

Minutes of the Meeting of Eynsford Parish Council held on Thursday 15th October 2020, via an online video-conferencing session, at 8pm.

8650 PRESENT

Members Present

Mr M Barker

Mrs S Boyle

Mr A Cooke

Mrs W Gee (Co-opted during the meeting)

Mrs F Haxby

Mr G Kirby

Mr M Richardson

Mr P Ward (Chairperson)

Others Present

Mr K Baker (Tree Warden), Mr J Gee (Tree Warden), Mr J Richardson (until 8.10pm), Mr C Sexton (until 8.10pm), Mr A Cheeseman (District Councillor) (from 9.08pm), Mr R Gough (County Councillor) (8.58pm – 9.10pm).

Clerk in Attendance

Mrs H Ivaldi

8651 APOLOGIES FOR ABSENCE

None

8652 CHAIR'S REMARKS

Mr Ward said that the abandoned car left outside Lullingstone Roman Villa had now been removed. He thanked Mrs Ivaldi for chasing the police and Sevenoaks District Council about this. Mr Ward noted that organisations were invited to lay wreaths at the Act of Remembrance on 8th November. Mr Ward would be happy to lay the council's flowers, but not at the event, but that if another councillor would like to lay the flowers at the event, he would be happy for this to happen. Mr Ward also noted that the village fireworks were taking place as an aerial display so that people could view them from their own homes. The location of the display was not being disclosed, but it was hoped that they would be visible to the majority of residents in Eynsford & Farningham.

8653 CLERK'S COMMENTS

The Clerk noted that the parish office would be closed for two days during half term (the last week in October).

8654 GOVERNANCE

a) Declarations of Interest

None.

b) Casual Vacancy

Councillors were asked to take a vote to co-opt a new councillor to fill the casual vacancy. There were four candidates for the position and secret ballot was taken using Whatsapp. The candidate receiving the most votes was Mrs Wendy Gee.

RESOLVED: That Mrs Wendy Gee is co-opted to the casual vacancy. That the other candidates are thanked for their time and interest.

c) Minutes of Previous Meeting

The minutes of the last full council meeting held on the 17th September 2020 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.

d) Finance Notes

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

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

e) Outstanding Actions

February 2020 – Purchase new fridge and microwave for the office – This is being progressed by Ms Morgan.

March 2020 – New signage at the ford – the Clerk will chase the new Highways Officer at Kent Highways about this when they are in place.

May 2020 – Pursue listing of the Lucy Box on the High Street – Mr Kirby has reported that he has made some progress on this and is waiting for the ownership to be handed over to the parish council. Meanwhile, there is a provisional listing.

May 2020 – Group TPO Lullingstone Lane – Sevenoaks District Council have now responded and are looking into the application.

f) GDPR Update

Mr Ward reported that he had met with Mr Barker and Ms Morgan to go through the various GDPR policies and to update them where needed. The main actions agreed were:

- To have an item about GDPR on the agenda every quarter, starting this month.
- To ensure that Clerks' and Councillors' devices used to access parish council emails and information are secure and password protected; to ensure that councillors include the parish council privacy statement at the bottom of their email signatures; to ensure that the Clerk is cc'd to any emails to members of the public.
- To enable Councillors to view or edit relevant OneDrive documents securely.
- That the role of DPO is retained by the GDPR Working Group.
- That councillors read and familiarise themselves with the various data protection policies.

RESOLVED: That the above actions are accepted.

g) Changes to Committee Functions & Structures

The Clerk had prepared a discussion document about the council's committee structures and how they could be changed. The review was prompted by the inability of committees to make decisions under the current standing orders.

Councillors discussed the document and suggestions included giving committees powers to spend under allocated budget headings. It was thought that the main meetings should be kept for governance and policy issues. Mr Ward came up with a suggestion for five committees to spread the workload, each with allocated budget headings.

RESOLVED: That Mr Ward's proposal of five committees with their own budget headings are further discussed by Mrs Ivaldi and Mrs Gee and Mr Ward, and a revised proposal put forward to another meeting.

h) Website Accessibility Statement

Councillors were asked to approve the website accessibility statement.

RESOLVED: That the Website Accessibility Statement is approved, subject to proofing.

i) Meeting Format

Councillors were asked to discuss whether or not it would be appropriate for the council to return to face to face meetings rather than online meetings. The Clerk informed councillors that NALC guidelines are to continue with online meetings if possible, but that physical meetings are permitted if suitable measures are taken to ensure safety. There were discussions about potentially booking a room in the village hall for the future.

