

# **Minutes of the Meeting of Eynsford Parish Council held on Thursday 18<sup>th</sup> June 2026, at the Parish Office, Priory Lane, Eynsford, at 7.30pm.**

## **34 PRESENT**

### Members Present

Mr A Cooke, Mrs F Haxby, Ms L Johnson, Mr D Naylor, Mr V Robson, Mr O Young.

### Others Present

Two members of the public.

### Clerk in Attendance

Mrs H Ivaldi.

## **35 APOLOGIES FOR ABSENCE**

**RESOLVED:** That Mr Barker's reasons for absence were accepted.

## **36 CHAIRMAN'S REMARKS**

None

## **37 CLERK'S COMMENTS**

None.

## **38 GOVERNANCE**

### a) Co-option of a Councillor

Two candidates had expressed an interest in the role of parish councillor. A vote was taken by councillors.

**RESOLVED:** That Mr K Moynihan is co-opted onto the council. Mr Moynihan will be asked to sign a Declaration of Acceptance of Office at his earliest convenience.

### b) Declarations of Interests

Mr Naylor declared a Disclosable Pecuniary Interest as an owner of land included in the Local Green Space section of the Neighbourhood Plan (ref items 38i & j).

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

c) Minutes of the Last Meeting

Councillors were asked to approve minutes from the last full council meeting held on 21<sup>st</sup> May and the Annual Meeting held on 21<sup>st</sup> May.

**RESOLVED:** That the following sentence is added to minute 29a: 'Mr Naylor objected to the rules of the co-option process not being made clear to councillors.' That subject to this amendment, the minutes are approved.

d) Finance Notes

Councillors were asked to approve the finance notes for the May month-end and the latest schedule of payments.

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

e) Outstanding Actions

Councillors were asked to report on any outstanding actions. No updates were reported.

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

f) Annual Governance Review

Councillors were asked to confirm the statements listed in Section 1 of the AGAR for 2025/26 relating to the council's internal controls and governance systems.

One councillor raised concerns about whether the council had met assertion 10 in relation to effective data management and asked the clerk to seek clarification on this from the internal auditor.

**RESOLVED:** That the Clerk contacts the internal auditor to seek advice on whether issues relating to data management should have been considered by the internal auditor and whether these are pertinent to the Governance statement. That an EGM is convened before 30<sup>th</sup> June to reconsider this item if a response is received in time.

g) Annual Accounting Statement

Councillors were asked to approve the accounting statements provided for the financial year 2025/26 and to sign Section 2 of the AGAR form.

**RESOLVED:** That the accounting statements are approved and the form signed by the Chair.

#### h) Parish Council Insurance

Councillors were informed that following the agreed actions at the last meeting, the Clerk had secured insurance from 1 June 2026 for one year with Zurich, costing £1985.22.

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

#### i) Neighbourhood Plan Update

Mr Barker had provided an update which was read out by the Clerk.

It was reported that a Steering Group meeting was held on 10<sup>th</sup> June attended by one member of the public and that the minutes will be posted to the parish council website.

The Local Green Space working group had produced a full report in response to the consultation results and this was ratified by the Steering Group and is available on the parish council website. A new Local Green Space has been proposed behind the even numbered houses of Eynsford Rise and this will be consulted on together with some minor amendments to the area at Arthur Mee's Seat. These two areas have been approved by the consultant.

A working group is progressing towards the first submission of the Neighbourhood Plan to Sevenoaks District Council. Members are working on policy sections and maps and a meeting is planned for 26<sup>th</sup> June to finalise this.

The Steering Group decided that benefits of a Design Code were not strong enough to justify the extra time and money required.

Dates of future Steering Group meetings and details of the consultation will be agreed soon.

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

#### j) Neighbourhood Plan Costs

Councillors were asked whether to approve all or some of the consultant's (Urban Vision Enterprise) costs for supporting the next stage of the Neighbourhood Plan process. The additional work would cost £9652.5 + VAT.

**RESOLVED:** That the costs of £9652.50 + VAT are approved to be spent from the Neighbourhood Plan budget.

#### k) Village Hall Update

Mr Cooke gave an update on the village hall project. Mr Cooke said that the contractor was still working on reducing his costs and has already made some significant savings. The buyer of the old site is investigating the archaeology requirements. The village hall trustees are working with the

Charity Commission on the sale of the hall. The development committee is now working towards a full build project rather than a two stage build. It should take approximately 1 year once started.

