

# Minutes of the Meeting of Eynsford Parish Council, held on Thursday 16<sup>th</sup> July 2020, via an online video-conferencing session, at 8pm.

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## 8623 PRESENT

### Members Present

Mr M Barker  
Mrs S Boyle  
Mr A Cooke  
Mrs F Haxby  
Mr G Kirby  
Mr M Richardson  
Mr P Ward (Chairperson)

### Others Present

Mr R Gough (County Councillor) (attended from 9pm - 9.31pm)  
Mr K Baker (Tree Warden)  
Mr J Gee (Tree Warden) (8.25pm – 9.10pm)

### Clerk in Attendance

Mrs H Ivaldi

## 8624 APOLOGIES FOR ABSENCE

Mr A Cheeseman (District Councillor)

## 8625 CHAIR'S REMARKS

Mr Ward said that he, Mrs Boyle and Mrs Haxby had met with Alan Cheeseman and Kent County Council contractors about the possibility of installing CCTV around Riverside and Common Meadow. The contractors will produce a report and cost a proposal for the council to consider.

## 8626 CLERK'S COMMENTS

The Clerk noted that both she and Ms Morgan had booked annual leave during August, for different weeks.

## 8627 GOVERNANCE

### a) Declarations of Interest

Mr Richardson declared a non-pecuniary interest in item 8631c as Chair of the Village Hall Trustees.

### b) Minutes of Previous Meeting

The minutes of the last full council meeting held on the 18<sup>th</sup> June 2020 and the Extraordinary General Meeting held on 2<sup>nd</sup> July were presented for approval.

**RESOLVED:** That the minutes are accepted as a true and complete record and that the recommendations are approved. Arrangements were made for the minutes to be signed.

c) Finance Notes

The clerk submitted a list of accounts, and a budget report, for June 2020, as per Appendix A. A schedule of payments was also presented.

**RESOLVED:** That the accounts are approved, and the payments made.

d) Outstanding Actions

None.

e) Telephone Contracts

Councillors were asked to consider changing the council's telephone/broadband contract from Talktalk at £37.95 per month to Plusnet at £26.99 per month.

**RESOLVED:** That the council's contract is changed to Plusnet at £26.99 per month.

f) Annual Return

Councillors were asked to approve the Annual Return and Governance Statement for 2019-2020 which had been approved by the Internal Auditor.

**RESOLVED:** That the Annual Return and Governance Statement are approved and signed.

g) Delivery of Newsletter

Councillors were asked to agree whether to print and deliver the quarterly newsletter or whether to produce online only.

**RESOLVED:** That, subject to the willingness of the delivery person, the newsletters are printed and delivered to all addresses in the parish.

h) Code of Conduct Consultation

Councillors were asked to review the proposed new Model Code of Conduct and to complete the questionnaire if they wished.

**RESOLVED:** That no response is made.

**8628** PLANNING

a) Report and Recommendations of the Last Planning Committee Meeting

Councillors were asked to approve the report of the last Planning Committee meeting held on 6<sup>th</sup> July 2020, and to accept the recommendations made.

**RESOLVED:** That the report is approved and that the recommendations are accepted.

b) Notifications of Planning Consents/Refusal

SE/20/01322/FUL – Littlecroft, Eynsford Road, Eynsford - GRANTED

**8629 HIGHWAYS & TRANSPORTATION**

a) Report and Recommendations of the Last Highways & Transportation Committee Meeting

Councillors were asked to approve the report of the last Highways & Transportation Committee meeting held on 6<sup>th</sup> July 2020, and to accept the recommendations made.

**RESOLVED:** That the report is approved and that the recommendations are accepted.

b) Darent Valley Community Rail Partnership

Mr Kirby gave an update on this project. He said that £60,000 had been secured but more was needed. He was hoping to get funding to expand the use of the station building to include toilets, a water fountain and a waiting room which could also be used for meetings/events. News was still awaited on the delay compensation funding from Thameslink.

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

c) Shoreham Parish Council's 40mph Proposal

Shoreham Parish Council's proposal for a reduction in the speed limit from 60mph to 40mph on the section of the A225 between Otford and the railway bridge by Preston Farm had been circulated to councillors. Councillors were asked to discuss whether to support the scheme, and also, whether to request an extension of the scheme towards Eynsford.

