

Minutes of the Meeting of Eynsford Parish Council held on Thursday 16th October 2025, at the Parish Office, Priory Lane, Eynsford, at 7.30pm.

9365 PRESENT

Members Present

Mr A Cooke, Mr J Griffiths, Mrs J Laird, Mr V Robson, Mrs H Sim (arrived 7.45pm)

Others Present

Clerk in Attendance

Mrs H Ivaldi

9366 APOLOGIES FOR ABSENCE

Mr M Barker, Mr D Naylor, Mr Logen (County Councillor)

9367 CHAIR'S REMARKS

None

9368 CLERK'S COMMENTS

The Clerk noted that the office would be closed for much of the following week (half term) but would be open on 23rd October.

9369 GOVERNANCE

a) Declarations of Interest

None.

b) Minutes of Previous Meeting

The minutes of the last full council meeting held on 18th September 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 September 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 Laird noted that she had cleaned the noticeboard at Riverside and that the bylaw information had been renewed.

RESOLVED: That the information is noted.

e) Code of Conduct

Councillors were asked to adopt the latest version of the NALC Code of Conduct 2020 which relates to the conduct of councillors and the register of interests. This would replace the council's existing version of the Code of Conduct, last updated in 2012.

RESOLVED: That the new Code of Conduct is adopted by the council.

f) Annual Governance and Accounting Review 2024/25

Councillors were informed that the AGAR had been completed and had been advertised as required by law and is available on the parish council website. Some minor points raised by the auditor were read out in the meeting.

RESOLVED: That the information is noted and that the Clerk is thanked for her work on this.

g) Land Swap – Harrow Meadow & Castlefield

The Clerk reported that all the legal and registration processes in respect of the land swap between the parish council and Alexander Farming have now been completed and that the relevant documents had been received.

RESOLVED: That the information is noted.

h) Salary Review

Councillors were asked to note, that as per the contract, the Assistant Clerk's salary will increase by one salary point each year in October within the current salary range. The salary will therefore be increased from level 13 to 14 starting in October 2025.

RESOLVED: That the information is noted.

i) Village Hall Project Costs

Councillors were asked to agree to pay Modus, the consultant Quantity Surveyor for the village hall project, for their fees for the PCSA stage of the project amounting to £8625+ VAT spread over a five-month period.

RESOLVED: That Modus is paid up to £8625 + VAT from the Village Hall Support budget.

j) Village Hall Project Contribution, Contractor Costs

Councillors were asked to decide whether to contribute towards the design and build costs of the village hall by paying up to £45,000 of the contractor's PCSA costs over the next five months from the council's Village Hall Support budget which currently stands at £57,861.77.

RESOLVED: That the parish council do not pay for the PCSA, but contribute towards the project later on in the programme.

k) Village Hall Car Park, Design Fees

It was noted that the parish council had decided that the new village hall car park would remain in its ownership. The design work for the car park needs to be completed alongside the hall design. Councillors were asked to agree to pay the design fee for the car park of £1500 + VAT plus fess for the planning condition relating to the car park (section 278) costing £2520 + VAT.

RESOLVED: That the design fee (£1500 + VAT) and the planning fee (£2520 + VAT) are paid from the Harrow Meadow Car Park budget.

l) Lease Agreement – Harrow Meadow

Councillors were informed that the village hall trustees had requested two changes to the draft lease. Firstly, that the lease is drawn up with a Charitable Incorporated Organisation and later changed to Eynsford Village Hall Trust. Secondly, that the term of the lease is extended from 99 to 999 years.

RESOLVED: That more information is requested from the trustees about the reasons behind the change in length of the lease. That more information is requested from the trustees about the

status of the village hall charity and how this relates to the lease. That legal advice is sought before making a decision.

m) Neighbourhood Plan Update

Mrs Sim provided an update on the Neighbourhood Plan. She noted that there would be a meeting the following day where the steering group would be reporting back on tasks and progressing Stage 2. This process would be guided by the planning consultant. There would be a site meeting later in the autumn to identify sites to be included in the plan. Mrs Sim noted that the Sevenoaks District Council representative was also happy with the progress with the plan.

RESOLVED: That the information is noted.

n) Village Hall Update

Mr Cooke provided an update on the village hall project. He said that there had been some delays in the signing of the contract with the chosen contractor due to needing to resolve some VAT issues. A buyer was lined up for the existing site and would like to start work in February/March.

