



Eynsford Parish Council

COUNCILLORS ARE SUMMONED TO THE MEETING OF EYNSFORD PARISH COUNCIL TO BE HELD ON THURSDAY 26TH MARCH 2026 AT 7.30PM AT THE PARISH OFFICE, PRIORY LANE, EYNSFORD

In order to maintain the highest standards of covid security, we kindly request that you do not attend council meetings in person, if within the last 5 days you have: Tested positive to covid. Been in close contact with someone who has tested positive for covid.

J. Valdi

Clerk

DETAILED AGENDA: MEETING OF EYNSFORD PARISH COUNCIL 26TH MARCH 2026

APOLOGIES FOR ABSENCE

Councillors are asked to approve apologies given.

CHAIRMAN'S REMARKS

CLERK'S COMMENTS

GOVERNANCE

1) Declarations of Interest.

Councillors are asked to declare interests and to specify to which items of the agenda they apply.

2) Minutes of the Last Meeting

Minutes of the last full council meetings held on 22nd January 2026, 19th February 2026 and the EGMs held on 2nd February 2026 and 13th March 2026 are presented for approval.

Recommended: That the minutes are approved

3) Finance Notes

Councillors are asked to approve the finance notes & schedule of payments for the January and February month-ends.

Recommended: That the finance notes and schedule of payments are approved.

4) Outstanding Actions

Councillors are asked to provide any updates on outstanding items.

For information only.

5) Bank Signatory

Following Mrs Laird's resignation, another councillor is asked to volunteer to be a bank signatory, to approve payments as required.

Recommended:

6) Data Retention Policy

Councillors are asked to approve the updated Data Retention Policy

Recommended: That the policy is approved.

7) Assertion 10 Update

The Clerk will update the councillors on the council's current status regarding requirements for assertion 10 in the council's governance audit for 2025/26. A report will be circulated.

Recommended: That the report is noted and any further action agreed.

8) Neighbourhood Plan Update

There will be an update on progress with the Neighbourhood Plan.

For information only.

9) Neighbourhood Plan Transparency

Councillors are asked to agree to the following:

“The council agrees that the degree of transparency of the Neighbourhood Plan steering group achieves the standard required by Eynsford Parish Council, including the frequency and accessibility of public meetings and the standard of minutes provided.”

In future all meetings of the steering group where decisions are made will be held in public in the evening. Meetings of working groups and meetings with the consultants will be held in private. Informal meetings between members of the steering group may also be held in private.

There has been, and will continue to be, full public engagement at all stages of the neighbourhood planning process. All public consultations will be conducted according to appropriate guidance and the findings made public. Findings will be interpreted honestly and openly.

Recommended: That the statement is approved and that the other information noted.

10) Local Green Space Process

Councillors are asked to approve the following statement:

“Eynsford Parish Council agrees that the Local Green Space process has been followed appropriately and that a formal green spaces audit is not required due to the evidence accrued from the public questionnaire and the local knowledge of members of the steering group.” (Our consultants are happy with our approach.)

Recommended: That the statement is approved.

11) Chair of the Neighbourhood Plan Steering Group

Councillors are asked to approve Mr Barker for the role of Chair of the Neighbourhood Plan Steering Group.

Recommended: That Mr Barker is approved as Chair of the Neighbourhood Plan Steering Group.

12) Neighbourhood Plan Design Code

Councillors are asked to consider funding an additional piece of work for the Neighbourhood Plan called Design Code. This part of the plan would set out the council’s preferences regarding design, character, types of development and local/community infrastructure and would be used by the parish council, the local authority, developers and other stakeholders. The cost quoted is £5265.00 + VAT

Recommended: That councillors discuss and decide in principle whether to fund this work.

13) Village Hall Update

Mr Cooke will provide an update on the village hall project.

Recommended: That the information is noted.

14) Fee for Harrow Meadow Entrance

Councillors are asked to approve payment of a fee of £3125 for a TRO relating the creation of a formal entrance to the new car park at Harrow Meadow.

Recommended: That the fee is paid from the Harrow Meadow Car Park fund.

15) Legal Property Case

Cllr Naylor has made us aware of an ongoing case where a Parish Council are being sued by business/landowners because they believe the Council prevented them from operating. This came from his property solicitor, so we should discuss further in case there are any implications for the council.

Recommend: Cllr Naylor explains more about the case and its relevance to the council. We can then decide whether we need to take action and what that action could be.

16) Annual Parish Meeting

Councillors are asked to discuss a possible change of date for the Annual Parish Meeting to w/c 25 May due to the availability of the Chair and other councillors. St Martin's Church is available 25, 26, 28, 29 May.

Recommended:

PLANNING

1) Report of the Last Planning Committee Meeting.

Councillors are asked to approve the report of the Planning committee, held on 2nd March 2026.

Recommended: That the report is approved

2) Notifications of planning consents/refusals

For information only.

HIGHWAYS & TRANSPORTATION

1) Grant for A225 Footpath

A grant of £10,000 has been offered by Southeastern towards the new footpath project on the A225 which the Clerk has accepted on behalf of the council. Kent Highways have also confirmed that the project will go ahead this year. The funds should be received shortly.

For information only.

COMMUNITY

1) Report of the Last Community Committee Meeting.

Councillors are asked to approve the report of the Community committee, held on 2nd March 2026.

Recommended: That the report is approved

2) Police/Crime Report

The Clerk will provide the latest crime figures, and any other information received from the police.

For information only.

3) Donation Eynsford in Bloom

Eynsford in Bloom have requested a donation towards their costs for the past year. They have shown evidence of costs of £1385.40 so far. There is a budget of £1500 for a donation to this group.

Recommended:

4) Family Fun Day

Unfortunately, we were unable to secure a slot for a Family Fun Day this year from Sevenoaks District Council, but we are on the waiting list should another parish drop out.

For information only.

OPEN SPACES

1) Use of Common Meadow

Councillors are asked to discuss an application to use Common Meadow for Eynstock, a local music festival, on 31st August 2026.

Recommended:

2) Ground Maintenance Contracts

Councillors are asked to consider the quotes received for the grounds maintenance contracts for 2026/27. These will be circulated separately.

Recommended:

3) Changing Room Refurbishment

The refurbishment is due start in May 2026. Due to the delay of one year, there may be some cost increases and additional budget may be required. Once more information is known this will be brought back to the council for approval.

For information only.

4) Common Meadow Fencing

Councillors are asked to consider quotes for the new fencing at Common Meadow. Quotes will be circulated in advance.

Recommended:

5) Fertilizer for Harrow Meadow

Councillors are asked to agree to the purchase of fertilizer for the football pitch. The costs of fertilizer plus application will be approximately £600.

Recommended: That the fertilizer is purchased from the Contingency budget.

FACILITIES & ENVIRONMENT

1) Tree Survey

Councillors are asked to review the outstanding items on the Tree Survey and to decide whether any should be actioned.

Recommended: