

# Minutes of the Meeting of Eynsford Parish Council held on Thursday 22<sup>nd</sup> May 2025, at the Parish Office, Priory Lane, Eynsford, at 7.30pm.

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## 9325 PRESENT

### Members Present

Mr M Barker  
Mr A Cooke  
Mrs J Laird  
Mrs H Sim  
Mr V Robson  
Mr O Young

### Others Present

Mrs J Tunbridge, Mr T Powell.

### Clerk in Attendance

Mrs H Ivaldi

## 9326 APOLOGIES FOR ABSENCE

Mr D Naylor, Mr J Griffiths, Mr M Logen (County Councillor).

## 9327 CHAIR'S REMARKS

None

## 9328 CLERK'S COMMENTS

The Clerk reminded councillors to send in their Trident reports by the deadline which was generally the 12<sup>th</sup> of the month. A rota had been circulated so that members could diarise their reports.

## 9329 GOVERNANCE

### a) Declarations of Interest

None.

### b) Minutes of Previous Meeting

The minutes of the last full council meeting held on 24<sup>th</sup> April 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 April 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. There were none.

**RESOLVED:** That the information is noted.

e) Financial Regulations

Councillors were asked to review the new model financial regulations produced by NALC which the Clerk had amended to reflect the council's previous financial regulations and procedures.

**RESOLVED:** That the financial regulations are adopted including the suggested amendments (as appended).

f) Insurance Renewal

The Clerk reported that quotes had been sought from two companies but had not been received. The renewal date for the insurance was 1 June 2025.

**RESOLVED:** That the Clerk seeks to extend the current insurance until the next meeting when it can be discussed, or to organise an Extraordinary Meeting, as appropriate.

g) Energy Contract

Councillors were provided with various quotes for electricity for the parish office which is due for renewal at the end of June. Councillors were asked to decide which contract to take.

**RESOLVED:** That the cheapest contract is taken out – Yu Energy for a 36 month period.

h) Neighbourhood Plan - Eynsford

Councillors were informed that Farningham Parish Council had written to say that they had decided that they would prefer to proceed with the Neighbourhood Plan individually, rather than as a joint project. Councillors were asked to decide if they would still like to progress a plan for Eynsford alone.

**RESOLVED:** That the council progresses with a single Neighbourhood Plan. That the whole of Eynsford parish is designated as an area for the Neighbourhood Plan and is registered with Sevenoaks District Council. That a letter of thanks is written to Farningham Parish Council recognising the work has been done to date.

i) Neighbourhood Plan Update

Mrs Sim updated councillors on the Neighbourhood Plan. An initial meeting for members of the public interested in the plan had been held that morning with around 20 attending. Some of these had signed up to be working groups which were: Protected Landscapes, Planning, Transport, Amenities and Business. Mrs Sim said she and Mr Robson had been busy trying to engage people of all ages by visiting various groups in the village. Some were interested but were unable to attend the meeting. Mrs Laird offered to help to contact more village businesses.

In terms of progressing the plan, two further meeting dates had been set in June and July for the working groups and other interested parties. Advice had been sought from locality and Sevenoaks District Council. The next stage would be to appoint a consultant and look at funding.

**RESOLVED:** That the information is noted.

j) Village Hall Update

Mr Cooke said that the existing hall was now on the market for redevelopment and there had been some interest. Two potential contractors had been interviewed about building the new hall and their costs. The initial quotes were for a stage 1 tender only and additional quotes would be needed for a full breakdown. The development committee would like to start work this year if at all possible, even if that means making it a two stage project.

**RESOLVED:** That the information is noted.

k) Public Works Loan

Mr Cooke reported that the village hall development committee had asked if the parish council would commit to applying for a public works loan to help to fund the new hall. Councillors were unwilling to commit to applying for a loan until the outcome of the CIL grant application is known.

**RESOLVED:** That councillors agree to start preparatory work towards getting a loan, so that if the parish council decides to take out a loan, of no more than £150K, the process will be quicker.

l) Freedom of Information Requests

Councillors discussed how freedom of information requests are managed. The Clerk noted that these were administrative tasks covered by legislation from the Information Commissioner, not decision-making items.

**RESOLVED:** That the council is notified of any Freedom of Information (or similar) requests. That the clerk looks at the guidance used by Sevenoaks District Council.

**9330** **PLANNING**

a) Report of the last Planning Committee meeting

Councillors were asked to approve the report of the Planning Committee meeting held on 6<sup>th</sup> May 2025.

