

**Minutes of the meeting of Lympne Parish Council held on Wednesday 10<sup>th</sup> June 2026  
at 7 pm at The Committee Room Lympne Village Hall**

**MINUTES**

**Present:**

**Cllr. M. Boor (Chair)**  
**Cllr. J. East**

**Cllr. J. Sinclair**  
**Cllr. M. McAuley**

**Also present**

**Mr. J. Lawrence (Parish Clerk), District Cllr. Jeremy Speakman and three members of the public.**

- 1. APOLOGIES.** Members who cannot attend are reminded to direct their apologies and the reason for their absence to the clerk.

**Cllr. P. Murphy**  
**Cllr. M. Potter**  
**Cllr. C. Yates**

- 2. DECLARATIONS OF INTEREST**

- a.** To declare any personal interests in items on the agenda and their nature.
- b.** To declare any prejudicial interests in items on the agenda, councillors with prejudicial interests must leave the room for the relevant items.

No Declarations made

- 3. ACCEPTANCE OF THE MINUTES OF THE COUNCIL MEETING HELD ON THE 13<sup>th</sup> MAY 2026**

The minutes of the previous meeting were agreed upon by members present and signed by the chair.

- 4. PUBLIC SESSION**

The Council adjourned to allow Public Participation.

Residents attended to raise concerns regarding the proposed Lympne Castle car park planning applications.

Residents raised concerns regarding the Lympne Castle car park planning application, including the potential impact on wildlife, the scale of the proposed car park, operating hours, proximity to neighbouring gardens, and the effect on the village, National Landscape, SSSI, conservation area and residential amenity.

Particular concern was expressed that approximately 12 parking bays would directly abut the public footpath and residential rear gardens without a planting strip or barrier. The Chair

reported that LPC had negotiated for these bays to be reorientated and for a planting strip and wildlife corridor to be provided along the full boundary.

Residents requested enforceable opening hours. The Chair advised that LPC's position was that the car park should ordinarily close at midnight and not open before 7am, and noted that an ANPR camera and automated gate were being considered, with a proposed 10pm closure time; this had not yet been formally agreed.

Residents also queried inconsistencies in the application documents, which referred to the facility as both an "overflow car park" and a "event car park", and noted that it was expected in practice to operate as the main car park. Concerns were also raised that the original plans omitted disabled parking, electric vehicle charging points and coach parking. Lympne Castle management acknowledged these omissions and stated that they would be addressed in revised plans.

Another concern was raised about the cumulative effect of multiple applications, and a request that these should be considered by the planning department as a whole.

The Clerk informed members that the last objection to the car park highlighted this.

A concern was raised about Certificate B, submitted with the application, which appeared to attribute the access road to "Lympne Village Hall" rather than to the Parish Council. The Chair confirmed that LPC would write to the developers to draw attention to this issue.

A representative of Lympne Castle management advised that the delay in determining the application had resulted in a significant loss of turnover for the Castle. The representative confirmed that the school playground was being used for contractor parking during the summer holidays by arrangement with the school, and that the planning committee was expected to consider the application on 16 July.

The Castle representative offered to arrange a meeting with residents of the affected street to discuss the plans in more detail. The Chair acknowledged the Castle's operational difficulties but reiterated that LPC's objection to the application remained in place pending receipt of revised plans.

The Council reconvened following the close of the Public Session.

## **5. CHAIR'S REPORT/UPDATES**

The Chair reported on recent discussions with District Cllr. Speakman and Lympne Castle Management regarding ongoing planning matters affecting the parish.

Members noted that dialogue with Lympne Castle Management was continuing and that a meeting with affected residents was being explored.

## **6. MEMBERS' REPORTS**

Cllr. Sinclair reported that the Wellbeing Group's activities continue to be well supported, including the volunteer driver scheme, digital drop-in sessions and craft sessions. Members noted the need to keep funding arrangements under review as the scheme develops.

**Youth Club (report read by the Parish Clerk):** The Youth Club opened its doors to Year 6 pupils after Easter and now has 25 regular attendees. Some older members have moved on, as is typical at this time of year. Volunteers are still needed to ensure the club can open each week from September. The Clerk was asked to include a further appeal in the newsletter.

## **7. CLERKS REPORT**

- Audit 2025-2026: All audit papers have been returned to the External Auditors, and the notice for individuals to exercise their rights has been published in accordance with regulations.
- Shop Lease: The trustees' Deed of transfer has been completed and returned to the solicitors. This has prompted the final lease agreement to be sent to us, which will be

signed and returned promptly to finalise the new lease with the shop. Actions will now be taken to transfer trusteeship to the Parish Council as a whole rather than individual trustees.

