

## **Clerk's report - June**

### **General overview of LPC employees:**

**Chani** - Proper Officer / RFO to LPC. Mainly deals with the legal responsibilities of the council and provides legal and practical advice to ensure good governance. Carries out the council's decisions and provides essential information to LPC.

**Barbara** - Assistant to Chani and LPC. Mainly deals with administrative tasks and assisting Chani in the day-to-day running of LPC.

**Deborah** - Social media / administration. Mainly deals with social media campaigns and general administration.

**Fred** - Handyman. Deals with specific tasks in the parish including asset maintenance, H&S checks, risk assessments, asset assessment etc.

**Overtime:** No overtime claimed.

### **What have LPC employees been up to in June?**

**Chani** - Tasks completed in June include:

- Attending meetings: Full Council, Committees and meetings with external stakeholders
- Bank reconciliation and financial management including paying and logging invoices, researching high interest bank accounts, end of year finances/submitting AGAR documentation.
- Employee management
- Responding to emails, preparing agendas and minutes
- Working on projects and events i.e Neighbourhood Plan / Parish on Parade
- Researching projects and completing relevant paperwork i.e TEN, pre application planning advice
- Training including personal training and training new employees.
- Overseeing policy review and implementation
- Liaising/meeting with councillors

**Deborah** - Tasks completed in June include:

- Social media for Parish on Parade event
- Engaging key stakeholders in the community both for event sponsorship and wider community engagement (including securing major sponsorship from Pentland Homes for Parish on Parade)
- Attending meetings of the council and with external stakeholders
- Liaising with members of the public via email

**Barbara** - Tasks completed in June include:

- Offers office hours at Etchinghill Village Hall so that residents can speak to a representative of the council in person.
- Liaising with residents

- Researching projects
- Providing administrative support to the Clerk and LPC.
- Attending meetings
- Taking meeting minutes
- Assisting with Parish on parade event (liaising with stall holders, general administration of the event)
- Training

**Fred** - Tasks completed in June include:

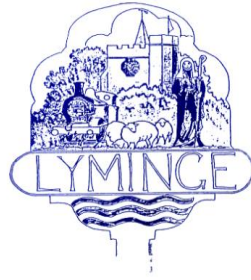
- Weekly park inspections
- Bench refurbishment
- Graffiti removal i.e Station Road bus stop, Canterbury Road bus stop etc
- Strimming overgrown areas i.e entrance of Rhodes Minnis recreation ground / allotments
- General maintenance i.e replacement of road mirror on Well Road
- Removal of wood chippings from LVH car park
- Making up advertising boards for LPC events
- Liaising with members of the public regarding requests for works

Some examples of work completed in June	
Before	After
	









## **Lyminge Parish Council Committee/ Group Reporting Template**

**Agenda Item:.....Neighbourhood Plan Report**

**Date:....1<sup>st</sup> July 2025**

<b>Discussion at Committee / Group</b>
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<b>The inaugural committee discussed the following:</b>
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Unfortunately and disappointingly, the meeting was not quorate, So the opportunity was not lost we did have a good discussion around the agenda items with those present, so that the opportunity was not lost.
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<b>Outcome and / or Recommendation</b>
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- |   |
|---|
| <ul style="list-style-type: none"><li>• No recommendations could be made to full council due to quoracy</li><li>• The outcome was positive in that there was a consensus about the objectives and policies/ projects as presented in the supporting papers to the committee but that this is an evolving process so subject to change going forward</li><li>• Also had consensus about the proposed working groups which will be parish wide but again that this is an evolving process so subject to change going forward</li><li>• It is important for full council to note that funding that was previously available from Locality to support the development of the plan is no longer in place following the Governments spending review</li><li>• There is also a question regarding funding for the referendum on the Neighbourhood Plan that is the responsibility of FHDC may not be available however, David Whittington (FHDC) has said they are duty bound to fund, this has not been confirmed in writing to us as yet</li><li>• There is a petition that can be signed by community members lobbying for the funding for the NHP development to be reinstated that has been put on the website and circulated by parish members</li></ul> |
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**Next Steps / Actions or Objectives**

- Request Full Council support the objectives and policies for the plan so momentum is not lost
- Request the Full Council support the proposed working groups so momentum is not lost
- Both Objectives and Proposed Working Groups will be presented again at the next NHP Committee
- Establish a delivery plan with Tory Planning
- Consider designating green space at the next committee meeting
- Scope the membership for the working groups / Refresh contact with mailchimp contacts
- Develop draft work plans for the working groups

**Spend Against Agreed Budget & Comments****Agreed budget £40,000**

	<b>Spend to Date</b>	<b>Balance Remaining</b>
Initial Review by TROY Consultants	£1,560	£38,440
First meeting with Troy and Troy Meeting with FHDC	£1,437.35	£37,002.65

Will need to consider any additional costs such as engagement events venues, sundries and any other related incidental costs going forward

**Signed****Chair:****Date: 4<sup>th</sup> June 2025**



## Neighbourhood Plan Objectives, Policies, Projects

Obj No	Objective	Policy	Project
1	Protecting and enhancing our rural setting and enhancing opportunities for biodiversity-		
	Protect and enhance existing valued green spaces	Yes	
	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 - 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.	Yes	
	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	

<b>2</b>	<b>Celebrating our unique heritage and local character</b>		
	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	<b>Yes</b>	
	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 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.	<b>Yes</b>	
	Celebrate the history of the area and communities who have settled there	<b>Yes</b>	
<b>3</b>	<b>Providing homes to meet the needs of the local community</b>		
	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.	<b>Yes</b>	
	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	<b>Yes</b>	



	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.		
	Direct new homes to sustainable locations- Lyminge is identified 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.	Yes- but criteria based policy	
<b>4</b>	<b>Enabling a thriving rural economy</b>		
	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.		<b>Yes</b>
	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		<b>Yes</b>

	Plan. Policy E3 and E4 relate to tourism related 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.		
<b>5</b>	<b>An accessible neighbourhood</b>		
	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 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.	Yes	
	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		Yes

	help fill this gap and be used for discussion with the County to identify interventions that should be taken forward.		
	Improve the bridleway network- As above, this is likely to comprise a project in the Neighbourhood Plan, identifying specific improvements that are sought.		Yes
	Support initiatives to tackle congestions- 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		Yes
<b>6</b>	<b>Celebrating and supporting our communities</b>		
	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 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,	Yes	Yes

	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.		
	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.		<b>Yes</b>

### Proposed LPC Neighbourhood Plan Working Groups

The 4 Environment Working Groups	To include	Areas to be Covered	Policy or Project
Ecology and environment	Environment	<ul style="list-style-type: none"> <li>Maintain and Enhance Connectivity of Wildlife Corridors</li> </ul>	Policy
		<ul style="list-style-type: none"> <li>Encourage Walking and Cycling</li> </ul>	Policy
		<ul style="list-style-type: none"> <li>Identify new routes for walking and cycling, bridleways</li> </ul>	Project
	Green Environment & Protected Areas	<ul style="list-style-type: none"> <li>Protect and Enhance Valued Green Spaces (including Allotments)</li> </ul>	Policy
		<ul style="list-style-type: none"> <li>New Green Spaces</li> </ul>	Policy
		<ul style="list-style-type: none"> <li>Safeguarding Views of Significance</li> </ul>	Policy
	Climate Action	<ul style="list-style-type: none"> <li>Support Sustainable new homes to sustainable locations</li> </ul>	
Local Economy	Local Business	<ul style="list-style-type: none"> <li>Build and Sustain local business</li> </ul>	Project
Buildings, usage and connectivity	Design Guidance / Housing	<ul style="list-style-type: none"> <li>Production of a guide / code/criteria</li> </ul>	Policy
	Transport	<ul style="list-style-type: none"> <li>Safeguard Existing Employment</li> </ul>	
		<ul style="list-style-type: none"> <li>Traffic Management</li> </ul>	Project
		<ul style="list-style-type: none"> <li>Public Transport</li> </ul>	Project
Community Infrastructure and assets	Community Activity/Actions	<ul style="list-style-type: none"> <li>Revitalise the Village Centre</li> </ul>	
		<ul style="list-style-type: none"> <li>Provide facilities, services and recreational activities to meet needs of all-community services and facilities in rural areas from loss.</li> </ul>	Policy and supporting project
		<ul style="list-style-type: none"> <li>Encourage a friendly and involved community</li> </ul>	Project
	Local Heritage – Identify and Conserve Local Heritage Assets	<ul style="list-style-type: none"> <li>Non listed Heritage Sites</li> </ul>	
		<ul style="list-style-type: none"> <li>Celebrate the History of the Area and who have settled there</li> </ul>	