**RESOLVED:** That councillors write a letter of support to Shoreham Parish Council for their proposal.

**8630 COMMUNITY & ENVIRONMENT**

a) Report and Recommendations of the Last Community & Environment Committee Meeting

Councillors were asked to approve the report of the last Community & Environment Committee meeting held on 6<sup>th</sup> July 2020, and to accept the recommendations made.

**RESOLVED:** That the report is approved and that the recommendations are accepted.

b) Police/Crime Report

The Clerk provided details of crime statistics from May 2020:  
Thirty-three crimes were reported:

3 x Anti-social behaviour	Lullingstone Country Park
1 x Anti-social behaviour	Lullingstone Castle
1 x Anti-social behaviour	Lullingstone Roman Villa
1 x Burglary	Lullingstone Roman Villa
1 x Violence/sexual offence	Lullingstone Roman Villa

1 x Anti-social behaviour	Lullingstone Lane
1 x Vehicle crime	Eynsford Rise
10 x Anti-social behaviour	Riverside
1 x Criminal damage/arson	Riverside
2 x Vehicle crime	Car Park, High St
2 x violence/sexual offence	Car Park, High St
1 x Anti-social behaviour	Car Park, High St
1 x Other crime	Car Park, High St
1 x Anti-social behaviour	Parsonage Bank
3 x Violence/sexual offence	Mill Lane
1 x Vehicle crime	Sparepenny Lane
2 x Anti-social behaviour	Crockenhill Lane

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

c) Donation Churchyard Maintenance, St Martin's Church

Councillors asked to agree a donation to St Martin's PCC towards churchyard maintenance for the current financial year. They were also asked to consider whether to make a donation for the last financial year which had not been claimed.

**RESOLVED:** That £700 is donated for the current financial year, and that £700 is donated for last financial year. That St Martin's PCC are asked to claim in a timely manner in future as previous years funding may not be available.

d) Donation towards Portaloos

Councillors were asked to consider making a donation towards the cost of the portaloos hired by Riverside Tea Room for use by the general public at Riverside.

**RESOLVED:** That a donation of £250 is offered to Riverside Tea Rooms from the Contingency budget, if they are willing to accept it.

e) Darent Valley Landscape Partnership

Mr Kirby gave an update on the Darent Valley Landscape Partnership programme. Most projects had been put on hold during the pandemic and an extension to the funding period was being sought with the Heritage Lottery Fund. One project that was going ahead was the archaeological dig of the bath house at Lullingstone Castle.

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

f) Memorial Tree for Eric Syddique

Mr Gee, Tree Warden, explained that he had suggested an Acer Platanoides Princeton Gold in fastigate form. The two suggested locations were one side of the junction between Eynsford Rise and Station Approach, and outside Mr Syddique's former home on St Martin's Drive. There was some discussion about space needed and whether permission would be required. Regular watering would also be needed.

**RESOLVED:** That Mr Gee confirms if there is sufficient space for planting at the junction of Eynsford Rise and Station Approach. That a budget of up to £200 is approved for the tree and planting. That if all issues have been resolved, the tree is planted in November.

At this point, 9.10pm, the meeting was opened up to questions from the public (Appendix Q). The meeting resumed at 9.35pm.

g) Green Team Update

Mrs Haxby gave an update on the last meeting of the Green Team Working Group held on 1<sup>st</sup> June. Mrs Haxby told councillors about the crisp packet collection scheme and the logo competition held at Anthony Roper Primary School. Articles had been written for the website and newsletters about reducing plastic use, reducing water wastage and more. Work was planned around a Climate Action Plan and the use of bicycles.

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

**8631** RECREATION

a) Report and Recommendations of the Last Recreation Committee Meeting

Councillors were asked to approve the report of the last Recreation Committee meeting held on 6<sup>th</sup> July 2020, and to accept the recommendations made.

**RESOLVED:** That the report is approved and that the recommendations are accepted. It was noted that the recommendations included the re-opening of Harrow Meadow playground. The Clerk would arrange for it to be unlocked and put up posters setting out safety measures.

b) Cleaning of Play Equipment

Councillors were asked to agree a quote for the cleaning of the play equipment at Harrow Meadow playground. A revised quote for £300 to jet wash the equipment and surfacing had been received to use the generator provided by the Scout group, and a quote to handwash the equipment for £160 were received.