**RESOLVED:** That the report is approved.

b) Notifications of Planning Consents/Refusals

The following information had been received since the last meeting:

25/00211/HOUSE – Old Manse, High Street, Eynsford – GRANTED

25/00271/HOUSE – Sparepenny Cottage, Sparepenny Lane, Eynsford – GRANTED

25/00959/AGRNOT – Land East of Holmesdale Hall, Parkgate Road – PLANNING PERMISSION REQUIRED

19/03345/FUL -Harrow Meadow, Bower Lane, Eynsford – Condition 4ii - RECEIVED

**RESOLVED:** That the information is noted.

c) Planning and Infrastructure Bill

Councillors were told that the government are introducing a new bill that will change how the planning system works including reducing the involvement of local government and communities in planning decisions. Mr Barker had drafted a response to be sent to MP Laura Trott.

**RESOLVED:** That Mr Barker's response is sent to Ms Trott on behalf of the council.

d) Planning Application 25/01127/FUL – Unit 3, Lullingstone Park Farm Barn Estate, Lullingstone Lane, Eynsford

Councillors discussed plans for the siting of two new storage containers.

**RESOLVED:** That councillors object to the proposal as they may be visible from the road and would constitute an inappropriate development in the Green Belt and National Landscape.

e) Planning Application 25/00763/FUL – Straw Shed, Hulberry Farm, Lullingstone Lane, Eynsford

Councillors reviewed an application for the demolition of the existing dwelling (Hulberry Barn) and erection of a replacement dwelling with new access and landscaping and two air source heat pumps.

**RESOLVED:** That no objections are made.

f) Former Railways Goods Yard

Councillors were asked to record concerns raised by members of the community regarding the storage facility adjacent to the station.

**RESOLVED:** That councillors agreed to issue a statement about the permission for the site, the powers of the parish council with regards to planning and what action individual residents can take.

g) Trees on Upper Austin Lodge Road

Councillors were informed that Kent County Council plan to remove two trees adjacent to the former Railway Goods Yard due to extensive crown dieback/decay. They have no plans to replace the trees due to site restrictions.

**RESOLVED:** That Kent County Council are asked to plant replacement trees in a suitable position.

**9331 HIGHWAYS & TRANSPORTATION**

a) Proposed Closure of Hulberry Rail Crossing

Councillors were asked to agree a response to Network Rail's revised proposal to close the foot crossing at Hulberry for safety reasons. Network Rail had produced a revised plan, avoiding the road, with the footpath diversion staying on the bottom of the field, going under the viaduct and crossing up the next field towards Hulberry.

**RESOLVED:** That councillors support the revised diversion of the new footpath.

**9332 COMMUNITY**

a) Report of the last Community Committee meeting

Councillors were asked to approve the report of the Community Committee meeting held on 6<sup>th</sup> May 2025.

**RESOLVED:** That the report is approved.

**b) Police/Crime Report**

The Clerk provided crime information from March 2025. Eleven crimes had been reported as follows:

Lullingstone Castle (car park)	3 x Burglary
Upper Austin Lodge Road	1 x Burglary
Pollyhaugh	1 x Burglary
Village Car Park	1 x Anti Social Behaviour
Riverside	1 x Anti Social Behaviour
Crockenhill Lane	1 x Anti Social Behaviour
St Martin's Drive	1 x Criminal Damage/Arson
Lullingstone Country Park	1 x Theft
	1 x Violence and Sexual Offence

**RESOLVED:** That the information is noted.

**c) Donation Request – Citizens Advice**

Councillors were asked to consider making a donation to Citizens Advice North & West Kent to contribute towards the services that they offer to residents, including those attending The Space.

**RESOLVED:** That a donation of £200 is made (Section 137).

**d) Donation Request – West Kent Mediation**

Councillors were asked to consider making a donation to West Kent Mediation to support the free community mediation services they provide to residents.

**RESOLVED:** That, due to limited budget, no donation is made.

**9333 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 6<sup>th</sup> May 2025.

**RESOLVED:** That the report is approved.

**b) Football Fees**

Councillors were asked to reconsider the way each team is charge for use of the football pitch at Harrow Meadow. Due to the unpredictability of the number of matches, a pay per play system was suggested.

**RESOLVED:** That the adult teams are charged £85 per use (including use of the changing rooms) and that the Under 16s team is charged £65 per use.

**c) Under 11s Football Fees**

Councillors were asked to discuss the amount to be charged to the new Under 11s team for training on the pitch.

