

Minutes of the Meeting of Eynsford Parish Council held on Thursday 20th November 2025, at the Parish Office, Priory Lane, Eynsford, at 7.30pm.

9378 PRESENT

Members Present

Mr M Barker (arrived 7.33pm), Mr A Cooke, Mr J Griffiths, Mrs J Laird (arrived 7.33pm), Mr D Naylor,
Mrs H Sim

Others Present

None

Clerk in Attendance

Mrs H Ivaldi

In the absence of Mr Robson, Mr Cooke chaired the meeting.

9379 APOLOGIES FOR ABSENCE

Mr V Robson, Mr O Young

9380 CHAIR'S REMARKS

Mr Cooke noted he had been away so had been unable to input into the leaflet about the local plan consultation.

9381 CLERK'S COMMENTS

The Clerk noted that the local plan leaflets would be inserted into the Trident magazines ready for circulation tomorrow.

9382 GOVERNANCE

a) Declarations of Interest

None.

b) Minutes of Previous Meeting

The minutes of the last full council meeting held on 16th October 2025 and the Extraordinary General Meeting held on 13th November 2025 were presented for approval.

RESOLVED: That the minutes are accepted as a true and complete record and that the recommendations are approved.

c) Finance Notes

The clerk submitted a list of accounts, and a budget report, for October 2025 along with the most recent schedule of payments.

RESOLVED: That the accounts are approved and the payment schedule is signed.

d) Outstanding Actions

Councillors were asked to provide updates on the outstanding actions spreadsheet.

Mrs Sim and Mr Naylor had submitted their comments for the walkabout spreadsheet.

Mr Griffiths and Mr Cooke need to meet up to look at the Risk Assessment.

Mrs Laird and Mr Barker have made some progress on the Resilience Plan but need to meet up to discuss next steps.

Mr Barker confirmed that the poppies on the lampposts would be removed on 29th November and the Christmas lights installed.

Mr Barker and Mr Griffiths noted that the agreement with the cricket club needed to be reviewed.

RESOLVED: That the information is noted.

e) Lease Agreement – Harrow Meadow

Councillors were asked to review points raised by the village hall trustees regarding the draft lease covering: change in Tenant Name, Length of Lease Term, Charging and Rights.

RESOLVED: That the following points are agreed

- Change in Tenant Name from Eynsford Village Hall Limited – that this is agreed in principle, but that advice is sought from the solicitor.

- That the Tenant may charge the lease – that the solicitor is consulted about possible consequences of a default in payment.
- An increase in the Lease Term length from 99 to 999 years – that an increase to 150-200 years is agreed subject to legal advice.
- Right to the use the Access Road – agreed
- Rights to use parking spaces – that the wording of this change is reviewed in consultation with the solicitor
- Rights to use cycle racks – agreed
- Right to deposit refuse in bins – that the wording of this is altered too allow tenant the siting of their own bins for which they will be responsible, subject to legal advice.
- Rights to enter neighbouring property – agreed.

f) Legal Fees – Lease – Eynsford Village Hall Project

Councillors were asked to approve an increase in legal fees of £2146 + VAT for work on the Lease and Agreement to Lease. This in addition to the £3975 + VAT already budgeted.

RESOLVED: That the increase in fees of £2146 + VAT is accepted and the budget increased accordingly using General Reserves.

g) Village Hall Updated

Mr Cooke reported on progress with the building project. A design team meeting had been held with the contractor, however, there were still VAT issues to resolve. Details will be agreed with the contractor regarding other users of Harrow Meadow during the construction works. The design process will take about 20 weeks ending in February/March. At this point the contract would be signed for the rest of Stage 1.

RESOLVED: That the information is noted.

h) Neighbourhood Plan Update

Mrs Sim provided an update on the Neighbourhood Plan project. Mrs Sim reported that the steering group is working with a consultant on a drafting policy which they hope to review before Christmas. The first draft of the local green spaces proposals was presented at the recent public meeting which was attended by around 50 members of the public. A site visit will be held soon in the village with one of the planning consultants. The steering group has been working on engaging the community in the Plan and has visited residents at the station, the school and other community groups in the village.

RESOLVED: That the information is noted.

i) Budget Meeting

Councillors were informed that the informal budget meeting will be held in the parish office on 27th November at 7.30pm. All councillors are encouraged to attend.

RESOLVED: That the information is noted.

j) DBS (Disclosure and Barring Service) Checks

Councillors were asked to consider whether all councillors and staff should undertake a basic DBS check. The Clerk advised that this was not necessary unless individuals were working directly with children or vulnerable adults.

RESOLVED: That the Clerk arranges for DBS checks of all councillors and staff. That a policy is written to include how to deal with a situation in which the check raises concerns. That checks are carried out every three years.

9383 PLANNING

a) Report of the last Planning Committee meetings

Councillors were asked to approve the reports of the Planning Committee meeting held on 3rd November 2025.

RESOLVED: That the reports are approved.

b) Notifications of Planning Consents/Refusals

None

c) Local Plan Consultation

It was noted that at the previous meeting councillors had agreed to vote for 'None of the Above' in relation to the Local Plan Reg 18 Consultation. However, there were many policies and sites that could also be commented upon.

RESOLVED: That councillors agree to draft responses to the different chapters in the consultation so that a draft response is ready for the committee meeting on 1st December 2025.

That the council continues to promote the consultation to the local community including providing paper copies of the response forms to The Space and offering appointments to help to complete the consultation to residents.

d) Community Asset Transfer – Eynsford Car Park

Councillors were asked whether they wished to apply for a community asset transfer for the small car park on Eynsford High Street. The Clerk noted that there may be costs associated with gaining a valuation for the plot which was required as part of the application process.

RESOLVED: That the Clerk applies for a transfer for the car park. That the Clerk sees if there is a local surveyor who can carry out a valuation.

e) Tree Work Application 25/03193/WTPO – Elderwood, Priory Lane, Eynsford

Councillors were informed about an application to lift the crown of two lime trees to 5.2m from ground level and to remove any major deadwood. The Tree Warden had offered no objections.

RESOLVED: That the information is noted.

f) Tree Work Application 25/03160/WTCA – Yew Tree Cottage, Station Road, Eynsford

Councillors were notified of an application to fell a cherry tree near to the front boundary of the property as close to ground level as possible as it is top heavy and a risk as close to the road and power lines. The Tree Warden had offered no objections.

RESOLVED: that the information is noted.

9384 HIGHWAYS & TRANSPORTATION

a) Report of the last Highways & Transportation Committee meetings

Councillors were asked to approve the reports of the Planning Committee meeting held on 3rd November 2025.

RESOLVED: That the report is approved.

b) Streetlight Replacement – Additional Costs

Councillors were informed that there were now additional costs to replacing the four streetlight columns as KCC required extra road management costs. The extra costs total £5280.30 + VAT, bringing the total cost for the streetlight replacement to £27,568.30.

RESOLVED: That the additional costs of £5280.30 + VAT are approved and that £4000 is transferred from the General Reserve Budget to the Streetlight Replacement Rolling Fund to cover the costs.

c) Tree Work, Castlefield Car Park

Councillors were informed that a quote had been received to cut back the vegetation around Castlefield Car Park for £260.

RESOLVED: That the quote of £260 is accepted and that the contractor is asked to cut back the vegetation hard.

d) Bower Lane Turning Point

Councillors were told that a resident of Bower Lane had asked for the council's assistance in improving a turning point, which was at the entrance to a farmer's field on Bower Lane as they needed to turn around to park their vehicle near to their property and the lane was too narrow. Mr Robson had helped to set up a meeting with the farmer who had indicated that he did not object to the work being carried out. Councillors were asked to discuss whether the council should be involved any further.

RESOLVED: That the resident is informed that the farmer does not object to the levelling work, and to put them in touch with him to discuss how to progress this issue.

9385 COMMUNITY

a) Report of the last Community Committee meeting

Councillors were asked to approve the report of the Community Committee meeting held on 3rd November 2025.

RESOLVED: That the report is approved.

b) Police/Crime Report

The Clerk provided crime information from September 2025. Ten crimes had been reported as follows:

Upper Austin Lodge	1 x Theft other
Bower Lane	1 x Violence and sexual offence
Lullingstone Park	1 x Anti Social Behaviour 1 x Violence and sexual offence
Towercroft, High Street	1 x Anti Social Behaviour
Gibsons Place, High Street	1 x Anti Social Behaviour
Car Park, High Street	1 x Anti Social Behaviour
Edwards Court	1 x Vehicle crime
Saddlers Park	1 x Vehicle crime
Riverside	1 x Anti Social Behaviour

RESOLVED: That the information is noted.

c) Public Space Protection Order

Councillors were asked to finalise the evidence for the police and Sevenoaks District Council in support of creating a Public Space Protection Order (PSPO). The Clerk reported that they had gathered reports from a number of residents which had been added to the document. Another contact was provided who may hold more information.