RESOLVED: That Mr Cooke speaks to trustees to encourage them to get the contract secured.

9370 PLANNING

a) Report of the last Planning Committee meetings

Councillors were asked to approve the reports of the Planning Committee meetings held on 1st September 2025 and 6th October 2025.

RESOLVED: That the reports are approved. Mrs Sim asked that her objection to the approval of the minutes from 1st September 2025 be noted.

b) Notifications of Planning Consents/Refusals

None

c) Planning Application 25/02400/HOUSE – Springpark, Station Road, Eynsford

Councillors were asked to consider an application for a roof alteration including the removal of the chimney, installation of a rear dormer, and rooflights to the front and side elevations, plus internal alterations – a new air conditioning unit.

RESOLVED: That no objections are made.

d) Local Plan

Councillors were told that an informal meeting had been held with representatives from Farningham and Crockenhill Parish Councils the previous week. It was agreed that the parishes should join forces in advising residents on how to respond to the consultation. There had also been a discussion about distributing a joint leaflet.

The consultation information would be arriving the following week from Sevenoaks District Council on 23rd October. Ten bookable pop-up sessions had been organised on Sevenoaks District Council including one on 17th November at Eynsford Village Hall.

RESOLVED: That the information is noted.

9371 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 6th October 2025.

RESOLVED: That the report is approved.

9372 COMMUNITY

a) Report of the last Community Committee meeting

Councillors were asked to approve the report of the Community Committee meeting held on 6th October 2025.

RESOLVED: That the report is approved.

b) Police/Crime Report

The Clerk provided crime information from August 2025. Twenty three crimes had been reported as follows:

Bower Lane	1 x Anti-social behaviour
Lullingstone Park	1 x Anti-social behaviour
	1 x Theft
	1 x Shoplifting offence
Lullingstone Car Park	2 x Anti-social behaviour
Mill Lane	1 x Anti-social behaviour
Gibsons Place	1 x Criminal damage/arson

Pollyhaugh	1 x Vehicle crime
Eynsford Car Park	3 x Anti-social behaviour 1 x Public Order offence
Saddlers Park	2 x Anti-social behaviour 1 x Vehicle crime
Eynsford Station	1 x Anti-social behaviour
St Martin's Drive	1 x Criminal damage/arson
Birch Close	1 x Anti-social behaviour
Plough Car Park	3 x Anti-social behaviour 1 x Violence/sexual offence

RESOLVED: That the information is noted.

c) Eynsford in Bloom Finance

Councillors were asked to discuss a request from Eynsford in Bloom to look after their finances if Eynsford Village Society closes.

RESOLVED: That Eynsford in Bloom are encouraged to set up their own bank account so they can manage their own finances.

d) Donation, The Space

Councillors were asked to agree a donation to The Space to contribute towards a Christmas party for their residents.

RESOLVED: That a donation of £175 is made to The Space from the donations budget.

e) Resilience Plan

Mrs Laird provided an update on work on the Community Resilience Plan. She had drafted a letter to be sent to organisations that might be able to provide a space and other facilities during an emergency situation. This included a form that can be completed and returned to the parish council. It was also mentioned that some elderly people may wish to be added to the vulnerable people list.

RESOLVED: That the letter to organisations is approved and is sent to relevant organisations.

f) Donation, Air Ambulance Kent Surrey Sussex

Councillors were asked to consider making a donation to the Air Ambulance Charity.

RESOLVED: That as a donation was made in March 2025, no further donation is made at this time.

g) Donation, Poppy Appeal

Councillors were asked to agree a donation to the Poppy Appeal.

RESOLVED: That a donation of £100 is made from the donations budget.

9373 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 6th October 2025.

RESOLVED: That the report is approved.

b) Fencing at Common Meadow

Councillors were asked to agree on the type of fencing to be used to replace the existing chain link fencing at Common Meadow.

RESOLVED: That 1.2m, green, safetop fencing is used, with an approximate length of 125m. That quotes are sought to purchase and install the fencing .

9374 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 6th October 2025.

RESOLVED: That the report is approved.

b) Percy Pilcher Memorial

Councillors were informed that further correspondence had been received by the Clerk that seems to indicate that no formal maintenance agreement was set up when the monument was moved private land. Access was provided as agreed, but no other arrangements were made. Councillors were asked to consider any further action.