**RESOLVED:** That the Under 11s team is charged £30 per use on the understanding they will not be using the changing rooms.

d) Common Meadow Fencing

Councillors discussed types of fencing they would consider suitable for replacing the chain link fencing at Common Meadow.

**RESOLVED:** That residents of Furlongs Road and Eynsford Cricket Club are asked their opinions on the following types of fencing:

- Safe top fencing
- Estate Fencing
- Bow Top fencing
- V mesh profile fencing /Pallex fencing

That their responses are considered when making a decision about which type of fencing to install..

e) Allotment Association

Councillors were asked to revisit the possibility of setting up an allotment association.

**RESOLVED:** That the Clerk works with Mr Barker to write to allotment holders outlining the pros and cons of an association.

**9334 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 6<sup>th</sup> May 2025.

**RESOLVED:** That the report is approved.

b) LGA Consultation on Climate Change

Councillors discussed the Local Government Association consultation on whether local councils/government should have a statutory duty to act on climate change. Mrs Laird reported that she had started to write a response with assistance from Ms Russell, a Green Team member. Mr Robson noted his concerns that the legislation would result in more developments like solar farms as well as restricting householders from cost effective home maintenance.

**RESOLVED:** That Mrs Laird submits a response on behalf of the council, taking into account comments from other councillors and Ms Russell.

The meeting ended at 9.57 pm

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Chairperson: 19<sup>th</sup> June 2025

## **Minutes of a meeting of the Planning Committee of Eynsford Parish Council held on Tuesday 6<sup>th</sup> May 2025 held at Eynsford Parish Office at 7.31 p.m.**

### Members Present:

Mr M Barker (Chair of the Planning Committee)  
Mrs H Sim  
Mr A Cooke  
Mrs J Laird  
Mr J Griffiths

### Clerk in Attendance:

Mrs J Tunbridge

### Others Present

### Apologies for Absence:

Mr O Young  
Mr D Naylor  
Mr V Robson

- 1) Declarations of Interest  
None
- 2) Planning Application 25/01098/HOUSE- 1 Darenth Cottages, Station Road, Eynsford  
Demolition of existing rear conservatory and erection of single storey rear extension with sky light and alteration of existing fenestration.  
**Resolved:** That no objections are made.
- 3) Tree Work Application 25/01255/WTCA – Castle House, High Street, Eynsford  
Notice was received about plans for various works to trees. Details of this application were sent to the Tree Warden for comment, and he had no objections.  
**Resolved:** That no objections are made.
- 4) Terms of Reference – Neighbourhood Plan Steering Group  
Councillors were asked to review and approve the circulated terms of reference for the steering group for the joint Neighbourhood Plan. It was noted that multiple amendments had been made by Farningham councillors. It was also noted that a Neighbourhood Plan meeting will be held on Thursday 22<sup>nd</sup> May at St Martins Church, Eynsford, 10am to enable people to come along and hear all about it and sign up to sub committees which will feed into the steering group. Farningham PC have also organised a similar meeting for Monday 2<sup>nd</sup> June 7pm at Farningham Village Hall.  
**Resolved:** That the changes to the Terms of Reference are approved.
- 5) Planning and Infrastructure Bill  
The government are introducing a new bill that will change how the planning system works including reducing the involvement of local government and communities in planning decisions. Councillors were asked to agree a response to these changes to send to Laura Trott MP so that she can raise them on the Councils behalf. It was mentioned that this links to the Neighbourhood plan and will be a positive to help with the future of planning applications.  
**Resolved:** Councillors agreed that Mr Barker will reply with the Councils approved response via email.

The meeting of the Planning Committee closed at 7.51 p.m.

## **Minutes of a meeting of the Community Committee of Eynsford Parish Council held on Tuesday 6<sup>th</sup> May 2025 held at Eynsford Parish Office at 7.51 p.m.**

### Members Present:

Mr M Barker  
Mrs H Sim  
Mr A Cooke  
Mrs J Laird (Chair of the Community Committee)  
Mr J Griffiths

### Clerk in Attendance:

Mrs J Tunbridge

### Others Present

### Apologies for Absence:

Mr O Young  
Mr D Naylor  
Mr V Robson

#### 1) Declarations of Interest

None

#### 2) Kent Wildlife Trust – Membership Renewal 2025

Councillors were asked to agree renewal of the Council's membership to Kent Wildlife Trust costing £36/yr.

**Resolved:** That membership is renewed at £36.00

#### 3) VE Day Update

Mrs Laird told those present that VE Day Celebrations are being held at St Martins Church with a flag raising ceremony at 8.45pm and then a Community Afternoon Tea Celebration between 5 and 7pm with a display from Farningham and Eynsford History Society and bell ringing at 6.30pm. Bunting would be hung outside the church and the local band will play at 5.30pm.