RESOLEVD: That online meetings continue for now. That the situation is reviewed in January.

At this point, 8.58pm, the meeting paused for questions from the public. See Appendix Q. The meeting resumed at 9.13pm.

8655 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 5th October 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/20/02137/FUL – Bower Park Farm, Bower Lane, Eynsford – GRANTED

SE/20/02183/HOUSE – Oakdene, Station Road, Eynsford – GRANTED

SE/20/02500/AGRNOT – Bower Park Farm, Bower Lane, Eynsford – PRIOR APPROVAL NOT REQUIRED

SE/20/02295/FUL – Pollyhaugh Farm, Bower Lane, Eynsford – GRANTED

SE/20/02365/PAN – Savoy Seed Shed, Furlongs Farm, Sparepenny Lane, Eynsford – NOTIFICATION ONLY

c) Tree Work Application SE/20/02759/WTCA– Yew Tree Cottage, Station Road, Eynsford

Councillors were informed about an application to reduce the crowns of 1 sycamore, 1 maple and 1 cherry tree by 30% and thinned by 20%.

The Tree Wardens had been asked to comment.

RESOLVED: That the information is noted.

d) Tree Work Application SE/20/02578/WTCA – Mallards, High Street, Eynsford

Councillors were informed about an application for various works to trees.

The Tree Wardens had been asked to comment.

RESOLVED: That the information is noted.

e) Planning White Paper Consultation

Councillors were informed that the government is producing a White Paper to look at planning in the UK. The consultation will end on 29th October. A draft response had been produced following the discussion at the last meeting.

RESOLVED: That Mr Richardson incorporates any last comments from councillor and sends the response to the Clerks to send on to the government before the deadline.

8656 **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 5th October 2020, and to accept the recommendations made.

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

b) Site Meeting with Sevenoaks District Council

Mrs Boyle reported that she had met Jeremy Clark, Parking Engineer, Sevenoaks District Council along with Mr Kirby and Mrs Ivaldi at Riverside. Loading Bans at Riverside were discussed to enable parking enforcement. The areas suggested for this were the end of Riverside between the salt bin and the ford, and also the passing space at the top of Riverside.

The group also looked at the bend at Lullingstone Lane where there was problem parking causing access issues for farm vehicles and other large vehicles, and also the area outside the Five Bells where parked cars caused an obstruction.

Mr Clark agreed to progress the loading ban via the Joint Transportation Board and to look into the other issues.

RESOLVED: That the information is noted.

c) Darent Valley Community Rail Partnership

Mr Kirby gave an update on this project. He said that the partnership is now fully funded and there is a part-time member of staff employed to manage it. The owner of Go Coach was also involved

to ensure joined up transport. Mr Kirby said that funding for projects at Eynsford was in the pipeline, awaiting final confirmation.

RESOLVED: That the information is noted.

d) Joint Transportation Board Update

Mr Kirby gave a report on the relevant parts of the recent meeting. He said that Shoreham PC's 40mph speed reduction proposal had been discussed. The proposal had not been accepted, but it had been indicated that a 50mph scheme might be acceptable. Mr Kirby suggested that Eynsford Parish Council may like to apply for a 50mph scheme to be extended to Eynsford.

RESOLVED: That Mr Kirby's proposal to extend a potential 50mph speed limit to Eynsford is added to the next agenda.

8657 **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 5th October 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 for August 2020:
18 crimes were reported as follows.

Upper Austin Lodge Rd	1 x violence/sexual offence
Nr Lullingstone Castle	1 x ASB
Crockenhill Lane	1 x ASB
Sparepenny Lane	1 x Vehicle crime
Plough car park, Riverside	1 x ASB, 1 x Burglary, 1 x violence/sexual offence
Ford House car park	2 x violence/sexual offence, 1 x ASB, 1 x public order
Station Road	1 x ASB
Saddlers Park	2 x violence/sexual offence
Knights field	1 x possession of weapons, 1 x public order
Gibsons Place	1 x criminal damage/arson
Mill Lane	1 x violence/sexual offence

In addition, the following information was received from our PCSO in relation to Eynsford:
Ourselves and Sevenoaks District Council are aware of the abandoned vehicle at Roman Villa. Enquiries have been made from other forces to contact the owner but unfortunately no one has come forward. SDC are looking at removing the vehicle, but due to the current challenges we are facing with COVID-19, it has created a bit of a backlog, but they have ensured they will look to do it soon.