**RESOLVED:** That the council agrees the quote of £160 for handwashing the play equipment.

c) Village Hall at Harrow Meadow

Mr Cooke gave an update on the latest news about the village hall project. Planning permission had been received for building a new hall at Harrow Meadow, but with 14 conditions to meet prior to work commencing. Permission was still awaited for the existing hall site. Mr Cooke asked whether the council would be willing to pay a certain amount towards the football pitch project before the full funds for the overall project had been raised. This part of the project was likely to cost around £100,000.

**RESOLVED:** That no decision is made until actual costs are known and fundraising has begun.

d) Payment for Geotechnical and Drainage Survey – Eynsford Village Hall

Councillors were asked to agree to pay around £6000 for a geotechnical and drainage survey of the whole Harrow Meadow site, once planning permission is obtained for the existing hall site.

**RESOLVED:** That no decision on this is made at present. That it is reconsidered once planning permission is obtained for the existing site. Mr Ward formally thanked Mr Cooke on taking on the village hall project and for all of his work.

e) Litter Bins at Riverside

Councillors were asked to consider installing new bins, or hiring temporary bins for Riverside. The cost of installing new black litter bins would be £375 + VAT for one, or £750 + VAT for two. The cost of hiring a 'Biffa' type bin would cost around £20 + VAT per week.

**RESOLVED:** That no new bins are purchased at present. That the situation is monitored and reviewed again in September. That Mr Ward continues to tape additional bin bags to the litter bins for use by the public.

f) Water Hygiene at Harrow Meadow Changing Rooms

Councillors were told that the water testing company Brodex had suggested that a Chlorination of the water system was recommended before the re-opening of the changing rooms. This would cost £300 + VAT. A test had been carried out earlier in the month and full results were not known.

**RESOLVED:** That regular flushing takes place. That no other action is taken for now.

g) Cleaning of Harrow Meadow Changing Rooms

Councillors were asked to consider a quote for deep cleaning the changing rooms including steam cleaning the tiled areas, for £304 + VAT.

**RESOLVED:** That the quote is accepted, and that Mr Cooke agrees a suitable date for the work with the cleaner.

The meeting of the council closed at 10.25pm

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Chairperson: 20<sup>th</sup> August 2020

## **Appendix Q**

### **Public Questions from the Meeting of Eynsford Parish Council, held on Thursday 16<sup>th</sup> July 2020**

At 9.10pm, the meeting was opened to questions from the public.

Mr Gough had joined the meeting at 9pm.

He confirmed that the drainage works on the High Street would take place w/c 10 August and would last up to a week.

Mr Gough asked about the loading ban at Riverside, and Mr Ward said that we were awaiting a site meeting with Sevenoaks District Council.

Mr Gough reported that the Household Waste site was operating more smoothly now, and that more slots were now available.

He gave an update on the situation regarding school bus provision. KCC were looking at increasing capacity, but it depended on demand from parents. Parents were being given the option of buying a part-year bus pass if they were unsure whether to go ahead with bus travel. A full plan for September was still in progress and more guidance was needed from DfES.

Mr Ward asked about the future viability of bus companies due to the drop in demand. Mr Gough said that KCC has continued to fund subsidised routes throughout the lockdown period. He also said that the 'on demand' bus service had gone well.

Mr Gough also responded to an email that had been sent about KCC's environment and climate change plans. He reported that a strategy had been launched that day looking at energy and low emissions, adaptation and resilience, and improvements to KCC's own estate and operations. Many savings in CO2 output had already been made, and there would be a detailed plan.

Mr Kirby asked whether KCC had an Officer for Sustainable Transport. Mr Gough said he would investigate this but thought this might be covered within other roles. He said that there was an 'active travel' fund that could be used for some projects.

Mr Gough left at this point (9.31pm).

Mr Baker said that the scout group were planning to install a hard roof over their outside area, previously used for paper storage. The Clerk agreed to look at the lease regarding this, and to put it on the next agenda.

The public questions ended at 9.35pm.

## Minutes of a meeting of the Planning Committee of Eynsford Parish Council held on Monday 6<sup>th</sup> July 2020 via Zoom (Video Conferencing) at 8:00 p.m.