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

l) Licence Agreement – Eynsford Village Hall

Councillors were asked to agree the wording of the licence agreement with Eynsford Village Hall trustees regarding the siting of a shipping container at Harrow Meadow.

**RESOLVED:** That this item is deferred to the next meeting when suggested changes will be available.

m) Eynsford Village Hall – Highways Works

Councillors were asked to agree to pay costs of £3350 relating to entrance works at Harrow Meadow by Kent Highways.

**RESOLVED:** That £3350 is paid from the Harrow Meadow Car Park budget.

n) Harrow Meadow Car Park/Access Working Group

Councillors were asked to set up a working group to discuss issues relating to the new car park and access road at Harrow Meadow.

**RESOLVED:** That Mr Cooke, Mrs Haxby and Mr Young are appointed, and a new working group set up.

o) Community Asset Transfers

The Clerk informed the council that Sevenoaks District Council had agreed to Eynsford Parish Council's application to take over ownership of Saddlers Park green. There would be no cost for the transfer, but the parish council would be required to cover Sevenoaks District Council's legal fees of up to £1250, plus its own legal fees. There would also be maintenance costs once a transfer was finalised of up to £1000 per year. Councillors were asked to decide whether to go ahead.

**RESOLVED:** That ownership of Saddlers Park is taken on and costs covered by the council.

p) Budget Review

Councillors were asked to review the 2026/27 budget taking into account the year end figures and additional costs of projects including the Harrow Meadow Changing Rooms refurbishment, the Community Asset Transfer and the Harrow Meadow Car Park.

**RESOLVED:** That the following changes are made to the budget:

Allotments Income – increase to £1,500

Bank Interest – increase to £600

Grant Income – Increase to £35,800

Harrow Meadow Income – reduce to £3,500

Parish Council Services Income – reduce to £1,200

A225 Footpath Project – increase to £15,000

Annual Parish Meeting – reduce to £200

Audit Fees – reduce to £1,000

Chalk Hill – reduce to £500

Common Meadow Fencing Rolling Fund – reduced to £7,500

Common Meadow Grounds Maintenance – reduced to £250

Defibrillator Maintenance – increased to £300

Eynsford in Bloom – increased to £3,000

Grounds Maintenance General – increased to £1,300

Harrow Meadow Changing Rooms Building Maintenance - increased to £500

Harrow Meadow Changing Rooms Refurbishment – increased to £36,000

Harrow Meadow Changing Rooms Running Costs – reduced to £1,500

Harrow Meadow Car Park Fund – increased to £20,000

Harrow Meadow Football Pitch Maintenance - increased to £5,000

Harrow Meadow Grounds Maintenance - reduced to £2,800

Insurance – increased to £2,000

Memberships – reduced to £1,076.05

Parish Office Running Costs - increased to £8,500

Street Lighting Maintenance Contract - reduced to £3,800

Street Light Replacement Rolling Fund - increased to £13,444.58

Tree Maintenance - increased to £2,800

Village Hall Project Support - increased to £61,546.77.

#### q) Quarterly Newsletter

Councillors were asked to agree articles to include in the next Parish News due out in July.

**RESOLVED:** that the following articles are included:

Meet Young New Councillor – Ms Johnson

Eynsford Village Hall – Mr Cooke

Local Plan and Reg 19 – Mr Robson

Neighbourhood Plan and Local Green Space consultation – Mr Barker

My Fair Lady – Mrs Haxby

Public Space Protection Order – Mr Young

Eynsford in Bloom – Ms Langridge

That articles are sent to Ms Johnson by 12<sup>th</sup> July 2026.

## 39 PLANNING

### a) Notifications of Planning Consent/Refusals

26/00885/CONVAR – 16 Saddlers Park, Eynsford – REFUSED

26/00723/HOUSE – Willow Cottage, Station Road, Eynsford - GRANTED

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

### b) Planning Application 26/01145/LBCALT – Lullingstone Castle, Lullingstone Lane, Eynsford

Councillors considered an application for masonry repairs to an external chimney stack.

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

### c) Planning Application 26/01218/HOUSE – 15 St Martin’s Drive, Eynsford

Councillors considered an application for alterations to fenestration of the rear elevation and new associated step, plus internal alterations.