RESOLVED: That the information is noted.

c) Darent Valley Landscape Partnership

Mr Kirby gave an update on the Darent Valley Landscape Partnership project. He reported that as most of the work is volunteer based, nothing has happened during the Covid-19 pandemic. However, the partnership is hoping to extend the funding period by two years to 2024 to enable all of the projects to take place.

RESOLVED: That the information is noted.

d) Green Working Group

Mr Barker gave an update on the latest meeting of the Green Working Group (also known as the Green Team). He reported on the various projects being pursued including: crisp packet recycling; researching emissions from council buildings; planting project with the school; refill scheme; electric vehicle charging points. Councillors were asked whether they supported the following initiatives: reducing grass cutting at the Priory Field triangle to two cuts a year to allow for the natural growth of grasses and wild flowers; the planting of trees/hedging plants along the private road parallel with the M25 off Crockenhill Lane; sending out a questionnaire to residents about their views on green projects in the village; a green community event to share information about how to reduce emissions and waste and to promote green initiatives. It was suggested that this could be combined with a celebration event once the pandemic is over. These proposals were all supported. Mr Barker also proposed co-opting new members to the Green Team - Ms Russell, Mr Cooper and a representative from Eynsford in Bloom. There were all approved.

RESOLVED: That the information is noted.

8658 **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 5th October 2020, and to accept the recommendations made.

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

b) Security of Recreation Areas

Mr Barker had met with Mr Edmed, the Sevenoaks District Council officer responsible for responding to unauthorised encampments, to look at the security of the recreation areas in the village. Mr Edmed thought that broadly, the measures we have in place are proportionate to the risk. He noted that the new hall project at Harrow Meadow would most likely include a more secure entrance gate, possibly with a height barrier.

RESOLVED: That no further action is needed at present.

c) Allotment Extension Project

Councillors were asked to consider a quote to clear the area south of the current allotment site to provide seven additional allotment plots. The quote of £1024.40 included the hire of a digger and two days labour. There was also a quote for the installation of a fence £674.80.

RESOLVED: That the quote to clear the area at £1024.40 is accepted from Mr Free. That is funded from the Allotment Extension budget using CIL money. That the fencing work is deferred until after the clearance has been completed. That Mr Free is asked to contact Mssrs Alexander about access via their field into the allotment site.

d) Tree Work at Common Meadow

Councillors were asked to consider quotes for tree work at Common Meadow. Permission had been granted by Sevenoaks District Council to crown lift 17 field maples, to remove a ring of ivy on each tree and to remove one small field maple adjacent to the cricket pavilion. Aspen Tree Care quoted £1275.00 and A1 Tree Specialists quoted £480.00.

RESOLVED: That the quote of £480.00 from A1 Tree Specialists is accepted to be paid from the Tree Maintenance budget.

e) Repairs at Harrow Meadow Playground

Councillors were asked to consider the following quotes for work:

Mr G Free – to remove and replace all the wood surrounds to the safety surfacing of all of the older pieces of play equipment - £1204.00

Playdale – to provide a replacement spring for the metal gate to the playground - £210.34 + £21 delivery + VAT.

RESOLVED: That the wooden edging is replaced at £1204.00 from the Playground Maintenance budget. That the replacement spring is ordered at £231.34 + VAT from the Playground Maintenance budget.

f) Litter Bins at Riverside

Councillors were asked to discuss whether to provide additional bins at Riverside to deal with the litter produced by visitors during the summer months.

RESOLVED: That one extra bin is installed at £375 + VAT. That Mrs Boyle meets with Mrs Ivaldi to agree on a suitable position.

The meeting of the council closed at 10.30pm

Chairperson: 19th November 2020

Appendix Q

Public Questions from the Meeting of Eynsford Parish Council, held on Thursday 15th October 2020

At 8.58pm, the meeting was opened to questions from the public.

Mr Gough (County Councillor) explained the changes to the school bus services while some schools were shut for half term. He said that the S11 would replace the S13 & S14 so there would still be a service. Mr Gough said he would put their officer dealing with Climate Change issues – Lucy Breeze – in touch with the council to answer any questions.

Mr Gough asked about progress with the loading ban at Riverside and was given an update on the site meeting with Sevenoaks District Council. He said that Mr G Bineham had now left Kent County Council as Highways Engineer for this area and had been replaced by Whitney Gwillim who would deal with future queries.

