services and facilities in rural areas from loss. This is also reflected in Policy C2 of the Places and	Yes	Yes	Take forward a policy and potentially supporting project in the Neighbourhood Plan that establishes criteria for new facilities and supports specific interventions and improvements to existing facilities as appropriate	

	<p>Policies Local Plan. It is not however clear what specific policy would apply to proposals for new community facilities. Although delivery of facilities is often complex, the Neighbourhood Plan could express support for proposals for new (and improved) community facilities and establish criteria that should be satisfied by these (i.e.: being accessible to all, supporting multi-functional use etc). The Neighbourhood Plan should set out what facilities there are in the Parish, whether there are any gaps or needs for improvement to existing facilities. If the later, projects could be identified in the Plan that support improvements.</p>				
	<p>Encourage a friendly and involved community-This is inferred as relating to provision of facilities for people of all ages (e.g.: play equipment suitable for the young and old) as well as the hosting of events that supports community cohesion and social inclusiveness. This is more likely to form the basis of a project within the Neighbourhood Plan as opposed to a project.</p>		Yes	<p>Develop a project in the Neighbourhood Plan that outlines possible events and activities that could be hosted to support community life in the Parish</p>	

Proposed LPC Neighbourhood Plan Working Groups

Areas of focus	Suggested Working Groups	Areas to be Covered	Policy or Project
Ecology and environment	Environmental Working Group	<ul style="list-style-type: none"> Maintain and Enhance Connectivity of Wildlife Corridors 	Policy
		<ul style="list-style-type: none"> Encourage Walking and Cycling 	Policy
		<ul style="list-style-type: none"> Identify new routes for walking and cycling, bridleways 	Project
	Green Environment & Protected Areas	<ul style="list-style-type: none"> Protect and Enhance Valued Green Spaces (including Allotments) 	Policy
		<ul style="list-style-type: none"> New Green Spaces 	Policy
		<ul style="list-style-type: none"> Safeguarding Views of Significance 	Policy
Local economy	Climate Action	<ul style="list-style-type: none"> Support Sustainable new homes to sustainable locations 	
Local economy	Local Business	<ul style="list-style-type: none"> Build and Sustain local business 	Project
Buildings, usage and connectivity	Design Guidance	<ul style="list-style-type: none"> Production of a guide / code 	Policy
		<ul style="list-style-type: none"> Safeguard Existing Employment 	
	Highways	<ul style="list-style-type: none"> Traffic Management 	Project
		<ul style="list-style-type: none"> Public Transport 	Project
Community infrastructure and assets	Community Activity/Actions	<ul style="list-style-type: none"> Revitalise the Village Centre 	
		<ul style="list-style-type: none"> Provide facilities, services and recreational activities to meet needs of all-community services and facilities in rural areas from loss. 	Policy and supporting project
		<ul style="list-style-type: none"> Encourage a friendly and involved community 	Project
	Local Heritage – Identify and Conserve Local Heritage Assets	<ul style="list-style-type: none"> Non listed Heritage Sites 	
		<ul style="list-style-type: none"> Celebrate the History of the Area and who have settled there 	

LPC Neighbourhood Plan Structure