RESOLVED: That, when complete, the evidence is submitted to Sevenoaks District Council.

d) Membership of Kent County Playing Fields Association

Councillors were asked to decide whether to renew their membership of KCPFA at a cost of £20pa.

RESOLVED: That the membership of £20 is paid.

9386 OPEN SPACES

a) Report of the last Open Spaces Committee meeting

Councillors were asked to approve the report of the Open Spaces Committee meeting held on 3rd November 2025.

RESOLVED: That the report is approved.

b) Use of Changing Rooms by Village Hall Contractors

Councillors were asked to agree to Harrow Meadow Changing Rooms being used by the village hall contractors as an 'office' on weekdays only, during the start of the build process. This would not affect the availability of the facilities to the football clubs. The parish council would be remunerated for any use of utilities.

RESOLVED: That use of the changing rooms by the contractor is approved.

c) Neighbourhood Plan – Local Green Space Designation

Councillors were asked to agree that the following parish council land is put forward for designation as Green Spaces as part of the Neighbourhood Plan: Harrow Meadow football pitch, Chalk Hill, Common Meadow, Riverside and Castlefield Allotments. Harrow Meadow would not include the village hall site, car park or playground area. The pavilion are on Common Meadow would also be excluded.

RESOLVED: That the sites described above are included as protected Green Spaces within the Neighbourhood Plan.

d) Tree Work, Harrow Meadow

Two quotes were received for tree work at Harrow Meadow. The work to be carried out is to coppice 10 young sycamores close to the play area and to coppice two trees behind the changing rooms and a further 3 sycamores located at the side of the changing rooms. The two quotes were £770 and £600 + VAT.

RESOLVED: That the lower quote of £600 + VAT is accepted and the work progressed.

e) Charity Football Match – Harrow Meadow

Councillors were asked to consider waiving the hire fee for Eynsford Football Club for a charity match over the Christmas period involving players from local teams.

RESOLVED: That the hire fee is waived for the charity match.

9387 FACILITIES & ENVIRONMENT

a) Report of the last Facilities & Environment Committee meeting

Councillors were asked to approve the report of the Facilities & Environment Committee meeting held on 3rd November 2025.

RESOLVED: That the report is approved.

b) Tree Planting, Eynsford

Councillors were asked to consider a request for funding towards planting a tree on the verge outside a residential property on Eynsford Rise.

RESOLVED: That no funds are provided for this request. That the resident is put in touch with the Tree Warden who may recommend a suitable tree. That details of free trees or funding available are provided where available.

c) Support for the UNESCO Cross-Channel Geopark

Councillors were asked to approve a letter of support drafted by Mr Naylor in support of UNESCO status for the cross-channel geopark which includes the North Downs.

RESOLVED: That a letter of support is sent on behalf of the council.

d) Kent Downs Management Plan Consultation

Councillors were asked to consider responding to a consultation on the Kent Downs Management Plan for 2026/31.

RESOLVED: That the view of councillors are sought, collated and submitted by the Clerk.

The meeting ended at 10.01pm

Signed, Chairperson: 18th December 2025

Minutes of the Extraordinary Meeting of Eynsford Parish Council held on Thursday 13th November 2025, at the Parish Office, Priory Lane, Eynsford, at 7.30pm.

9375 PRESENT

Members Present

Mr A Cooke, Mr J Griffiths, Mrs J Laird, Mr D Naylor, Mrs H Sim (arrived 7.45pm)

Others Present

Mr V Robson (via videolink)

Clerk in Attendance

Mrs H Ivaldi

In the absence of Mr Robson, Mr Cooke chaired the meeting.

9376 APOLOGIES FOR ABSENCE

Mr M Barker, Mr V Robson, Mr O Young

9377 Local Plan, Reg 18 Consultation

Councillors were asked to agree on their overall response to the consultation and to discuss a joint leaflet with other parishes. There was a lengthy discussion about different sites and policies that would affect Eynsford and the pros and cons of supporting the different options offered by Sevenoaks District Council.

RESOLVED: That the council supports the option 'None of the Above'. That a detailed response to the consultation is agreed at the following two meetings of the council. That councillors support a joint leaflet with Farningham and Crockenhill Parish Councils giving advice and information about responding to the consultation and informing them of the parish councils' positions.