RESOLVED: That a site visit is arranged to formulate a specification for a quote.

The meeting ended at 8.57pm

Signed, Chairperson: 20th November 2025

Eynsford Parish Council Committee Minutes, 6th October 2025

Minutes of a meeting of the Planning Committee of Eynsford Parish Council held on Monday 6th October 2025 held at Eynsford Parish Office at 7.30 p.m.

Members Present:

Mr M Barker (Chair of the Planning Committee), Mr A Cooke, Mrs J Laird, Mr V Robson, Mr O Young, Mr J Griffiths

Clerk in Attendance:

Mrs J Tunbridge

Others Present

Pauline Penney

Apologies for Absence:

Mrs H Sim, Mr D Naylor

1) Declarations of Interest

None

2) Neighbourhood Plan Update

Mr Robson informed the councillors that all surveys have been completed and are now presented in charts and posted on our website and Facebook for public viewing. The next meeting will take place on Friday 17th October at 10am at St Martin's Church where Hannah the project planner will be joined by a colleague who will have a tour of our village and assist in compiling the policies for the plan. We aim to have policies in place by mid December 2025.

Resolved: That the information is noted.

3) Local Plan Consultation

Councillors were asked to discuss any strategy for responding to the upcoming Local Plan consultation and engaging with residents.

Mr Barker advised that a public meeting will be held on 17th November 2025 at St Martins Church booked by Sevenoaks District Council for a drop in consultation event. Mr Robson noted that a

detailed response to regulation 18 was submitted in December 2023. He said people think this is a done deal, but it really isn't.

Resolved: Parish Councillors will engage and motivate the residents by advertising on Facebook and in the next Newsletter to request their responses via the Parish Council. This will enable the Council to respond on their behalf, but they are more than welcome to respond directly. Mr Young will draft this, and Mr Robson will liaise with the Clerk to arrange this.

4) Transfer of Assets – Saddlers Park Green

As part of the process for requesting a transfer of assets the parish council is required to show consultation with the community. It was suggested that a letter is written to all Saddlers Park residents explaining the intentions of the parish council regarding the green and requesting feedback.

Mr Robson noted that this has already been mentioned in the Neighbourhood Plan.

Resolved: Councillors agreed to extract the information from the Neighbourhood Plan and write to the residents of Saddlers Park informing them about the Transfer of assets and what it means. Councillors also mentioned the carpark in the Village and whether it can be transferred. The clerk will investigate this.

5) Kent and Medway Local Government Reorganisation

Councillors were asked to discuss this here due to time restrictions. Kent and Medway Councils are gathering data and evidence which will be used when they submit their proposals to government on local government reorganisation. Councils are asked to provide responses to the following questions relating to Kent and Medway:

What are the key factors you think should be taken into account and why?

What opportunities could be realised by reorganisation and what are your aspirations?

What problems could be fixed by reorganisation and why?

What problems could be created or will not be fixed by reorganisation and why?

Resolved: Councillors agreed on the following Responses, and the Clerk will reply on behalf of the Council:

1. Key factors

The biggest factor will be financial – will the reorganisation reduce costs?

2. Opportunities

The opportunity to have more local people involved and to create better working relationships with parishes.

3. Problems Fixed

Problems that could be fixed would be lack of transparency. We hope the new structure will provide more clarity for residents.

4. Problems Created

The new organisations could be too big to deal with local problems and local connections (e.g. with current district council) will be lost.

The meeting of the Planning Committee closed at 8.05 p.m.

Minutes of a meeting of the Highways & Transportation Committee of Eynsford Parish Council held on Monday 6th October 2025 held at Eynsford Parish Office at 8.05 p.m.

Members Present:

Mr M Barker, Mr V Robson (Chair of the Highways & Transportation Committee), Mr A Cooke, Mrs J Laird, Mr O Young, Mr J Griffiths.

Clerk in Attendance:

Mrs J Tunbridge

Others Present

Pauline Penney

Apologies for Absence:

Mrs H Sim, Mr D Naylor

1) Declarations of Interest

None

2) Pavement, Elm Cottages

Councillors were asked to discuss an issue raised by a resident about lack of pavement outside Elm Cottages, Station Road, Eynsford and whether this should be added to the Highways Improvement Plan.

Resolved: Councillors agreed to add this to the HIP (Highways Improvement Plan), and Mr Robson will reply to the Resident to advise this.