**Office costs:****Building works:**

Description:

Cut out and remove brickwork  
Install two concrete lintels  
Install one door (second hand UPVC) and make good the openings (internal and external)  
Form and build shuttering for concrete ramp  
Lay concrete ramp  
Install galvanised hand rail  
Hire skip for waste removal

Labour - approximately seven days for one person for building works and two days for decorating - an additional person will cut down labour time but increase labour cost.

Materials - £1500 - £2000 based on skip size and second hand costs.

**Office equipment:**

Item	Description	Cost exc VAT
Laptop	Dell Inspiron 15 Laptop	£274.17
Laptop	Dell Inspiron 15 Laptop	£274.17
Printer	Espon ecotank	£160.00
Computer monitor	Dell dual monitor	£176.00
Computer monitor	Dell single monitor	£91.00
Computer keyboard + mouse	Dell	£32.00
Computer keyboard + mouse	Dell	£32.00

Total cost of urgently needed equipment: £1039.34

**Recommendations:**

- To recommend approval of the above costs to Full Council (building costs to be met by cost code 21 'general maintenance - other' Budget £15,000 Actual £929
- To recommend the transfer of £3000 from the general reserve (£30,691) to a new cost code 'Office costs'. The office costs outlined above would be met under that cost code and would provide a budget for ongoing office requirements.

## **Recommendations from F+A - July**

### **Item 6: Office space**

The recommendation is to approve the costs as set out in the 'office costs' document. In addition to this, to ask the handyman to source an assistant/labourer for during the building works stage. This will be at an additional cost of around £150 per day for approximately two days. This would be to ensure that safe lifting practices can be followed and that the wellbeing of the handyman is at the forefront of the work.

### **Item 8: RM VH tender**

To keep the draft tender as is but to include hand drawn images of examples of equipment we would like. To request the cost of wet pouring the entire area and pads, including varying colours. To amend the budget to £50-£70k.



**LYMINGE PARISH COUNCIL**

**Rhodes Minnis Play Park**

**REFURBISHMENT**

**Location:**

Recreation Ground - White Horse Lane / Chapel Lane Rhodes Minnis

**WhatThreeWords location:**

///porch.bean.catchers

**ADD PICTURE of PLAY Park**

## **Background and vision:**

Lyminge Parish Council recently held meetings with residents of Rhodes Minnis to discuss the refurbishment of the Rhodes Minnis Play Park. The park is nestled in the side of the recreation ground on the corner of both White Horse Lane and Chapel Lane in Rhodes Minnis which is within the Kent Downs Area and a site of National Landscape. The park is currently under used due to the equipment being placed in the wrong position with the slide ending in a hedge row and is unsafe for children to use and the ground is littered with new and overgrown mole hills which is very uneven also making it unsafe (1).

The Parish Council has discussed the refurbishment of the park, at length, with its users. The general consensus is that the parish would like to see the park feature more inclusive and accessible equipment. The Parish Council also feel that the aesthetics of the park are important and should be natural in appearance (2).

The general ethos for the park should be inclusivity and accessibility with a focus on encouraging imaginative and educational play.