Mr Gough introduced himself to new councillor Mrs Gee.

At 9.09 Mr Cheeseman, District Councillor, joined the meeting. He also introduced himself to Mrs Gee.

Mr Gough left the meeting at this point, 9.10pm.

Mr Cooke asked a question about someone parking on the grass verge. Councillors said that permission depended on who owned the verge in question.

The public questions ended at 9.13pm.

Minutes of a meeting of the Planning Committee of Eynsford Parish Council held on Monday 5th October 2020 via Zoom (Video Conferencing) at 8:00 p.m.

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

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

Clerk in Attendance:
Ms N Morgan

Apologies for Absence:

None

1) Declarations of Interest

None.

2) Planning White Paper Consultation (discussed at 21:54pm)

Councillors were asked to formulate a response to the latest Planning White Paper produced by the Government. The Planning for the future consultation proposes reforms of the planning system to streamline and modernise the planning process, bring a new focus to design and sustainability, improve the system of developer contributions to infrastructure, and ensure more land is available for development where it is needed. Councillors discussed the White Paper Consultation and agreed the Mr Richardson would collate all councillors' responses.

Resolved: That Mr Richardson to collate all response for approval of full council at the next main meeting.

3) Planning Application SE/20/02627/HOUSE – 52 St Martin's Drive, Eynsford

Plans relating to a single storey rear extension with roof lantern were tabled for discussion.

Resolved: That the council offer no objection.

4) Tree Work Application SE/20/02744/WTCA – Crayfish Cottage, High Street, Eynsford

Plans relating to works to various trees were tabled for discussion. Mr Gee reported that he provided SDC with a no objection on behalf of the tree wardens for Eynsford

Resolved: That no objection is made

5) Eynsford Village Hall Update

Mr Cooke provided a verbal update on the village hall project. He noted that he asked Cllr A Cheeseman back in July to chase Sevenoaks Planning, who advised that SDC had written to the architect with a number of comments regarding the lack of boundary lines for the proposed properties, the prominence of the carport and the awkward roof. In September, the architect sent back revised drawings to Sevenoaks Planning, although the planning officer still required more information but, as yet, Mr Cooke has not heard if the architect has prepared that additional information. It noted that it is just going backwards and forwards between our architect and Sevenoaks Planning office and it is the fourth time the plans have been amended. Mr Cooke noted that one big issue is a legal agreement, although Mr Richardson had sent an e-mail to the architect saying they do not see a need for a legal agreement at this stage; as yet no response received from the architect.

Mr Richardson noted that he has advised the planners that the hall is a charity and can only use the monies from the old hall for a new hall, so having a legal agreement is irrelevant, which can cost thousands, and that money can be spent better elsewhere. Mr Richardson has suggested a draft to the architects to go back to the planners pointing this out. Mr Richardson noted that Sevenoaks Planners have changed their minds several times over the necessity for a legal agreement.

Mr Ward asked if we knew what the planners thought a legal agreement would achieve and what would be the purpose? Mr Richardson noted that it is to tie the two developments together. Councillors then held a long discussion on legal agreements and the need for one for this development.

Mrs Haxby asked if the Parish Council could do anything to help? Mr Ward noted that it is difficult to know, maybe arrange a meeting with Sevenoaks Planners. Mr Richardson said a zoom meeting was meant to be organised by SDC but not yet happened, and proposed the council draft a letter to be signed by the Chair of the council.

Resolved: That Mr Richardson to draft a letter to SDC planning to be signed by Mr Ward (Chair of the Council)

The meeting of the Planning Committee closed at 8:19pm

Minutes of a meeting of the Communities & Environment Committee of Eynsford Parish Council held on Monday 5th October 2020 via Zoom (Video Conferencing) at 8:19 p.m.

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

Non-members Present:

Clerk in Attendance:

Ms N Morgan

Apologies for Absence:

None

1) Declaration of Interest

None.

2) Local Housing Needs Survey

Sevenoaks District Council have commissioned a survey, with ACRK to find out if there is a need for housing for local people across the district. In each parish a survey will be sent to each household. If need is identified, SDC and ACRK will work with parish council to identify possible suitable sites to take forward. Councillors are asked to support the survey and the chair will be asked to sign the covering letter to show local endorsement. A survey to Eynsford has been provisionally booked for November. Councillors were asked to decide whether they are happy for this to go ahead. Councillors discussed previous surveys and what this survey would achieve. Mrs Haxby noted her concern that expectations are raised for residents and we cannot meet expectations.