- Village Hall Carpark relining is scheduled to take place at the end of July.
- Requests for volunteers for the Wellbeing Group and the Youth Club have been advertised in the newsletter.
- Letters have been sent to the planning department at the District Council as requested.
- DBS checks are ongoing, with the system working well through the company check.

## 8. INVITED SPEAKERS

District Councillor Jeremy Speakman

- **Community Green Grant Scheme** - A third round of funding totalling £250,000 is available for sustainable and carbon-reducing projects across the Folkestone & Hythe district. Applications close 17 July and can be submitted via the Folkestone Works website.
- **Beach Litter Measures** - An additional five solar-powered compactor bins and 23 purple bulk bins are being deployed at coastal hotspots this summer, with increased collection schedules and two e-bike crews for hard-to-reach areas.
- **Solar Panels for Council Homes** - A two-year programme to install roof-mounted solar panels on 250 council-owned properties has begun, aimed at improving energy efficiency and reducing tenants' bills.
- **Otterpool Park Progress** - Kent County Council has approved plans for wastewater treatment works, wetlands and a primary substation, marking a significant step forward for the Otterpool Park development.
- **New District Council Chair** - Cllr Paul Thomas was unanimously elected as Chair at the annual meeting; Cllr Tony Cooper continues as Vice Chair.
- **Ward Budget Scheme** - Each of the district's 30 councillors has up to £5,000 to support local community projects. Details and application information are on the council website.
- **Dog Walking Map Updated** - A revised dog-friendly map for the district is available on the F&H website, including details of seasonal restrictions (1 May–30 September).
- **Scam Awareness Event** - "Spot the Scam" will be held on Friday 19 June, 10.30am–3pm, at Age UK, Sandford House, Stade Street, Hythe, with representatives from Kent Police, NatWest, Neighbourhood Watch and others.
- **Body Cameras for Parking Officers** - Parking enforcement officers are being equipped with body-worn cameras for safety and evidence purposes (not for parking enforcement).
- District Cllr. Speakman provided an update on Local Government Reorganisation and the move towards unitary authorities. Members noted the potential implications for parish councils, including possible additional responsibilities and associated funding requirements.

## 9. CORRESPONDENCE AND COMMUNICATION, AND TO DEAL WITH ANY MATTERS ARISING

**Millennium Woods: unsafe structure and damaged fencing** *From: Member of staff, local primary school*

- A makeshift timber structure with nails was built at the far end of the woods; some litter and leftover nails were cleared by school staff.
- The structure has since been smashed down, leaving large pieces of wood with exposed nails - a hazard to wildlife and woodland users.
- Wire fencing along the path with the coastal view is badly damaged; the adjacent drop poses a safety risk.

Port Lympne have been contacted and will clear the rubbish. Lympne Castle Management have been contacted to repair boundary fences.

**Kent Downs National Landscape Management Plan: consultation now open *From: Kent Downs National Landscape***

- Draft Management Plan consultation is open until Sunday 19 July 2026.
- Local communities, residents, landowners, farmers, businesses and organisations are invited to take part.
- Request for the parish to share the consultation and encourage residents to respond.

Noted and to be circulated by the Parish Clerk

**Otterpool Park: councillors' briefing and public engagement event, 24 June 2026 *From: Otterpool Park LLP***

- Councillors' briefing: Wednesday 24 June, 1.30pm–2.30pm, Sellindge Village Hall - to cover updated information being submitted in support of the Outline Planning Application.
- Public engagement event: same day, 2.30pm–8pm, also at Sellindge Village Hall.
- Councillors from Folkestone & Hythe District, KCC, Ashford Borough, parish councils and MPs are invited to the briefing.
- Attendance confirmation requested by email: otterpoolpark@pillorybarn.co.uk

Noted

**Tree felling on footpath and unauthorised field parking, Lympne *From: Local resident***

- A large number of trees are being felled and canopies raised along the footpath (Aldington Road to Castle Close) during spring/summer, raising concerns about nesting birds.
- The footpath has not been closed at either end, leaving the public with access to what is described as a dangerous working area. Company on site: N. Apps.
- The field between Lympne Villa and Virginia Cottage (accessed from The Street, owned by The Castle) has been used for parking again since Saturday.
- Query raised as to whether planning consent or a change of use approval has been granted, given the 28-days-per-year limit and prior use in April 2026.