## **Equipment:**

The Parish Council are keen to see the following items incorporated into any proposals (3):

- **Wooden Climbing Frame Structure with a slide**
- **Swings for both babies and bigger children**
- **Ground level trampoline (suitable for wheelchair users)**

In addition to this, and subject to available space (4), the Parish Council are eager to see smaller, filler items and would welcome proposals with flooring options (5)

You will notice that there are two entrances to the play park, a single gate entrance and another double gate. The double gate should be utilised to increase access for wheelchair and pushchair users.

## **Budget:**

There is no set budget at present and any acceptance would be subject to obtaining the necessary funds however we would expect the refurbishment to be in the region of £80,000. The Parish Council is under no obligation to accept the cheapest offer and will consider each proposal on its own merit.

(5) The current floor is grass, but the Parish Council would be open to full flooring or maintaining the current grass floor. Suggested options are welcome. (4) The fence on the perimeter of the park has measurements of XXXXXmm x XXXXX mm. (3) Subject to available space and relevant legislation re health and safety etc. (2) Ideal visual style can be seen at the nearby play park on Tayne Field, Church Road (CT18 8JA)



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- 1 State of current play park can be seen in photographs.
  - 2 Ideal visual style can be seen at the nearby play park on Tayne Field, Church Road (CT18 8JA).
  - 3 Subject to available space and relevant legislation re health and safety etc
  - 4 The fence on the perimeter of the park has measurements of XXXXX & XXXXX
  - 5 The current floor is grass, but the Parish Council would be open to full flooring or maintaining the current grass floor. Suggested options are welcome.

### **Timing:**

The Parish Council are keen to have the work completed as soon as possible so please include a schedule of works/timescale in your proposal.

### **Installation:**

The contractor shall supply and secure the play area, in accordance with H&S guidelines, for the duration of the work. All rubbish and excess spoil are to be removed from site (6) by the contractor at the end of the construction works, to include reinstatement and making good, as agreed with the Buyer, to grass areas and existing surfaces.

All works materials and parts should, at a minimum, comply with both the British and European Standards for playground equipment, outdoor gym equipment and surfacing, and be easy and affordable to maintain, with replacement parts readily available.

### **The Seller to provide the Buyer with:**

- full legal name of the company supplying equipment
- full T&Cs that the companies propose
- full written version of the warranty to be provided
- quotation validity time
- full breakdown of cost for each item, not just a total
- Does the contractor have a Quality System/member of an association?
- expected length of time for the works
- recommendations from recent clients

### **Site visits:**

If you would like to discuss this further or conduct a site visit, please contact the Clerk via [clerk@lymingeparishcouncil.org.uk](mailto:clerk@lymingeparishcouncil.org.uk)

### **Apply:**

Please submit your tenders by email to [clerk@lymingeparishcouncil.org.uk](mailto:clerk@lymingeparishcouncil.org.uk) with the subject 'Rhodes Minnis Play Park - Tender submission'. If you wish to apply by post, please send to **Chani Sanger, Lyminge Parish Council, C/O XXXXXXXXXXXX**

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6 This includes the removal and disposal of the existing play equipment.

DRAFT

**Memorandum of Understanding  
between  
The Kent County Council  
and  
XXX Parish Council**

**Parish Speed Indicator Device (SID) Project**

**1. Preamble**

This Memorandum of Understanding between The Kent County Council (“the Authority”) and XXX Parish Council (“the Parish”) concerns a project for the installation and operation of a portable Speed Indicator Device (SID) within the Parish boundary in conjunction with the Authority’s Traffic Operations and Technology Team.

**2. Statement of Intent**

The Authority and the Parish, through an effective and harmonious partnership, intend to promote a reduction of vehicle speeds in excess of the posted 30 limit within the area of the device to improve road safety.