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

### d) Planning Application 26/00457/HOUSE – 3 Saddlers Hall, Saddlers Park, Eynsford

Councillors considered an application for the conversion of the existing garage to habitable use, to change the garage door to a window, and for fenestration alterations to the rear elevation.

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

## 40 COMMUNITY

### a) Police & Crime Report

The Clerk provided crime figures for April 2026. Ten crimes were reported as follows:

|                           |                         |
|---------------------------|-------------------------|
| 1 x Other theft           | Lullingstone            |
| 1 x Criminal damage/arson | Roman Villa Car Park    |
| 1 x Public order offence  | Upper Austin Lodge Road |
| 1 x Vehicle crime         | Lullingstone Lane       |

|                           |                   |
|---------------------------|-------------------|
| 1 x Anti-social behaviour | Crockenhill Lane  |
| 1 x Criminal damage/arson | Plough car park   |
| 1 x Criminal damage/arson | Saddlers Park     |
| 1 x Anti-social behaviour | Eynsford car park |
| 1 x Possession of weapons | Eynsford car park |
| 1 x Anti-social behaviour | Parsonage Bank    |

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

#### b) Kent ACRE Crowdfunder

Councillors were told that Actions with Communities in Rural England wishes to set up an advice service for village/community halls in Kent. It has created a crowdfunder to pay for an advisor. Councillors were asked if they wished to make a pledge.

**RESOLVED:** That no contribution is made at this point.

#### c) Green Team and Green Week

Mrs Ivaldi gave an update on the Green Team's recent Great Big Green Week activities on the theme of our Chalk Landscape. These included a series of events for the community including an art workshop, a litter pick, a guided walk with an environmentalist, a repair café and a special evening event with speakers and musicians from Kent Downs, a local singer/songwriter focused on the river Darent, and Tom Hart Dyke who spoke about gardening in chalk. The week was very successful and well received. A grant of £480 had been obtained from South East Rivers Trust, via Eynsford Village Society, which covered the majority of the costs.

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

## **41 OPEN SPACES**

#### a) Changing Rooms Costs

Councillors were informed that refurbishment costs have increased due to the delayed start of the works. The electrical works will now cost £9,900 (and extra £2610), plumbing costs will now be £9355 (an extra £1080). Another additional cost will be ventilation for which the cost is awaited. Councillors were asked to approve the revised costs.

**RESOLVED:** That the additional costs of £3690 are approved.

b) Walkabout Date

Councillors were asked to agree on a 'walkabout' date to inspect land and assets throughout the parish.

**RESOLVED:** That the walkabout takes place on Saturday 22<sup>nd</sup> August at 9.30am and all councillors are encouraged to attend.

c) Tree at Common Meadow

Councillors were informed that a young willow tree had been removed from Common Meadow.

Costs were not available, so this item was deferred to the next meeting.

d) Access to Common Meadow

Following a recent sighting of a horse on the cricket pitch, councillors were asked to consider ways in which to limit access to horses. However, councillors are keen to allow members of the public to access Common Meadow.

**RESOLVED:** That permission is given to Eynsford Cricket Club to temporarily attach a bar on the kissing gate into the meadow, and to review this once the PSPO is in place.

e) Harrow Meadow Play Area Working Group

Councillors were asked to create a working group to plan for the replacement and expansion of the play provision at Harrow Meadow over the next year, and to appoint members.

**RESOLVED:** That a Harrow Meadow Play Area Working Group is set up, and that Mr Young, Mrs Haxby and Mr Cooke are appointed to it.

At this point, 9.03pm, the meeting was opened up to questions from members of the public.

The meeting resumed at 9.14pm and was closed.

Signed, Chairman, 16<sup>th</sup> July 2026

## **Questions from Members of the Public held on 18<sup>th</sup> June 2026 at 9.03pm**

A member of the public noted that a large sycamore growing on Fountain Court bank was at risk of falling and is a potential risk to the public. The Clerk agreed to report this to West Kent Housing.

A member of the public noted that parts of the bench around the planters at the car park on the High Street are rotten. The Clerk agreed to report this to Sevenoaks District Council.

A member of the public was concerned about the future of the village hall drive once the hall was sold. They suggested having an annual one day closure to protect it. Councillors believed it was included in the title deeds of the village hall.

A member of the public asked whether two cherry trees at the entrance to Harrow Meadow would be protected during building work. Mr Cooke confirmed that they would be protected.

Public questions ended at 9.14pm.