Recommended: That we support the survey.

3) CCTV in the village

Councillors were asked to discuss pros and cons of installing CCTV in Eynsford. A quote for this service has been circulated by Cllr Cheeseman. It was noted that for two CCTV cameras would cost £7,557 and monitoring costs would be £3,000 per year. Councillors held a long discussion on the need for CCTV and whether it can be justified and other possible solutions. Mr Ward noted that we still do not have a full list of issues or specific issues that would justify CCTV and before we know the full extent of problems and where the problems happen a decision of CCTV could not be made and until this break down of problems/issues this item should be shelved.

Recommended: That Mrs Haxby, Mr Cooke and Mr Gee work together to provide a breakdown of problems/issues.

4) Newsletter Articles

Councillors were asked to agree which articles to include in the quarterly newsletter which is due to be sent out this month.

Recommended: That the following articles are included in the newsletter

- Volunteering to help residents with their IB Mrs Haxby
- Eynsford in Bloom – Gold again Mrs P Penny
- Greener Eynsford Mr Barker
- Allotment Association Mr Cooke
- Community Rail Partnership Mr Kirby
- Planning White Paper Mr Richardson

Articles to be sent in no later than 27th October 2020.

The meeting of the Community & Environment Committee closed at 9:07pm

Minutes of a meeting of the Recreation Committee of Eynsford Parish Council held on Monday 5th October 2020 via Zoom (Video Conferencing) at 9:07 p.m.

Present: Mr K Baker
Mr M Barker
Mrs S Boyle
Mr A Cooke (chair of the Recreation Committee)
Mrs F Haxby
Mr J Gee
Mr G Kirby
Mr M Richardson
Mr P Ward

Non-members Present:

Clerk in Attendance:

Ms N Morgan

Apologies for Absence:

None

1) Declarations of Interest

None.

2) Permission to Erect Shed on Allotment

A group of allotment holders have been given a shed. It is 12' x 8' which is larger than the size usually permitted, but they propose to site it within the hedge line behind the houses rather than in an actual plot, for shared use. Councillors discussed the need for a larger shed and Mr Cooke noted that he believed it would be used for joint storage and used for the allotment association should one be set up.

Recommended: That permission is granted once the allotment association is set up

3) Annual Inspection

Councillors were asked to review and priorities items on the updated Annual Inspection spreadsheet following the survey carried out in August.

Recommended: That the following items are pursued.

- Notice board – Bus Shelter – revarnished – quote sought
- Notice board – Mill Lane - revarnished – quote sought
- Salt Bin – Priory Lane Triangle – KCC asked to fill
- Bench- Priory Lane Triangle – revarnished – quote sought
- Parish Office – Edwards Hall site – 2 small branches overhanging – quote sought
- New Playground Furniture – Harrow Meadow – Timber surround to soft surfacing in need of replacing – 2 quotes received, check budgets and to main agenda for approval

- No cycling sign – Butchers Lane – Foliage needs cutting back – Ask KCC
- Bollards – Station Road, opposite Flinders – some bollards are bent – Ask KCC to review
- Litter Bin – Saddlers Park – rust at base – Ask SDC to replace
- Bench – Riverside Green, opposite Furlongs Farm Road – Revarnish – quote sought
- Common Meadow Fence- Common Meadow – 2 panels have a selection of holes in towards F&EHLS and the bottom need pegging – Quote sought to replace 33m of fencing – check budgets
- Trees & foliage obscuring both zebra crossing signs and streetlights adjacent to school – Ask KCC to cut back
- One stem of a tree needs removing at junction of St Martin’s church and adjacent property – Contact the property manging company who is responsible for the tree (Littleboard properties)

4) Football Club Rents

Councillors were asked to discuss the rents for the upcoming season for both football clubs. Currently the changing rooms are out of use. We have budgeted to reduce the income by half. Mr Cooke noted that he will meet with both clubs again to discuss this reduction.

Recommended: That the information is noted

5) Allotment Association

Following a request from some allotment holders the Clerk has carried out some research into this. It would be possible for plot holders to form an association and to work alongside the council. Councillors discussed the pros and cons of an allotment association in detail. It was suggested that Mr Cooke meet with the holders and ask what their vision is for an allotment association and report back to the council once that is known.

Recommended: That Mr Cooke meet with the allotment holders and ask what their vision is for an allotment association.

The meeting of the Recreation Committee closed at 9:54pm