**3. Common Objectives**

The Authority and The Parish acknowledge the following common objectives:

- to reduce inappropriate vehicle speeds
- to promote road safety awareness
- to reduce congestion and improve traffic flow
- to gather data on the traffic flows and speeds (optional)

**4. Definitions**

‘Project’     The Project is defined as the purchase and implementation of a portable Speed Indicator Device (SID), to include the installation of poles, brackets and optional data collection software; with sharing of any recorded data resulting from the operation of the SID in accordance with the Common Objectives.

‘The SID’    The SID is defined as the electronic Speed Indicator Device, optional data collection software, batteries, battery charger, posts and brackets.

‘Data’        Data is defined as any information recorded by the optional SID data collection facility, including speeds and activation frequency.

## **5. Roles and Responsibilities**

### **5.1 Legal duty**

Nothing in this Memorandum removes, transfers or in any way bars or interferes with the legal responsibilities, duties or rights within the law of any of the parties, nor creates any legal rights or obligations between the two parties.

### **5.2 The Parish**

The Parish will participate in the project by accepting the roles and responsibility for the SID as defined below:

- a) The Parish will be responsible for the relocation of the SID at least once every eight weeks to one of the predefined positions detailed in Appendix A.
- b) The Parish will be responsible for the charging and changing of the batteries when the SID is relocated, or when the battery is exhausted.
- c) The Parish will be solely responsible for ensuring the SID is securely attached to the pole/bracket using the supplied fixings in accordance with the manufacturer instructions.
- d) The Parish will be responsible for any damage to the SID caused by maltreatment.
- e) The Parish will be responsible for the downloading of data from the SID, where this option has been purchased, and will make this available to all interested parties.
- f) The Parish will be responsible for providing a PC to download and analyse the data from the sign, where this collection facility has been included.
- g) The Parish will be responsible for all site safety of those installing or downloading the SID, including the use of hi-visibility personal protective equipment.
- h) The Parish will be responsible for any maintenance of the unit caused by fair wear and tear, vandalism, theft or third party damage.
- i) The Parish should consider insurance of the SID against loss or damage.

### **5.3 The Authority**

The Authority will grant permission to the Parish for the SID under Section 72 of the Road Traffic Regulation Act 1984 and participate in the project by accepting the roles and responsibility as defined below:

- a) The Authority will install on behalf of the Parish the poles and brackets at the agreed locations detailed in Appendix A.
- b) The Authority will install the poles to the specifications as defined in KCC Standard Details for sign post installation.
- c) The Authority will attend and make the site safe due to vandalism or road traffic collisions.
- d) The Authority will provide training for nominated Parish volunteers in order for them to safely install and move the SID between sites, charge and change the battery, adjust sign settings and download data.
- e) The Authority will provide technical support to the Parish or nominated volunteers.
- f) The Authority will undertake ad hoc inspections of the SID and agreed locations.

## **6. Confidentiality**

All parties will at all times comply with the provisions of the Data Protection Act 1998.

## **7. Consent**

The Parish consent to the carrying out of any works in connection with the placing, using, retention, maintenance or removal of the SID or any associated works.

## 8. Media and Public Information

Promotional publicity of the SID within local newsletters, parish minutes and associated social media accounts is permitted. No wider statement or public information is to be released to the wider press by either party without prior consultation and agreement with the other regarding the content. Nothing in this Memorandum shall affect the duties of any of the parties under the Data Protection Act 1998, the Freedom of Information Act 2000, or any other relevant legislation.

## 9. Warranty

The SID will be supplied with a 12 month warranty from the manufacturer to cover manufacturing faults only. Any issues within this period should be raised directly with supplier as per the contact information on the rear of the SID. Any enquiries beyond this period may result in an additional support charge from the manufacturer.

## 10. Termination

Either party may withdraw from this Memorandum of Understanding by giving four weeks written notice to the other. In which case the Memorandum of Understanding is terminated and the SID shall be removed by the Parish, and the poles shall be removed by the Authority within a reasonably practical period, under Section 69 of the Road Traffic Regulation Act 1984.