All Cllrs were asked to bake a cake and attend the afternoon celebration and help with serving teas and cakes.

**Resolved:** That the information is noted.

#### 4) Annual Parish Meeting

Councillors were asked to review and discuss the Annual Parish Meeting and highlight any matters raised by residents during the evening. All Councillors agreed it was a good evening, and it had a great attendance, but that there could have been some more local businesses / societies there. Mrs Laird said most of the matters raised with her seemed to be parking in the village, yellow lines & the bottle neck at the Five Bells pub in the high street, and maybe this can be something we can raise again with the new County Council. Mrs Sim received many comments about the containers at the former goods yard, and that residents don't want to report as they cannot report anonymously on the Sevenoaks District Council's portal.

**Resolved:** That before next year's Annual Parish meeting the council meets to go through and invite relevant businesses / societies to have stalls. That Mrs Sim writes an article for the Trident and mentions that if a freedom of information request is made, although you cannot contribute anonymously, the Council redact your personal information.

The meeting of the Community Committee closed at 8.08 pm.

## **Minutes of a meeting of the Open Spaces Committee of Eynsford Parish Council held on Tuesday 6<sup>th</sup> May 2025 held at Eynsford Parish Office at 8.08 p.m.**

### Members Present:

Mr M Barker  
Mrs H Sim  
Mr A Cooke (Chair of the Open Spaces Committee)  
Mrs J Laird  
Mr J Griffiths

### Clerk in Attendance:

Mrs J Tunbridge

### Others Present

Mr N Martin (arrived 8.11pm)

### Apologies for Absence:

Mr O Young  
Mr D Naylor  
Mr V Robson

#### 1) Declarations of Interest None

#### 2) Use of Football Pitch - U11s Team

An U11s football team have asked if they could regularly use the football pitch on Saturday mornings next season for their training sessions.

Mr Cooke was initially worried regarding another team using the pitch as it takes a lot to maintain the pitch to keep it at a good standard and was concerned about the use of the goals as these are owned by Riverside Wanderers FC.

Mr Martin who came to the meeting to discuss this matter explained the team are only training and will have their own pop-up goals and cones, and he is more than happy to have the keys to open the gate for the carpark and lock up the gates/field after training.

**Resolved:** Councillors agreed training for the under 11s team subject to an agreement setting out terms and conditions and payment. There will also be a trial period to start with so we can keep an eye on the quality of the pitch. Mr Cooke will start the agreement, and Mr Martin will check whether the team need to use the changing rooms.

#### 3) Annual Walkabout Review

Councillors were asked to review and agree relevant outstanding actions from the Annual Walkabout carried out in August 2024.

**Resolved:** That the following actions are agreed:

17. Bench at Priory Lane, to get another quote to rub down the bench.

19. Noticeboard outside Edwards Hall, to look for a new pinboard.

26. Allotment end water trough, the ball cock needs adjusting, Mr Cooke to contact Mr Bantock regarding this.

32. Playground at Harrow Meadow, moss on play equipment, this continues to be monitored, also, look to remove the bench.

99. Common Meadow fence, Common Meadow, this is on the next agenda to replace.

The meeting of the Open Spaces Committee closed at 8.48 p.m.

## **Minutes of a meeting of the Facilities & Environment Committee of Eynsford Parish Council held on Tuesday 6<sup>th</sup> May 2025 held at Eynsford Parish Office at 8.48 p.m.**

### Members Present:

Mr M Barker  
Mrs H Sim  
Mr A Cooke  
Mrs J Laird  
Mr J Griffiths

### Clerk in Attendance:

Mrs J Tunbridge

### Others Present

Mr N Martin

### Apologies for Absence:

Mr O Young  
Mr D Naylor  
Mr V Robson

In the absence of Mr Naylor, Mr Cooke chaired the meeting

1) Declarations of Interest

2) Bench for Chalk Hill

Councillors were asked to approve the purchase of a Gabion Bench for chalk hill. This is a wire frame that can be filled with stones (flint in our case) which would be a significant weight, so no additional installation would be required. The Green Team will research a suitable wooden top for the bench. Prices are £54.99 + VAT for a 45 x 445 x 97.5cm cage or £77.99 for a 45 x 45 x 150cm cage. (other sizes are available).

**Resolved:** Councillors agreed the larger purchase of the frame at £77.99.

The meeting of the Facilities and Environment Committee ended at 8.51p.m.