The meeting ended at 8.55pm

Signed, Chairperson: 20th November 2025

Eynsford Parish Council Committee Minutes, 3rd November 2025

Minutes of a meeting of the Planning Committee of Eynsford Parish Council held on Monday 3rd November 2025 held at Eynsford Parish Office at 7.30 p.m.

Members Present:

Mr M Barker (Chair of the Planning Committee), Mrs J Laird, Mr J Griffiths

Clerk in Attendance:

Mrs J Tunbridge

Others Present

Pauline Penney

Apologies for Absence:

Mrs H Sim, Mr D Naylor, Mr A Cooke, Mr O Young, Mr V Robson

1) Declarations of Interest

None

2) Neighbourhood Plan Update

Mrs Laird provided an update to the council informing them that at the last Neighbourhood Plan meeting held with Hannah the planning consultant they had discussed local green space designation for the village. This will be added to the next agenda for the full council meeting to discuss Parish Council land to be designated as Green Spaces.

The Steering Group are hosting an evening event at St Martin's Church on Tuesday 18th November where there will be a full update on the neighbourhood plan for the residents. All are welcome.

Resolved: That the information is noted.

3) Planning application 25/01494/HOUSE - Robsacks Kennels, Shoreham Road, Eynsford

Erection of single storey side extension. Demolition of original garage to be replaced with a single storey side extension. Alteration to fenestration.

Resolved: That Councillors have no Objections

4) Tree works application 25/02886/WTCA - 2-14 Gibsons Place Eynsford Kent DA4 0AA

Notification of various tree works, this has been sent to the tree warden for comment.

Resolved: For Information only

5) Conditions 5, 6, 9, 10, 11, 12, 13, 15, 18, 19 ref 25/01311/FUL Land South of Lane End, Sparepenny Lane

Councillors were asked to review the information provided by the applicant to meet the above conditions of the planning application and to provide comments as appropriate.

Mr Barker advised these are the applicant fulfilling their obligations to the planning application and is nothing to worry about.

Resolved: That the information is noted

6) Local Plan Consultation

Councillors were asked to discuss and agree how they wish to engage with residents about the Reg 18 consultation on the Local Plan, and also how they wish to formulate a response to the consultation. Councillors have noted that so far the council had advertised the consultation on Facebook and the website. Flyers and posters had also been distributed on notice boards around the village including inside the station, Lullingstone Park, St Martin's Church and Raffertys.

Resolved: Councillors stated they cannot dictate what people say but can encourage them. They will organise drop-in sessions at the Council offices to provide assistance and address any questions. The Clerks will create a new simple Facebook post emphasising the importance of responses and that it is not too late to participate. The post will state that option 1 does not include Pedham Place. The Clerks will also contact The Space to determine if councillors can visit to speak with attendees and assist them with completing the forms.

The Clerks will also inquire with the Baptist Church to see we can display posters on their notice board.

Mr Barker and Mrs Sim will contribute an article for the December Trident.

A Local Plan meeting will be held on Monday 17th November hosted by Sevenoaks District Council at the Village Hall, attended by Eynsford Councillors.

For the Eynsford Parish Council Response, further discussion will take place at the next full council meeting, reviewing the previous response and tailoring it for the 2025 submission.

The meeting of the Planning Committee closed at 7.59 p.m.

Minutes of a meeting of the Highways & Transportation Committee of Eynsford Parish Council held on Monday 3rd November 2025 held at Eynsford Parish Office at 7.59 p.m.

Members Present:

In the absence of Mr Robson, Mr Barker chaired the meeting
Mrs J Laird, Mr J Griffiths.

Clerk in Attendance:

Mrs J Tunbridge

Others Present

Pauline Penney

Apologies for Absence:

Mrs H Sim, Mr D Naylor, Mr A Cooke, Mr O Young, Mr V Robson

1) Declarations of Interest

None

2) Quiet Lanes

Councillors were asked to consider the Quiet Lane Scheme and whether we should apply to Kent County Council to request Sparepenny Lane, Upper Austin Lodge Road & Lullingstone Lane be designated as Quiet Lanes on the basis that these are popular walking, cycling and horse-riding routes which connect users to public footpaths and bridleways.

Resolved: That Mrs Laird will draft a response for the clerks to forward on to KKC for Sparepenny Lane, Upper Austin Lodge Road and Lullingstone Lane to be put forward under the Quiet Lane scheme. That the Clerks contact Farningham PC to ask them to consider if they wish to request the same for the part of Sparepenny Lane within their parish and Beesfield Lane.