The Authority may begin the termination process should the SID be used improperly or at unauthorised locations for a significant period of time, where there is evidence of misuse.

The project will end should the SID be damaged beyond economic repair or removed from the vicinity by an unauthorised third party, with no intention of procuring a replacement.

### For and on behalf of the Authority

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Position: \_\_\_\_\_

### For and on behalf of the Parish

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Position: \_\_\_\_\_

Type: <b>Mini / Adv</b>	Data: <b>Yes / No</b>	Serial No: <b>XXXX</b>	Install Date: <b>XX-XX-XXXX</b>
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### **Background information for item 10: Tree issue**

A resident of Fox Close, Lyminge contacted the council in late 2023/early 2024 regarding a Sycamore Tree growing in Ethelburga Grove.

The tree sits in such a way that a large part of the tree hangs into the resident's garden. The resident advised that she would like to prune/cut back the part that overhangs into her garden, which is her legal right to do. She was, however, concerned that doing this would cause the tree to become unbalanced on the opposite side.

Concerned by the number of trees that fall down during high winds, particularly in Ethelburga Grove where we have recently seen a council tree narrowly miss a resident's conservatory, the resident contacted the council requesting that we prune the tree as a whole so that there is much less risk of there being an issue.

In February 2024 a local arboriculturalist completed a report that stated he was unable to represent the interests of the resident and then went on to give a recommendation.

The issue with this is that the proposal considered in the tree report is not what was being proposed. The report was issued without a site visit and does not address what the council actually needs to ask. The council did consider the report as is and decided to decline any works.

The resident then came back to the council with the same request as the abundance of overhang and the height of the tree was impacting the ability to enjoy the garden at the property, however the resident still had the same safety concerns.

In May 2025 a local tree surgeon visited the site and provided the following quote

- Canopy Reduction of Sycamore Tree by approximately 4m in height and 2m lateral (approximately 40% of canopy) including removal of debris/brush from site where appropriate (recommended to be completed late November at the earliest and end of March at the latest)  
Total cost: £850.00

The quote detail was passed to the local arboriculturalist who said:

*The prescription you mention would turn the tree into a 'lollipop' and is discouraged in the current guidance, BS 3998 (2010) Tree work.*

**Please note that I have included the BS 3998 (2010) in the documents for the meeting, should anyone want to familiarise themselves with the content.**

**(If you are so inclined I would recommend: Annex C (pages 63-65 on the PDF reader)**

The tree surgeon then replied:

*Not sure what he means by turning the tree into a "lollipop" and I would say full canopy reductions are most definitely recommended tree work with a number of benefits for the health of the tree. Particularly when done well. I will send over a picture of a recent Sycamore reduction we did to help paint a picture of what we'd achieve.*



BEFORE



AFTER

**Key information:**

The tree in its current state bears no risk to the public, the consideration is whether it will become a risk if the resident exercises their legal right to cut back the overhanging parts on their property boundary.

Given that the tree appears more weighted on one side and is sitting in the ground at an angle, there does appear to be increased risk to the public if the resident should cut back the tree on their side. There is also the concern that loss of life could occur should the tree fall into the conservatory of the opposing neighbour.







LPC's Tree Management Policy states that we will not normally prune or remove trees due to shading and loss of light, loss of view or minor/seasonal nuisances, however we will do in specific circumstances (see page 9 of policy on our website). The main issue at hand is how much of a risk the tree will become if the resident does prune their side.

The tree is not in a Conservation Area nor is it subject to a TPO.

**Options:**

1 - Let the resident prune the tree as they are legally entitled to do and then act / not act in response to the increased risk.

2 - Accept that this is not a usual 'loss of light/shading etc' situation and take proactive action and prune the tree. This could be only the lower portion of the tree (at a cost of £375) - this would not be in line with what the resident has requested and would still pose a risk should they prune their side. OR prune the entire tree (at a cost of £850) and we could see whether the resident would contribute to the cost at all as it is outside the action we would usually take under our Tree Management Policy.