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Present: Mr M Barker  
Mrs S Boyle  
Mr A Cooke  
Mrs F Haxby  
Mr G Kirby  
Mr M Richardson (Chair of Planning Committee)  
Mr P Ward

Non-members Present:  
Mr J Gee (Tree Warden)  
Mr C Edmonds (resident)  
Mr Andrew Fletcher (resident)  
Mr Jonathan Reeve (resident)  
Mr A Cheeseman (District Councillor)  
Mrs A Carter (resident) (from 8.50pm)

Clerk in Attendance:  
Ms N Morgan

Apologies for Absence:  
None

1) Declarations of Interest

None.

- 2) Planning Application SE/20/01671/HOUSE – 14a Saddlers Park, Eynsford  
Plans relating to a rear dormer loft conversion with velux windows and alterations to fenestration. (Juliet balcony removed) were tabled for discussion.

**Resolved:** That the council offer no objection

- 3) Planning application SE/20/01722/LBCALT – Lower Austin Lodge Farmhouse, Lower Austin Lodge Farm, Upper Austin Lodge Road, Eynsford

Plans relating to the internal alterations to facilitate the replacement kitchen cupboards, doors and frames; removal of internal flue, creation of new internal opening and installation of floor heating were tabled for discussion. Mr Richardson noted that this was a Grade II listed building and advised that as a council we are not qualified to comment due to the Grade listing.

**Resolved:** That the council offer no objection, provided English Heritage approves the application.

- 4) Tree work application SE/20/01660/WTCA – Eynsford Cricket Club, Riverside, Eynsford

Plans relating to raise the crown of 17 field maples and remove a smaller field maple were tabled for discussion. Mr Richardson noted that the application had already been passed

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

5) Prior notification Application SE/20/01734/PAC – The cart Lodge, Lullingstone Lane, Eynsford

Plans relating to the proposal prior notification for a change of use of Agricultural buildings to a flexible use within shops (Class A1), financial and Profession Services (Class A2), Restaurants and Cafes (class A3), Business (Class B1), Storage or Distribution (Class B8), Hotels (Class C1) or Assembly and Leisure (Class D2). This application is made under Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 were tabled for discussion.

Mr Richardson advised Under Class R, the GPDO permits a change of use to a wide range of uses subject only to specific considerations, namely transport, noise, contamination and flooding and according to SDC, they felt that the criteria for noise, contamination and flooding were met and they only objected to the previous application as it failed to show the impact on the highway network. The current application now includes such an impact assessment.

Mr Richardson noted the applicant is proposing to convert the barns to office space (B1), one of the uses permitted under the general change of use, plus 24 car parking spaces

Members of the public raised their concerns regarding the amount of congestion and traffic along Lullingstone Lane and asked if the council accepts the impact assessment and if the application only restricted use to B1. Mr Richardson advised that the current impact assessment only relates to B1 and if the applicant wishes to use a different class they would need to provide another transport impact assessment. Further discussion was held on the number of cars the units would create and whether it would be more than the current 24 car parking spaces offered in the application. Members of the public voiced their concerns that the current gate would be left open from 8am until 6pm and that it would become a public car park, which in turn would push the business units vehicles onto Lullingstone Lane, Sparepenny Lane & Crockenhill Lane. Mr Richardson noted that the area is private, and it would be the responsibility of the owners to ensure that did not happen.

Mr Richardson summarised the points raised and offered the following proposals for the council to submit to SDC;

a) No objection, as the transport impact assessment seems to provide evidence that it would not cause more congestion

b) Object to the application as the development would result in excess traffic in Lullingstone Lane, Sparepenny Lane and Crockenhill Lane and the site itself.

Mr Ward offered a third proposal; that the council support the application as the employment benefits for the village could outweigh the possible problems.

Councillors voted on the three proposals, with one councillor voting no objection, three councillors voting for support and five councillors voting for objection.

**Resolved:** That the council object to the application on the grounds the change of use would result in excess traffic in Lullingstone Lane, Sparepenny Lane, Crockenhill Lane and on the site itself.

6) Planning Application SE/20/01778/AGRNOT – Bower Lane Farm, Bower Lane, Eynsford

Plans relating to the erection of a 726m agricultural building and development of a 40m x 40m silage clamp were tabled for discussion.