This matter was reported to the District Council Arboriculture officer who confirmed all in order.

Contact was made with Lympne Castle Management, who stated that temporarily, the space was being used to accommodate the tree felling.

**Dog fouling: playing field and airfield *From: Anonymous resident***

- Dog fouling is an ongoing issue on the playing field and airfield, with some owners failing to notice or not bothering to pick up.
- Request for a reminder to dog walkers to be included in the next parish newsletter.

The clerk was requested to put an article in the newsletter. The Clerk informed members that he reminded the resident that the Airfield is private and officially no one should be entering the land.

## 10. STATEMENT FROM LYMPNE PARISH COUNCIL REGARDING PLANNING MATTERS WITHIN THE PARISH

The Chair presented a draft policy statement on how LPC approaches planning applications within the parish. Members discussed the draft at length and the following points were agreed in principle, subject to ratification at the next meeting when a full complement of members would be present:

- LPC welcomes and will receive residents' views on all planning applications. Residents may express views verbally to any councillor or in written form to the Parish Clerk. Comments made on Facebook or similar platforms will not be considered and any view received by the Council is valid and will be considered.
- LPC pledges that any comments it makes on a planning application will be based on members' assessment of what is best for the parish and its residents as a whole.
- Where appropriate and feasible, LPC will seek pre-application consultation with developers.
- In forming its view on any application, LPC will have regard to relevant regional and national planning policies, including the Local Plan, the National Planning Policy Framework, the National Landscape (AONB) designation, the SSSI, and the Conservation Area.

In relation to the current Lympne Castle car park application specifically, the Chair confirmed that LPC's current position is one of objection. Should revised plans be submitted addressing residents' concerns (including a planting buffer, reorientation of the bays adjacent to the footpath, appropriate lighting, disabled parking, EV charging, and controlled hours), LPC would review its position. The full statement will be brought back for a formal vote at the July meeting when more members are present. Cllr. McAuley, as a representative of Lympne Castle, took no part in the discussion or any vote on this item.

## 11. PARISH WALKABOUT DAY

**To consider establishing a Parish Walkabout Day for the inspection of Parish infrastructure and assets.** This item was deferred to the next meeting to allow Cllr. Potter, to be in attendance. Members agreed that a suitable date would be arranged, potentially beginning earlier on the same evening as a future meeting.

## 12. PLANNING

Application Number	Location	Details	Comments
26/0817/FH/CON INFORMATION ONLY	School House, The Street, Lympne, Hythe, CT21 4LQ	Approval of details pursuant to condition 4 (trees) of planning	For information only. No comment required.

		<b>permission 25/2301/FH</b>	
<b>26/0762/FH</b>	<b>Oathill Barn, Aldington Road, Lympne, CT21 4LX</b>	<b>Change of use and conversion from rural office building (Class E(g)(i)) into a dwelling (C3) with associated parking &amp; garden.</b>	Members noted that the building has been vacant for a number of years and that the proposal does not enlarge the structure. The conversion would bring the building back into beneficial use without material harm to the surrounding area. Members resolved to raise no objection.

### 13. FINANCE

- a. **Bank Reconciliation**  
Noted
- b. **Review of transactions and budget**  
Noted no matters raised
- c. **Payments for Authorisation**

<b>Payee</b>	<b>Details</b>	<b>Amount</b>
<b>Lionel Robins</b>	<b>Internal Audit</b>	<b>140.00</b>
<b>Kent Association of Local Councils</b>	<b>Membership fee</b>	<b>752.36</b>
<b>Lympne Village Hall</b>	<b>Hall Hire</b>	<b>60.00</b>
<b>Lympne Village Hall</b>	<b>Bin Clearance</b>	<b>65.00</b>
<b>Sandgate Printers</b>	<b>Newsletter</b>	<b>294.00</b>
<b>Colemans</b>	<b>Grasscutting</b>	<b>428.40</b>
<b>Hallet and Co</b>	<b>Legal Advice</b>	<b>600.00</b>
<b>PAYE</b>	<b>Staff Costs</b>	<b>1297.52</b>

The Clerk explained that because of how DBS checks are conducted, a payment of £250.00 was made to Ucheck, the DBS Umbrella Company. This amount is held by the company to facilitate the processing of DBS checks. At the end of the year, the number of checks performed will be deducted from the deposited total to clarify accounting records and to enable the reclaiming of VAT for each check.

### 14. DATE OF NEXT MEETING-

**July 8th 2026, 7 pm at the Committee Room, Village Hall, Lympne**

**Noted**