The meeting of the Highways Committee closed at 8.06 p.m.

Minutes of a meeting of the Open Spaces Committee of Eynsford Parish Council held on Monday 3rd November 2025 held at Eynsford Parish Office at 8.06 p.m.

Members Present:

In the absence of Mr Cooke, Mr Barker chaired the meeting
Mr J Griffiths, Mrs J Laird

Clerk in Attendance:

Mrs J Tunbridge

Others Present

Pauline Penney

Apologies for Absence:

Mrs H Sim, Mr D Naylor, Mr A Cooke, Mr O Young, Mr V Robson

1) Declarations of Interest

None

2) Review of Annual Walkabout

Councillors were asked to review and agree actions following the walkabout in August

Resolved: That the following actions are taken:

- Notice Board – Mill Lane, if budget permits replace cork backing.
- Bench – Priory Lane triangle, obtain quotes to rub down and re paint and varnish.
- Sycamore sapling – Edwards Hall site, Parish Office to rear, obtain quotes to remove.
- Castlefield car park entrance – Vegetation needs cutting back, to obtain quotes for this work.
- Castlefield car park access road – ivy needs cutting back, to obtain quotes for this work.
- Castlefield car park - drains need weeding & replacing in areas; perimeter vegetation needs cutting back, to obtain quotes for this.
- Castlefield car park – weeds in access road, needs weeding
- Allotments - Fence broken and sign on the ground in overgrown area needs removing as fencing and sign not needed, Mr Cooke will do this.

- Changing rooms, Harrow Meadow - Refer to condition survey. In addition to programme of works a tree at the rear needs to be removed as it is hanging over the roof and gutters. Work is due to start in the autumn, so obtain a quote to remove the tree.
- Bus stop – Parsonage House Bank, needs signs removed as nothing on them. To chase Go coach, who have previously been told this.
- Bench at Riverside Green opposite Furlongs Farm road - bench needs repairing & slats need replacing as split in places and lift when sat on. To obtain quotes to fix bench.
- Riverside parking posts, opposite Riverside Club - 1 post has been removed and hole filled in with rubble which looks unsightly and unsafe, then from the bridge 1st and 2nd post wobbly and 3rd post very wobbly. To Obtain quotes to fix the posts.
- Common Meadow Fence – Needs replacing. This is in the process of being changed.
- Bus shelter, opposite Normans butchers - some shingles missing from front of roof, could do with repair. To obtain quotes.
- North School cross pole – needs a light and reflective strip as per the South pole. To contact highways to do this.
- Bus top, outside Normans butchers - one side needs new white backing behind glass, it's shattered. A clean would be good. To contact go coach.

The meeting of the Open Spaces Community Committee closed at 8.19 p.m.

Minutes of a meeting of the Facilities & Environment Committee of Eynsford Parish Council held on Monday 3rd November 2025 held at Eynsford Parish Office at 8.19 p.m.

Members Present:

In the absence of Mr Naylor, Mr Barker chaired the meeting
Mr J Griffiths, Mrs J Laird

Clerk in Attendance:

Mrs J Tunbridge

Others Present

Pauline Penney

Apologies for Absence:

Mrs H Sim, Mr D Naylor, Mr A Cooke, Mr O Young, Mr V Robson

1) Declarations of Interest

None

2) Acrostic Trees, Lullingstone

Councillors were asked to discuss maintenance of the acrostic trees at Lullingstone. It has been observed that trees are rubbing on the wood crossmembers due to the webbing becoming detached because of high winds. This is causing damage to the tree bark. Additionally, the grass surrounding the trees has not been cut.

Resolved: Councillors agreed that Mrs Laird, Mr Barker and Mr Naylor would agree to visit the trees together and remove the crossmembers and strim the grass surrounding the trees.

The meeting of the Facilities & Environment Committee closed at 8.23 p.m.

Appendix Q

Public Questions from the Meeting of Eynsford Parish Council, held on Monday 3rd November 2025

At 8.23 p.m. the meeting was opened to questions from the public.

Mrs Penney has noted on the main road by the school there are three houses that hedges that are encroaching onto the pavement. The houses are Malabar, The Old Orchard & Braemar - Towercroft. The clerks will send them a polite letter to ask them to cut the hedges.

Mrs Penney also noted blocked drains on the high street, near Rafferty's and the Baptist church and opposite the school gates and then also halfway up Eynsford Rise. The clerks will contact Highways to log this complaint.

The public meeting ended 8.28pm