**Resolved:** That no objection is made.

7) Planning Application SE/20/01680/HOUSE – High Beeches, Sparepenny Lane, Eynsford

Plans relating to a proposed outdoor swimming pool were table for discussion.

**Resolved:** That no objection is made.

The meeting of the Planning Committee closed at 9:00pm

## Minutes of a meeting of the Highways & Transportation Committee of Eynsford Parish Council held on Monday 6<sup>th</sup> July 2020 via Zoom (Video Conferencing) at 9:00pm.

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Present: Mr M Barker  
Mrs S Boyle  
Mr A Cooke  
Mrs F Haxby  
Mr M Richardson  
Mr P Ward

Non-members Present:  
Mr J Gee (Tree Warden)  
Mr Andrew Fletcher (resident)  
Mr A Cheeseman (District Councillor)  
Mrs A Carter (resident)

Clerk in Attendance:  
Ms N Morgan

Apologies for Absence:  
Mr G Kirby

In the absence of Mr Kirby, Mr Ward chaired the Highways & Transportation Committee Meeting

1) Declarations of Interest

None.

2) Loading Ban – Riverside

Councillors were asked to discuss the best locations for No Loading areas at Riverside, prior to a site meeting with the SDC Parking Engineer. It was noted that the ban is unlikely to be in place before the autumn. Mr Ward asked what is the council trying to achieve with the No Loading, is it just to stop the ice cream van, if so what would stop him from moving to the parking areas and taking up a parking space. Cllr Cheeseman thinks a No Loading applies in a parking area for vendors but is not a 100% sure. Mr Richardson suggested that it would be best to speak with SDC for clarification before deciding where to put a No Loading ban.

**Recommended:** That the council meet with SDC first to discuss No Loading Bans.

The meeting of the Highways & Recreation Committee closed at 9:06pm

**Minutes of a meeting of the Communities & Environment Committee of Eynsford Parish Council held on Monday 6<sup>th</sup> July 2020 via Zoom (Video Conferencing) at 9:06 p.m.**

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Present: Mr M Barker  
Mrs S Boyle  
Mr A Cooke  
Mrs F Haxby (chair of Community & Environment)  
Mr G Kirby  
Mr M Richardson  
Mr P Ward

Non-members Present:  
Mr J Gee (Tree Warden)  
Mr Andrew Fletcher (resident)  
Mr A Cheeseman (District Councillor)  
Mrs A Carter (resident)

Clerk in Attendance:  
Ms N Morgan

Apologies for Absence:  
Mr G Kirby

1) Declaration of Interest

None.

2) CCTV & Anti-Social Behaviour

Councillors were asked to discuss what the problems are in Eynsford regarding crime and anti-social behaviour, and what measures would be best used to tackle this, including the suggestion of installing CCTV. Mrs Haxby asked the questions; ‘What is the problem?’ and ‘How often is it happening?’ for the councillors to consider. Mrs Haxby also advised that she had reviewed the information commissioner’s code of practice for CCTV and advised that CCTV is privacy intrusive as it would put a lot of law-abiding citizens under scrutiny. Before we launch into it, we should consider whether to use it, the fact that it is possible, affordable or that we have public support should not be the primary reason for using CCTV, also, what benefits can be gained or better solutions other than putting cameras up should be considered before the use of CCTV. Mrs Haxby also noted that she has contacted other parish councils about CCTV, many do not have any CCTV, but both Leybourne and Yalding parish councils have CCTV and advised that they are very expensive, monitor and a lot of work regarding setting up including policies such as Data Protection and subject to access request policies.

Cllr Cheeseman advised that KCC are ready to do a free survey of the area, and offered to undertake all the funding himself, which he noted was between £20,000 and £25,000. Mr Ward advised that we need to study the problem not the solution and need to know what the main issues are at Riverside. Mrs Carter noted that the problem is excessive waste, disrespect of the area, leaving litter behind and asked what kind of offences the CCTV could pick up and what would the point be if we could not prosecute.

Cllr Cheeseman said the main benefit would be deterrent rather than detection, monitoring would be a further cost and it would be monitored at Maidstone. A further long discussion was held on the benefits of CCTV and costs.