3) Lost Footpath, Lullingstone Lane

Councillors were asked to discuss whether to support a proposal to reinstate a footpath that ran parallel to Lullingstone Lane in the past. Mr Young advised he has been in contact with The Kent Ramblers who are happy to put in the request to reinstate the footpath.

Resolved: Councillors agreed that Mr Young will go back to The Kent Ramblers who will put in the request to reinstate the footpath and Mr Robson agreed to talk to the Alexanders to let them know as the footpath starts by the farm.

The meeting of the Highways Committee closed at 8.14 p.m.

Minutes of a meeting of the Community Committee of Eynsford Parish Council held on Monday 6th October 2025 held at Eynsford Parish Office at 8.14 p.m.

Members Present:

Mr M Barker, Mr A Cooke, Mrs J Laird (Chair of the Community Committee), Mr V Robson, Mr O Young, Mr J Griffiths

Clerk in Attendance:

Mrs J Tunbridge

Others Present

Pauline Penney

Apologies for Absence:

Mrs H Sim, Mr D Naylor

1) Declarations of Interest

None

2) KALC Community Awards 2025

Councillors were asked to agree to participate in the KALC Community Awards for 2025.

Resolved: Councillors agreed to participate and invite nominations.

3) Newsletter Articles

Councillors were asked to agree articles to be included in the next parish newsletter.

Suggested articles may include: Plan 2040 Consultation, KALC Community Awards, digital phone line changeover; Power Outage Preparation.

Resolved: Councillors agreed on the following articles to be in the next newsletter:

- Plan 2040 Consultation
- KALC Community Awards
- Update on the 2025 Fun Day
- Digital phone line changeover
- Power outage Preparation
- The Space and its new defibrillator
- EIB competition results

4) Christmas Lights

Members were asked to discuss plans for Christmas lights 2025, when and where they should be put up and dates for doing so.

Resolved: Councillors agreed to put up Christmas lights at St Martin's Lychgate and the War Memorial. The lights will be put up at 3pm on Saturday 29th November and also turned on at this time. Mrs Laird will check the current lights and batteries are all in working order before this date.

The meeting of the Community Committee closed at 8.27 p.m.

Minutes of a meeting of the Open Spaces Committee of Eynsford Parish Council held on Monday 6th October 2025 held at Eynsford Parish Office at 8.29 p.m.

Members Present:

Mr M Barker, Mr A Cooke (Chair of the Open Spaces Committee), Mrs J Laird, Mr V Robson, Mr O Young, Mr J Griffiths

Clerk in Attendance:

Mrs J Tunbridge

Others Present

Pauline Penney

Apologies for Absence:

Mrs H Sim, Mr D Naylor

1) Declarations of Interest

None

2) Review of Annual Walkabout

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

Resolved: Councillors noted that not all the walkabout had been completed and updated, so have agreed to extend the deadline to Thursday 16th October and to agree actions at the next Committee meeting.

3) Signage for Riverside

Councillors were asked to approve draft signage for Riverside and possibly other recreation areas.

Resolved: Councillors agreed for 3 signs to be posted at Riverside being standard A4 colour and having one at each end of riverside and one in the middle.

Agreed wording as follows on Parish Council Headed paper:

Welcome to Riverside

Please help us keep this shared community space safe and enjoyable for all.

What's not allowed:

- No horses or ponies
- No fires, BBQs, or fireworks

- No camping or overnight stays
- No littering
- No anti-social behaviour
- No organised sports or events without Parish Council permission
- No dogs

Respect others:

- Please keep noise to a minimum
- Be considerate of other users enjoying Riverside

For more details, please refer to our bylaws displayed nearby and on www.eynsfordparishcouncil.gov.uk or contact 01322 865320.

The meeting of the Open Spaces Committee closed at 8.45 p.m.

Appendix Q

Public Questions from the Meeting of Eynsford Parish Council, held on Monday 6th October 2025

At 8.27 p.m. the meeting was opened to questions from the public.

Mrs Penney advised due to high winds she had noticed the notice board outside of Anthony Roper had all the flyers blow away, she took some time to pick up the litter and tidy up the board, she wanted to let the Council know the board needs new cork as it was hard to pin notices to the board.

Resolved: Councillors agreed that the clerk will get quotes and have the board fixed.

The public meeting ended 8.29pm