Member of the public noted that the people who cause the problems could be wearing hoodies so CCVT would not be able to identify them, and noted that more local policing was required, such as PCSOs and community wardens.

A further discussion was held on parking wardens. Mrs Haxby raised her concern that we would be monitoring innocent people. Cllr Cheeseman advised that he has had residents' approach him and advise they would be in support of CCTV as they would feel reassured. Mr Ward noted that we would need more problems than just litter to justify the expense of CCTV, further long discussions were held regarding the issues and if the expense of CCTV would be justifiable or have the issues been exacerbated due to Covid-19. Mr Ward suggested that we monitor Riverside and review this again in six months, he also noted that extra bin bags have been placed at Riverside to help with the excess rubbish. A further discussion was held on the issues that Covid-19 raised at Riverside. Mr Richardson also noted that we have also added new notices at Riverside. Councillors agreed to get the free survey done from KCC and review the issues again in September

**Recommended:** That we ask KCC to provide us with the free CCVT survey, Cllr Cheeseman to liaise with KCC and the Clerks to arrange this and that we review the information and issues at Riverside again in September.

3) Quarterly Newsletter

Councillors were asked to agree to articles to be included in the next Quarterly newsletter due out in July.

**Recommended:** That the following articles are included.

Green Initiatives	Mrs F Haxby
New Chairman	Mr P Ward
Village Hall update	Mr Richardson
Volunteer Thank you	Mr M Baker
Allotment Bonfires	Mr A Cooke
Laura Trott MP Visit	Mrs S Boyle

Articles are required by 23<sup>rd</sup> July 2020

The meeting of the Community & Environment Committee closed at 10:03pm

## Minutes of a meeting of the Recreation Committee of Eynsford Parish Council held on Monday 6<sup>th</sup> July 2020 via Zoom (Video Conferencing) at 10:03 p.m.

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Present: Mr M Barker  
Mrs S Boyle  
Mr A Cooke (Chair of Recreation)  
Mrs F Haxby  
Mr M Richardson  
Mr P Ward

Non-members Present:  
Mr J Gee (Tree Warden)

Clerk in Attendance:  
Ms N Morgan

Apologies for Absence:  
Mr G Kirby

1) Declarations of Interest

None.

2) New Allotment Project

Councillors were asked to discuss a proposal for a new allotment area and what tasks would need to be undertaken to make it happen. Mr Cooke noted that the original proposal was for the new allotments to be created near to the changing rooms, however Mr Cooke noted that it would be easier to put it nearer the current allotments at the beginning of the nature area. Mr Richardson asked what work it would take to make this area into allotments, Mr Cooke believes a day with a mini digger would be needed to take the roots from the brambles and make the area in to 8 allotment plots, Mrs Boyle suggested using the community payback scheme. Mr Richardson noted that a mini digger would cost around £100 per day. Mr Gee believes we would need at least a 5-ton machine to take out the roots

**Recommended:** That Mr Cooke produces an outline plan for 8 new allotment plots with costs and check the environment survey to check there is nothing endangered or protected in the nature area.

3) Covid-19 Risk Assessment – Harrow Meadow Playground

Councillors were asked to review the risk assessment for the playground. Councillors agreed not to place hand sanitizers at the entrance and exit gates and advise parents to wash children's hands before and after use. It was agreed to place laminated posters up straight away, and then order hard plastic notices to replace them later, to be able to get the playground open sooner rather than later.

**Recommended:** That we omit the requirement for hand sanitizers at the entrances from the risk assessment and then accept the risk assessment. That posters are placed advising of parents' responsibilities and the 2m rule is placed in the playground; and the jet washing of the playground is done as soon as possible. That the council announce the opening of the playground.

4) Risk assessment – Harrow Meadow Changing Rooms

Councillors were asked to review the risk assessment for the changing rooms. Mr Cooke noted that one had not been done yet as the change rooms were still locked and still waiting for guidance from the Government. Mr Ward suggest that one is started that we can add to once further guidelines are received from the government. It was suggested that we contact the water hygiene company to check regarding the water as the taps had not been used in 3 months.

**Recommended:** that we contact the water testing company for advice, that Mr Cooke starts a risk assessment once government guidelines have been published.

The meeting of the Recreation Committee closed at 10:25pm